

**LEBANON COUNTY  
CAREER AND TECHNOLOGY CENTER**

**March 16, 2021, 6:30 P.M.**

**Board/Conference Room, D-144**

**A G E N D A**

**I. Call to Order**

**II. Salute to Flag**

**III. Roll Call: Ben Dohner, Tracy Johnsen, David Kline,  
Jeff Putt, Ruth Ann Schlegel, Amber Weaver**

**Alternates:** Darren Grumbine, Heather Eggert, Mike Marlowe  
Christopher Connell, Joel Zug, Dotty Noll

**IV. Public Comment**

**V. Minutes - JOC Meeting – February 16, 2021**

**VI. Director's Report**

**VII. Communications - none**

**VIII. Business Reports (Mr. Kline)**

**A. Financial Report**

Suggested Motion: That we approve the Financial Report for the period ended February 28, 2021 as attached.

**B. Cafeteria Report**

Suggested Motion: That we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended February 28, 2021 as attached.

**IX. Approval of Bills (Mr. Kline)**

Suggested Motion: That we approve the bills/transfers as attached in the amount of \$1,000,406.52. There are no Capital Reserve Fund checks included in this amount.

**X. Personnel Matters (Mrs. Weaver)**

**A. Employment**

Suggested Motion: That we approve the employment of Josephine Burke, as Administrative Assistant, Practical Nursing Program, effective retroactive to March 1, 2021, \$15.50 per hour, 260 days with benefits (with a 90 day probationary period). Criminal record checks, child abuse clearances and employment verification forms on file.

**B. Substitute - Instructor**

Suggested Motion: That we approve the following person as a substitute instructor for the 2020-2021 academic year at the \$110.00 per day rate. Criminal record checks, child abuse clearance and employment verification forms on file.

Name	Effective:
Christal Kohl	March 17, 2021

**C. Leave**

Suggested Motion: That we grant Michelle Achey, Practical Nursing Program Director, a leave of absence beginning retroactive to February 7, 2021 and continuing up to 12 weeks per policy #335.

**XI. Curriculum (Mr. Putt)**

**A. School Calendar – Final Approval**

Suggested Motion: That we approve the 2021-2022 school calendar for final approval (as attached).

**B. Modified Summer Calendar**

Suggested Motion: That we approve a modified summer calendar for the period of June 14 through August 13, 2021. The normal work week hour requirements will be consolidated into a four-day work week.

**C. Local Program Title Change**

Suggested Motion: That we change the local title for CIP 48.0501 from Industrial Machine Technology to Precision Machining Technology.

**D. Submission of a NOCTI/NIMS Waiver**

Suggested Motion: That we approve the submission of a NOCTI (National Occupational Competency Testing Institute) and NIMS (National Institute for Metalworking Skills) waiver to the Pennsylvania Department of Education for the 2020-2021 school year due to COVID-19 issues.

**XII. Finance (Mr. Kline) - none**

**XIII. Policies (Mr. Kline)**

**A. Policy – First Review**

Suggested Motion: That we approve the following policies as attached for first review:

<b>No.</b>	<b>Policy Name</b>
901	Public Relations Objectives
902	Publications Program
903	Public Participation in Joint Operating Committee Meetings
904	Public Attendance at Center Events
906	Public Complaint Procedures
907	Visitors to the Center
908	Relations With Parents/Guardians
910	Community Engagement
911	News Media Relations
912	Relations With Educational Institutions
913	Nonschool Organizations/Groups/Individuals
914	Relations With Intermediate Unit
916	Volunteers
917	Parental/Family Involvement

**XIV. Adjournment**

***Next Meeting – April 20, 2021***