

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

April 20, 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*

Annville 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

*Andra Groller
*Tina Geyer

*Dr. Philip Domencic

*Julia Ansel

*Julia Vicente, Superintendent of ELCO

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

IV. Public Comment - none

V. Minutes

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

VI. Director's Report

- A. Update of Certificate & Awards Ceremony – Glenn Meck
- B. Update of National Technical Honor Society – Glenn Meck
- C. Update on Grants – Glenn Meck
- D. Review of Summer Paving Project – Glenn Meck
- E. Review of Results of SkillsUSA Competition – Andra Groller

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 March 31, 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 March 31, 2021 as attached. All members voting aye.

C. Student Activity

It was moved by Mr. Kline, seconded by Mrs. Johnsen that we approve the Student Activity Account for the quarter ended March 31, 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 \$1,247,096.39. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel Matters

A. Resignation

It was moved by Mrs. Weaver, seconded by Mr. Kline that we accept the resignation of Kate Davies, Part-Time Practical Nursing Program Instructor, effective March 14, 2021. All members voting aye.

B. Authority Member

It was moved by Mrs. Weaver, seconded by Mr. Kline that we accept the appointment of Mark Bucher as Palmyra Authority representative. All members voting aye.

C. Substitute - Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline 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:
George Pappas	April 21, 2021

All members voting aye.

XI. Curriculum – no items

XII. Finance

A. Budget Approval

It was moved by Mr. Kline, seconded by Mrs. Weaver that the 2021-2022 budget in the amount of \$9,069,142.00 be initially approved and recommended to the six member districts. All members voting aye.

B. Additional Revenue

It was moved by Mr. Kline, seconded by Mrs. Weaver that we accept additional revenue for the following for the fiscal year ending June 30, 2021 in the amount of \$ 1,203,860.00.

Higher Education Emergency Relief Fund (HEERF) – Student Portion	\$183,472.00
Higher Education Emergency Relief Fund (HEERF) – Institutional Portion	\$504,438.00
Competitive Equipment Grant	\$37,450.00
Adult Education Direct Loans	\$3,500.00
FT PN Direct Loans	\$300,000.00
PT PN Direct Loans	\$175,000.00
Total	<u>\$1,203,860.00</u>

All members voting aye.

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C. Reassign Excess Funds

It was moved by Mr. Kline, seconded by Mrs. Johnsen that we reassign excess funds previously set aside for PSERS rate increases in the amount of \$78,769.00 to be utilized to offset revenue shortfall due to lower enrollment in post-secondary classes due to COVID-19. All members voting aye.

D. Full Time and Part Time Practical Nursing Tuition

It was moved by Mr. Kline, seconded by Mrs. Johnsen that we approve the tuition rate for the following effective July 1, 2021:

Full Time PN program	\$15,600.00
Part Time PN program	\$15,875.00

All members voting aye.

E. Paving Improvements and Repairs to Parking Lot and Access Drive Project

It was moved by Mr. Kline, seconded by Mrs. Johnsen That we issue a Notice to Award conditional upon proper execution of the Agreement Between Owner and Contractor and securing the required Performance and Payment Bonds specified in the Bid Documents for the Paving Improvements and Repairs to Parking Lot and Access Drive Project to H&K Group Inc. in the amount of \$233,933. All members voting aye.

XIII. Policies

A. Policy – Final Approval

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

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 Mrs. Johnsen, seconded by Mr. Kline that we adjourn the meeting at 6:57 p.m.

Respectfully submitted,

Next Meeting – May 18, 2021

Tina M. Geyer,
Secretary