

LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

Notice of Meeting and Agenda

NOTICE OF MEETING

An Executive Session followed by a regular meeting of the Lawrence County Career and Technical Center Joint Operating Committee will be held on **Thursday, August 18, 2016** in the library at 750 Phelps Way, New Castle, PA at 6:30 p.m.

An EXECUTIVE SESSION for Personnel Matters will be held at 5:30 p.m.

Open meeting with the Pledge of Allegiance and a moment of silence.

ROLL CALL OF JOC MEMBERS:

MEMBERS:	Leroy Cortez	___	Michael Hink	___	Denise Palkovich	___
	Robert Curry	___	Mark Kirkwood	___	Mark Panella	___
	Stephen Fornataro	___	James McFarland	___	Anthony Ross	___
	Justin Kirkwood	___	Matthew Morella	___	Scott Singer	___

OTHERS:	Mr. Michael Leitera	___	Mr. Leonard Rich	___	Mr. Michael Milanovich	___
	Attorney Matt Mangino	___	Nancy Kolodziej	___		

AGENDA

1. PUBLIC COMMENTS

Public comments (maximum three minutes (3) per individual).

2. APPROVE THE MINUTES FROM THE JUNE 16, 2016 MEETING

It is the recommendation of the administrative director to the JOC to approve the minutes from the June 16, 2016 meeting.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

3. **UNFINISHED BUSINESS**

A.

4. **ADDITIONS TO THE AGENDA**

5. **NEW BUSINESS**

A. **APPROVE THE INVOICE PAYMENT REGISTER FOR JUNE**

It is the recommendation of the administrative director to the JOC to approve the invoice payment register for June 2016.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

B. **APPROVE THE INVOICE PAYMENT REGISTER FOR JULY**

It is the recommendation of the administrative director to the JOC to approve the invoice payment register for July 2016.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

C. **APPROVE THE MEMORANDUM OF UNDERSTANDING WITH PDE FOR THE TECHNICAL ASSISTANT PROGRAM (TAP)**

It is the recommendation of the administrative director to the JOC to enter into a Memorandum of Understanding with PDE for the Technical Assistant Program, (TAP). This service is offered to the CTC at no charge.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

D. APPROVE THE PURCHASE OF A SECOND USED VAN

It is the recommendation of the administrative director to the JOC to approve the purchase of a 2011 Ford Econoline Van from Phil Fitts Ford, in the amount of \$19,101. (Roll Call)

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

E. APPROVE AN AGREEMENT BETWEEN THE LCCTC AND MANCINO'S DRIVING SCHOOL FOR THIRTY HOURS OF SAFETY EDUCATION CLASSROOM THEORY, SIX HOURS OF BEHIND THE WHEEL EXPERIENCE AND THE PA DRIVER'S LICENSE TEST

It is the recommendation of the administrative director to the JOC to approve an agreement between the LCCTC and Mancino's Driving School to provide the Driver Education Theory and Behind the Wheel Instruction to the students of the LCCTC plus administering the driving test. The cost would be completely absorbed by the students and there will be no additional cost to the Career Center.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

F. APPROVE THE HIRING OF BRADLEY WINDHORST AS A PHYSICS/MATH INSTRUCTOR

It is the recommendation of the administrative director to the JOC to hire Bradley Windhorst as a Physics/Math Instructor with an emergency certification. The starting salary is \$46,918 which is Step 1 Masters of the teacher's contract. This hiring includes full benefits. (Roll Call)

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

G. APPROVE THE HIRING OF BRITNEY KWOLEK AS A PART-TIME PHYSICAL EDUCATION INSTRUCTOR

It is the recommendation of the administrative director to the JOC to hire Britney Kwolek as a part-time Physical Education instructor. The starting salary is \$28,412, which is one-half of Step 7, Masters of the teacher's contract. Benefits will be prorated based on the number of hours worked compared to fulltime. The employee will pay the prorated portion. (Roll Call)

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

H. APPROVE THE HIRING OF EMILY DISCELLO AS A PART-TIME ENGLISH INSTRUCTOR

It is the recommendation of the administrative director to the JOC to hire Emily Discello as a part-time English instructor. The starting salary is \$22,981.50, which is one-half of Step 1 of the teacher's contract. Benefits will be prorated based on the number of hours worked compared to fulltime. The employee will pay the prorated portion. (Roll Call)

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

I. ACCEPT THE NALOXONE POLICY NO. 823

It is the recommendation of the administrative director to the JOC to accept the Naloxone Policy, No. 823.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

J. ACCEPT THE DRUG OVERDOSE POLICY NO. 210.0

It is the recommendation of the administrative director to the JOC to accept the Drug Overdose Policy, No. 210.0.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

K. ACCEPT ATTACHMENT 626, PROCUREMENT – FEDERAL PROGRAMS

It is the recommendation of the administrative director to the JOC to accept Attachment 626, Procurement – Federal Programs.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

L. ACCEPT ATTACHMENT 626, ALLOWABILITY OF COSTS – FEDERAL PROGRAMS

It is the recommendation of the administrative director to the JOC to accept Attachment 626, Allowability of Cost – Federal Programs.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

M. ACCEPT ATTACHMENT 626, CASH MANAGEMENT – FEDERAL PROGRAMS

It is the recommendation of the administrative director to the JOC to accept Attachment 626, Cash Management – Federal Programs.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

N. ACCEPT TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS POLICY NO. 626.1

It is the recommendation of the administrative director to the JOC to accept Travel Reimbursement – Federal Programs Policy, No. 626.1.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

O. ACCEPT FOOD SERVICES POLICY, NO. 808

It is the recommendation of the administrative director to the JOC to accept Food Services Policy, No. 808.

Motion by _____ Seconded by _____

Vote _____ Abstentions _____

P. FIRST READING OF CONFLICT OF INTEREST, POLICY NO. 827

It is the recommendation of the administrative director to the JOC that the Conflict of Interest, Policy No. 827, be submitted for a first reading. No action needs to be taken at this time.

Please Note that policy packets will be available prior to the meeting.

6. REPORTS OF ADMINISTRATION

1. Mr. Leonard Rich, Administrative Director
2. Mr. Michael Milanovich, Principal
2. Mr. Michael Leitera, Superintendent of Record
3. Attorney Matt Mangino

ADJOURNMENT

Motion by _____ Seconded by _____

Vote _____ Abstentions _____