

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

December 15, 2020

I. The regular business/virtual meeting of the JOC was called to order at 6:35 p.m. by the President, Ruth Ann Schlegel. An Executive Session was held prior to the board meeting to discuss personnel matters.

II. Salute to the flag by all in attendance.

III. Roll Call – Present*

Annvile Cleona
Cornwall Lebanon
Eastern Lebanon
Northern Lebanon
Palmyra
Lebanon

*Ben Dohner
*Ruth Ann Schlegel
*Amber Weaver
**David Kline
**Jeffrey Putt
**Tracy Johnsen

Darren Grumbine
Joel Zug
Dotty Noll
Mike Marlowe
Christopher Connell
Heather Eggert

Others present:

*Glenn Meck

*Tina Geyer

*Dr. Philip Domencic

**Justin Weaber

**Andra Groller

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

IV. Public Comment – none

V. Reorganization

A. Dr. Phil Domencic was appointed to serve as Temporary Chairperson for the purpose of reorganization. All members voting aye.

B. (1) It was moved by Mr. Dohner, seconded by Mr. Kline to nominate Mrs. Ruth Ann Schlegel as President for 2021.

(2) It was moved by Mr. Putt, seconded by Mrs. Weaver to close the nominations for the office of JOC President for 2021. All members voting aye.

(3) Return to original motion: (B1). On a roll call vote, six yes votes were recorded and the motion carried.

C. (1) It was moved by Mrs. Weaver to nominate Mr. Dohner to serve as JOC Vice President for 2021.

(2) It was moved by Mr. Putt, seconded by Mrs. Johnsen to close the nominations for the office of JOC Vice President. All members voting aye.

(3) Return to original motion: (C1). On a roll call vote, six yes votes were recorded and the motion carried.

D. (1) It was moved by Mrs. Schlegel, seconded by Mrs. Weaver to nominate Mrs. Tina Geyer to serve as Secretary for 2021.

(2) It was moved by Mrs. Schlegel, seconded by Mrs. Weaver to close the nominations for the office of Secretary. All members voting aye.

(3) Return to original motion: (D1). On a roll call vote, six yes votes were recorded and the motion carried.

E. The meeting was returned to the newly elected President, Mrs. Ruth Ann Schlegel, for the regular business meeting.

VI. Minutes

It was moved by Mr. Putt, seconded by Mrs. Johnsen to approve the minutes of the November 17, 2020 regular/virtual business meeting. All members voting aye.

VII. Director’s Report

A. Recognize Carol Zerbe for 27.5 years of service at the CTC.

VIII. Communications - None

IX. 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 November 30, 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 November 30, 2020 as attached. All members voting aye.

X. 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 \$834,985.54. Included in this amount is the following Capital Reserve Fund check:

Vendor	Check No.	Amount
Woodland Contractors, Inc.	36655	\$31,263.08
		\$31,263.08

All members voting aye.

XI. Personnel Matters

A. Employee Transfer

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen that we approve a position transfer for Dawn VanWinkle from LPN Administrative Assistant to the Full Time Administrative Assistant to the Director, \$21.00 per hour, 8 hours per day, 260 days, effective January 1, 2021, with benefits. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

B. Substitute – Healthroom Assistant

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following as a Substitute Healthroom Assistant 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.

<u>Substitute</u>	<u>Effective:</u>
Pitt, Tina M.	January 1, 2021

All members voting aye.

C. Substitute Secretary

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen that we approve Carol Zerbe as a Substitute Secretary, at a rate of \$14.01 per hour effective January 1, 2021. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

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D. LPN Administrative Assistant Job Description Revisions

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the LPN Administrative Assistant Job Description Revisions as attached (available at JOC Meeting). All members voting aye.

E. Unused Sick Time

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve to pay the balance of Carol Zerbe's unused sick time, to a maximum of 200 days, at \$35/day at the date of retirement to a qualified 403(B) account. All members voting aye.

F. Resignation

It was moved by Mrs. Weaver, seconded by Mr. Putt that we accept the resignation of Scott Bowman, Long-Term Substitute – Law Enforcement & Security Instructor, effective retroactive to December 9, 2020. All members voting aye.

XII . Curriculum – no items

XIII. Finance

A. Joint Operating Committee Meeting Dates for 2021

It was moved by Mr. Kline, seconded by Mrs. Weaver that the listed meeting dates for 2021 be approved at 6:30 p.m. with the exception of July – no meeting.

January 19, 2021	July, 2021 – (<i>no meeting</i>)
February 16, 2021	August 17, 2021
March 16, 2021	September 21, 2021
April 20, 2021	October 19, 2021
May 18, 2021	November 16, 2021
June 15, 2021	December 21, 2021

All members voting aye.

XIV. Policies

A. Policy – First Review

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the following policies as attached for first review:

No.	Policy Name
701	Facilities Planning
702	Gifts, Grants, Donations
702.1	Crowdfunding
703	Sanitary Management
704	Maintenance
705	Facilities and Workplace Safety
706	Property Records
707	Use of Center Facilities
708	Lending of School-Owned Equipment
709	Building Security
710	Use of Facilities and School Vehicles by Staff
712	Deleted – Use of Fax Machines
716	Integrated Pest Management
717	Cellular Telephones
718	Service Animals in Schools

719	Facility Dogs
800	Records Management
801	Public Records
803	School Calendar
804	School Day
805	Emergency Preparedness and Response
805.1	Relations with Law Enforcement Agencies
805.2	School Security Personnel
806	Child Abuse
807	Opening Exercises/Flag Displays
808	Food Services
810	Transportation
810.1	School Bus Drivers and School Commercial Motor Vehicle Drivers
810.2	Transportation – Video/Audio Recording
810.3	School Vehicle Drivers
811	Bonding
811	Deleted – Software Policy
812	Property Insurance
813	Other Insurance
814	Copyright Material
815	Acceptable Use of Internet, Computers and Network Resources
815	Deleted – Hazard Communication Program
818	Contracted Services Personnel
819	Suicide Awareness, Prevention and Response
820	Universal Precautions
822	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
823	Naloxone
824	Maintaining Professional Adult/Student Boundaries
827	Conflict of Interest
828	Fraud
830	Breach of Computerized Personal Information

All members voting aye.

An Executive Session followed the meeting to discuss personnel.

XV. Adjournment

It was moved by Mrs. Weaver, seconded by Mr. Putt that we adjourn the meeting at 6:54 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next Meeting – January 19, 2021