

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

March 16, 2021

I. The regular business/virtual meeting of the JOC was called to order at 6:30 p.m. by the President, Ruth Ann Schlegel.

II. Salute to the flag by all in attendance.

III. Roll Call – Present*

Anncville 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
*Justin Weaber

**Julia Vicente
*Tina Geyer

*Dr. Philip Domencic
**Julia Ansel

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

IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt, seconded by Mr. Kline to approve the minutes of the February 16, 2021 regular/virtual business meeting. All members voting aye.

VI. Director's Report

- A. Review of NOCTI waiver-Glenn Meck
- B. Review of 2021-2022 Proposed Budget-Tina Geyer
- C. Review of potential paving project-Glenn Meck

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 February 28, 2021 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Kline, seconded by Mrs. Johnsen that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended February 28, 2021 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 \$1,000,406.52. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel Matters

A. Employment

It was moved by Mrs. Weaver, seconded by Mr. Kline 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. All members voting aye.

B. Substitute - Instructor

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen 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

All members voting.

C. Leave

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen 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. All members voting aye.

XI. Curriculum

A. School Calendar – Final Approval

It was moved by Mr. Putt, seconded by Mrs. Johnsen that we approve the 2021-2022 school calendar for final approval (as attached). All members voting aye.

B. Modified Summer Calendar

It was moved by Mr. Putt, seconded by Mr. Kline 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. All members voting aye.

C. Local Program Title Change

It was moved by Mr. Putt, seconded by Mr. Kline that we change the local title for CIP 48.0501 from Industrial Machine Technology to Precision Machining Technology. All members voting aye.

D. Submission of a NOCTI/NIMS Waiver

It was moved by Mr. Kline, seconded by Mrs. Weaver 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. All members voting aye.

XII. Finance

A. Paving Project

It was moved by Mrs. Schlegel, seconded by Mrs. Johnsen that we authorize the Administration to work with Steckbeck Engineering to solicit bids for the refurbishing and repair of roads and parking lots. All members voting aye.

XIII. Policies

A. Policy – First Review

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

No.	Policy Name
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

All members voting aye.

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Weaver that we adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next Meeting – April 20, 2021