

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

November 17, 2020

I. The regular business/virtual meeting of the JOC was called to order at 6:32 p.m. by the President, Ruth Ann Schlegel.

II. Salute to the flag by all in attendance.

III. Roll Call – Present\*

Annville Cleona	*Ben Dohner	Darren Grumbine
Cornwall Lebanon	*Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	**Amber Weaver	Dotty Noll
Northern Lebanon	*David Kline	Mike Marlowe
Palmyra	Jeffrey Putt	Christopher Connell
Lebanon	**Tracy Johnsen	Heather Eggert

Others present:

*Glenn Meck	*Tina Geyer	*Dr. Philip Domencic
*Justin Weaber	*Andra Groller	*Julia Ansel

**\*Attended in Person, \*\*Attended by Zoom**

IV. Public Comment - none

V. Minutes

It was moved by Mr. Kline, seconded by Mr. Dohner to approve the minutes of the October 20, 2020 regular/virtual business meeting. All members voting aye.

VI. Director's Report

- A. Review of new staff
- B. Review of HUNCH program

VII. Communications - None

VIII. Business Reports

A. Financial Report

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Financial Report for the period ended October 31, 2020 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended October 31, 2020 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the bills/transfers as attached in the amount of \$1,099,750.74. Included in this amount is the following Capital Reserve Fund checks:

Vendor	Check No.	Amount
Steckbeck Engineering & Surveying, Inc.	36539	\$1,395.00
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		\$1,395.00

All members voting aye.

X. Personnel Matters

A. Resignation for the Purpose of Retirement

It was moved by Mrs. Weaver, seconded by Mr. Kline that we accept the resignation for the purpose of retirement of Carol Zerbe, Administrative Assistant to the Administrative Director, effective December 31, 2020. All members voting aye.

B. Substitute – Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following substitute instructor for the 2020-2021 academic year at the \$110.00 per day rate. Criminal record checks, child abuse clearances and employment verification forms on file.

Substitute	Effective/Retroactive To:
Mark Wickert	October 28, 2020

All members voting aye.

C. Part Time Evening Instructor/Substitute - Practical Nursing

It was moved by Mrs. Weaver, seconded by Mr. Kline that we employ the following Part Time Evening Instructor at the rate of \$35.00 per hour and add to our approved PN Substitute Instructor List for the 2020-2021 school year. Criminal record checks, child abuse clearances and employment verification forms on file.

Name	Retroactive/Effective Date:
Brianna Jill Heichel	November 11, 2020

All members voting aye.

D. Long-Term Substitute

It was moved by Mrs. Weaver, seconded by Mr. Kline that we employ Scott Bowman as a long-term substitute for the Law Enforcement and Security program, 189 days, at a salary of \$49,899 (prorated to actual days worked) with benefits, effective retroactive to November 2, 2020. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

E. Employment

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the employment of Zackary Francisco as our full time Maintenance Technician, \$21.00 per hour, 8 hours per day, 260 days, with benefits, effective retroactive to November 16, 2020. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

F. Transfer of Sick Days

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the transfer of sick days per school code (per attached letters) for the following employees:

1. Theresa Tobias, School Counselor, 18 sick days
2. Julia Ansel, Adult Education Coordinator, 3 sick days

All members voting aye.

G. Memorandums of Understanding

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the Memorandums of Understanding as attached. All members voting aye.

H. Mentor

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following mentor for the CTC's 2020-2021 "Induction Program" at the contract rate of \$900.00 per year per CBA (prorated):

Scott Bowman – Chris Rutter - 1 year

All members voting aye.

XI. Curriculum

A. Approval of an Additional Act 80 Day

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the addition of an Act 80 day on Tuesday, November 24, 2020. All members voting aye.

B. School Calendar – Revision

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the 2020-2021 school calendar revision (as attached). All members voting aye.

XII. Finance

A. Transfers

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the following transfers:

- 1.) That we approve a transfer to the capital reserve fund in the amount of \$500,000.00 retroactive to June 30, 2020.
- 2.) That we approve a transfer to the cafeteria fund in the amount of \$10,958.56 retroactive to June 30, 2020.

All members voting aye.

B. 2019-2020 Refund Retained

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the CTC to retain \$150,000.00 of the 2019-20 refund for unanticipated costs that may occur in 2020-2021. All members voting aye.

*An Executive Session followed the meeting to discuss personnel.*

XIII. Adjournment

It was moved by Mr. Kline, seconded by Mr. Dohner that we adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Tina M. Geyer,  
Secretary

*Next Meeting – December 15, 2020*