

Agenda of Board Meeting

The Joint Operating Committee Lebanon County Career & Technology Center

A Board Meeting of the Joint Operating Committee of Lebanon County Career & Technology Center will be held Tuesday, October 20, 2026, beginning at 6:30 PM Board/Conference Room, D-144, 833 Metro Drive, Lebanon, PA 17042.

1. Meeting Opening

1.A. Call to Order

1.B. Salute to Flag

1.C. Roll Call

Description: Darren Grumbine, Ruth Ann Schlegel, Jean Pierre Santos, Robert Okonak, David Kline, Joshua Jones

Alternates: Colleen Shay, Joel Zug, Jordan Weaver, Janice Falk, Benjamin Moyer, Christine Fisher

1.D. Public Comment

Description: There is a request for Public Comment.

1.E. Minutes

Recommended Motion(s):

Motion to approve JOC Meeting Minutes of September 15, 2026.

2. Director's Report

Description: Discussion on Articles of Agreement

Potential new program

LCCTC vehicle upgrades

Please use the link below to access the October CTC Newsletter.

<https://sway.cloud.microsoft/Uyi0SjsNnZpY1kEJ?ref=Link>

3. Communications

4. Business Reports (Mr. Kline)

4.A. Financial Report

Recommended Motion(s):

That we approve the Financial Report for the period ended September 30, 2026.

4.B. Cafeteria Report

Recommended Motion(s):

That we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended September 30, 2026.

4.C. Student Activity Report

Recommended Motion(s):

That we approve the Student Activity Report for the quarter ended September 30, 2026.

5. Approval of Bills (Mr. Kline)

5.A. Approval of Bills

Recommended Motion(s):

That we approve the bills/transfers in the amount of \$2,265,884.88. Included in this amount are the following Capital Reserve Fund checks: Korporate Computing, Check #44041, \$45,104.20; Apple Computers, Check #44053, \$27,718.00; Fidevia, Check #44106, \$354.25.

6. Personnel Matters (Mr. Grumbine)

6.A. Employment

Recommended Motion(s):

That we approve the employment of Ivelisse Torres as a Full-Time Custodian, effective October 21, 2026, at \$19.00 per hour with benefits, pending receipt of all required paperwork.

6.B. Employment

Recommended Motion(s):

That we approve the employment of Jamie Fisher as a Full-Time Custodian, effective October 21, 2026, at \$19.00 per hour with benefits, pending receipt of all required paperwork.

6.C. Employment

Recommended Motion(s):

That we approve the employment of Melissa Yoder as a School Counselor, effective 2026-2027 school year, 189 days, with benefits, Master's+15 Column, Step Career/18, \$90,277.00, pending receipt of all required paperwork and transcripts.

6.D. Leave

Recommended Motion(s):

That we grant employee 6941, a leave of absence effective retroactive to September 4, 2026 and continuing up to 12 weeks per policy #335.

6.E. Career & Technical Student Organization Advisor

Recommended Motion(s):

That we approve the following CTSO Advisor for the 2026-2027 academic year at the contract rate of \$750.00 per person, per CBA: Wendy Barrett, NTHS.

7. Curriculum (Mr. Santos)

7.A. Staff Development

Recommended Motion(s):

That we approve Eric Derr, Electrical Technology Instructor, to attend the NC3 Train-the-Trainer Regional Event, Pittsburgh, PA, November 2-3, 2026. Estimated cost of \$1,195.00.

8. Finance (Mr. Kline) - no items

9. Policies (Mr. Kline)

9.A. Policy First Review

Recommended Motion(s):

That we approve Policy 622 GASB Statement 34 for first review.

10. Articles of Agreement (Mr. Grumbine)

10.A. Articles of Agreement

Recommended Motion(s):

Motion to confirm that the proposed amended Articles of Agreement circulated by the Joint Operating Committee on May 19, 2026 were not ratified by all member School Districts and are hereby rescinded.

Description: On May 19, 2026, the Joint Operating Committee approved updated and amended Articles of Agreement and directed that such amended Articles be circulated to the Boards of School Directors of each member School District for approval. Approval of amendments to the Articles of Agreement requires the affirmative vote of all six participating districts. Having been approved by only five member districts, and rejected by one member district, the proposed amendments to the Articles of Agreement failed. As such, the proposed amended Articles of Agreement approved by the Joint Operating Committee for circulation June 16, 2026 are not adopted.

11. **Adjournment**

11.A. Adjournment

Recommended Motion(s):

Motion to Adjourn

Description: Next Meeting - November 17, 2026

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES
September 15, 2026

1. Meeting Opening

A. The regular business meeting of the JOC was called to order at 6:31 p.m. by the President, Ruth Ann Schlegel.

B. Salute to the flag by all in attendance.

C. Roll Call - Present*

Annville Cleona	*Darren Grumbine	Colleen Shay
Cornwall Lebanon	*Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	*Jean Pierre Santos	Jordan Weaver
Lebanon	*Robert Okonak	Janice Falk
Northern Lebanon	*David Kline	Benjamin Moyer
Palmyra	*Joshua Jones	Christine Fisher

Others present:

*Bernie Kepler	*Charles Benton	*Marilyn Lathrop
*Daniel Romberger	*Tina Geyer	*Jason Nace
*Valerie McNicholl, Move Forward	*Tom Giovarelli	*Taryn Hogeland
*Chris Rutter	*Nicoletta Lagonis	*Eric Tanger
*Eric Derr	*Alicia Petruska	*Todd Lassa, LebTown

D. Public Comment – none

E. Minutes

Motion to approve JOC Meeting Minutes of August 18, 2026. This motion, made by Mr. Darren Grumbine and seconded by Mr. Jean Pierre Santos, Carried.

2. Director's Report

- Presentation of Drone technology in the classroom - Nicoletta Lagonis, Taryn Hogeland, Chris Rutter, Tom Giovarelli
- Review of potential sending district debt payments and operations if Lebanon SD withdraws- Charles Benton
- Discussions of articles of agreement revisions and potential renovations and Lebanon SD withdrawal-Charles Benton
- Information on TechLink in-service on 9/4/26 – Charles Benton
- TechLink was awarded Smartlink grant \$280,000 for fiber optics to be shared with the Techlink consortium-Charles Benton

3. Communications – none

4. Business Reports

4.A. Financial Report

That we approve the Financial Report for the period ended August 31, 2026. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

4.B. Cafeteria Report

That we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended August 31, 2026. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

5. Approval of Bills

5.A. Approval of Bills

That we approve the bills/transfers in the amount of \$1,060,970.54. Included in this amount are the following Capital Reserve Fund checks: Apple Computer, Inc., Check #43977, \$52,694.20; Fidevia, Check #43981, \$2,931.25; Fidevia, Check #44003, \$1,036.25; Korporate Computing, Check #44010, \$61,083.86. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

6. Personnel Matters

6.A. Resignation

That we approve the resignation of Kelly Flowers, School Counselor, effective October 23, 2026. This motion, made by Mr. Darren Grumbine and seconded by Mr. Jean Pierre Santos, Carried.

6.B. Uncompensated Days

That we approve the following: employee #6991, to take two days of leave without pay on November 12-13, 2026 and employee #6990, to take two days of leave without pay on December 10-11, 2026, in accordance with LCCTC policy and administrative approval. This motion, made by Mr. Darren Grumbine and seconded by Mr. Jean Pierre Santos, Carried.

6.C. Mentors

That we approve the following mentors for the CTC's 2026-2027 "Induction Program" at the contract rate of \$900.00 per year per CBA:

Kelsie Hess – Christopher Rutter	1 year
Louis Manza – Ryan Gerz	2 years
Clay Roach – Taryn Hogeland	2 years
Sam Santiago – Doug Kless	1 year
Bambi Tanger – Alicia Petruska	1 year
Maxwell Peak - Eric Derr	2 Years

This motion, made by Mr. Darren Grumbine and seconded by Mr. Jean Pierre Santos, Carried.

6.D. Career & Technical Student Organization Advisors

That we approve the following CTSO Advisors for the 2026-2027 academic year at the contract rate of \$750.00 per person, per CBA:

Josh Boettner, NAHB-SC	Taryn Hogeland, FFA
Eric Derr, NAHB-SC	Wendy Barrett, SkillsUSA
Douglas Kless, NAHB-SC	Josh Boettner, SkillsUSA
Mitchell Hinton, NAHB-SC	Eric Derr, SkillsUSA
Beth Garrett, HOSA	Daniel Giffin, SkillsUSA
Rene Gehman, HOSA	Eric Tanger, SkillsUSA
Lori Mattis, HOSA	Theresa Tobias, SkillsUSA
Alicia Petruska, HOSA	Theresa Tobias, NTHS
Hanna Seyfert, HOSA	

This motion, made by Mr. Darren Grumbine and seconded by Mr. Jean Pierre Santos, Carried.

6.E. Occupational Advisory Committee and Local Advisory Committee Approval

That we approve the Occupational Advisory Committee members and Local Advisory Committee membership lists for the 2026-2027 school year. This motion, made by Mr. Darren Grumbine and seconded by Mr. Jean Pierre Santos, Carried.

7. Curriculum

7.A. Student Handbook Change

That we approve a change to the 2026-2027 Student Handbook. This motion, made by Mr. Jean Pierre Santos and seconded by Mr. Darren Grumbine, Carried.

7.B. Staff Development

That we approve the following conferences:

1.) Josh Boettner, Work-Based Learning Coordinator, to attend the PCEA Cooperative Education Conference, State College, PA, October 15-16, 2026. Estimated cost of \$935.00.

2.) Lisa Pison, Instructional Coach, to attend the CTE Summit, Boalsburg, PA, October 28-29, 2026. Estimated cost of \$189.00.

3.) Charles Benton, Administrative Director, to attend the CTE Eastern Region Study Tour, Willow Grove, PA, November 4-6, 2026. Estimated cost of \$563.00.

4.) Clay Roach, Masonry Instructor, to attend the Annual Masonry Instructors Workshop, Altoona, PA, October 5, 2026. Estimated cost of \$293.00.

This motion, made by Mr. Jean Pierre Santos and seconded by Mr. Darren Grumbine, Carried.

7.C. Occupational Advisory Committees Report

That we approve the Administration's responses to the Occupational Advisory Committees. This motion, made by Mr. Jean Pierre Santos and seconded by Mr. Darren Grumbine, Carried.

8. Finance

8.A. Counseling Proposal

That we approve the proposal with Move Forward Counseling for counseling services for the 2026-2027 and 2027-2028 school years to be paid through the PCCD Grant. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

8.B. Proposal/Lease Agreement

That we approve the proposal/lease agreement with Higher Information Group for copier leasing and maintenance for five year effective November 1, 2026. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

8.C. Cafeteria Transfer

That we approve a transfer to the cafeteria fund in the amount of \$52,866.66 retroactive to June 30, 2026. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

8.D. Budget Transfers

That we approve the budget transfers for 2025-2026 school year as attached. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

8.E. Capital Reserve Transfer

That we approve a transfer to the capital reserve fund in the amount of \$657,586.70 retroactive to June 30, 2026. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

8.F. 2025-2026 Refund Retained

That we approve the CTC to retain \$20,000 of the 2025-2026 refund to cover costs for a technology consultant which was approved June 16, 2026. This motion, made by Mr. David Kline and seconded by Mr. Darren Grumbine, Carried.

9. Adjournment

9.A. Adjournment

Motion to Adjourn. This motion, made by Mr. Darren Grumbine and seconded by Mr. Jean Pierre Santos, Carried.

The meeting was adjourned at 7:27 p.m.

An Executive Session preceded the meeting to discuss a legal matter.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next meeting – October 20, 2026

FINANCIAL STATEMENT - LEBANON COUNTY CAREER & TECHNOLOGY CENTER
FOR PERIOD ENDING - September 30, 2026

RECONCILIATION OF CASH

CASH BALANCE - September 1, 2026		\$ 1,255,016
ADDITIONS:		
Receipts	714,930	
Transfers	-	
Interest	1,315	716,245
DEDUCTIONS:		
Disbursements	674,559	
Payroll	339,051	
Transfers	-	
Fees	830	1,014,440
CASH BALANCE - September 30, 2026		<u>\$ 956,821</u>

	CURRENT PERIOD	TOTAL TO DATE
6500 Earning from Investments	\$ 6,371	\$ 16,045
6700 Student Activity Revenue - Shop Revenue	\$ 5,076	\$ 18,102
6800 Other Revenue from Intermediary Sources	\$ -	\$ -
6940 Tuition	\$ 4,792	\$ 6,004
6900 Miscellaneous Revenue	\$ 1,178	\$ 9,596
7200 Vocational Education	\$ -	\$ 190,104
7330 Health Services Funding	\$ -	\$ -
7509 Supplemental Equipment Grant	\$ -	\$ -
7800 Revenue Social Security/ Retirement Payments	\$ -	\$ -
8520 Vocational Education (Perkins)	\$ 27,486	\$ 82,459
8749 PCCD - Mental Health Grant	\$ -	\$ -
9400 Sale of Obsolete Assets	\$ -	\$ -
6946 Receipts from Member Districts	\$ 701,531	\$ 2,879,955
	<u>\$ 746,434</u>	<u>\$ 3,202,265</u>

EXPENDITURES	ORIGINAL BUDGET	CURRENT PERIOD	TOTAL TO DATE	BUDGET BALANCE
1100 Regular Programs - Secondary	\$ 316,362	\$ 22,957	\$ 27,649	\$ 288,713
1200 Special Programs - Secondary	\$ 390,599	\$ 26,145	\$ 32,813	\$ 357,786
1300 Vocational Education Programs	\$ 4,674,935	\$ 338,700	\$ 508,171	\$ 4,166,764
1600 Adult Education Programs	\$ -	\$ -	\$ -	\$ -
2100 Support Svcs - Pupil Personnel	\$ 400,488	\$ 28,171	\$ 60,445	\$ 340,043
2200 Support Svcs - Instructional Staff	\$ 626,078	\$ 48,919	\$ 201,156	\$ 424,922
2300 Support Svcs - Administration	\$ 963,564	\$ 67,973	\$ 230,954	\$ 732,610
2400 Support Svcs - Pupil Health	\$ 98,293	\$ 7,761	\$ 12,307	\$ 85,986
2500 Support Svcs - Business	\$ 547,526	\$ 38,818	\$ 145,517	\$ 402,009
2600 Operation & Maint of Plant Svcs	\$ 1,142,049	\$ 59,447	\$ 249,728	\$ 892,321
2800 Staff Development	\$ 6,500	\$ 1,819	\$ 8,109	\$ (1,609)
3200 Student Activities	\$ 39,877	\$ 668	\$ 1,407	\$ 38,470
4600 Existing Building Improvements	\$ -	\$ -	\$ -	\$ -
5000 Refund Of Prior Year Revenue	\$ -	\$ -	\$ -	\$ -
	<u>\$ 9,206,271</u>	<u>\$ 641,378</u>	<u>\$ 1,478,256</u>	<u>\$ 7,728,015</u>

INVESTMENTS	PLGIT	PLGIT Reserve	BANK BALANCE (as per statement)
PLGIT - General Fund	\$ 1,414,486.83	3.57% \$ 469,735.16	3.66% Fulton Bank - Payroll \$ 184,641.32
Fulton - Capital Reserve	\$ 4,193,574.63	2.94%	Fulton Bank - General 110,518.76
			Fulton Bank - Deposit 720,271.71
			<u>\$ 1,015,431.79</u>

OTHER BALANCES OF INTEREST

SCHOLARSHIP Account - Fulton Bank	\$ 4,825.11
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**LEBANON COUNTY CAREER & TECHNOLOGY CENTER
CAFETERIA PROGRAM
FISCAL YEAR 2026/2027
THRU SEPTEMBER 30, 2026**

Receipts-	YTD 8/31/2026	SEPTEMBER 2026	YTD 9/30/2026
Cafeteria Sales - Prepaid Class A	\$ 368.00	\$ 1,368.00	\$ 1,736.00
Cafeteria Sales - Class A	\$ 16.00	\$ 4.00	\$ 20.00
Cafeteria Sales - Prepaid Reduced	\$ -	\$ -	\$ -
Cafeteria Sales - Reduced Lunches	\$ -	\$ -	\$ -
Cafeteria Sales - Prepaid 2nd Lunch	\$ -	\$ -	\$ -
Cafeteria Sales - Adult Lunches	\$ 16.50	\$ 159.50	\$ 176.00
Cafeteria Sales - Ala Carte	\$ 148.25	\$ 612.50	\$ 760.75
Misc Income	\$ 15.75	\$ 0.05	\$ 15.80
NSLP Federal Subsidy Received	\$ -	\$ -	\$ -
NSLP State Subsidy Received	\$ -	\$ -	\$ -
Total Receipts	\$ 564.50	\$ 2,144.05	\$ 2,708.55
Expenses-			
Food & Milk	\$ -	\$ 2,042.98	\$ 2,042.98
Supplies/Equipment	\$ 110.84	\$ 447.23	\$ 558.07
Other Contracted Expenses	\$ 524.46	\$ 265.90	\$ 790.36
Contracted Mgmt Fees	\$ 559.42	\$ 559.42	\$ 1,118.84
Training	\$ 26.58	\$ 26.58	\$ 53.16
Contracted Salaries	\$ 2,039.43	\$ 2,479.48	\$ 4,518.91
Total Expenses	\$ 3,260.73	\$ 5,821.59	\$ 9,082.32
NET Income/(Loss)	\$ (2,696.23)	\$ (3,677.54)	\$ (6,373.77)
Lunches Served to Date-			
Class A	96	346	442
Reduced	3	31	34
Free	165	591	756
Total	264	968	1,232
Days of Operation	6	19	25
Fulton Bank Balance	\$ 18,159.86	\$ 1,166.30	\$ 19,326.16

LEBANON COUNTY CAREER & TECHNOLOGY CENTER
STUDENT ACTIVITY FUND
2026/2027 SCHOOL YEAR
FOR THE QUARTER ENDED SEPTEMBER 30, 2026

	06/30/26 Beginning <u>Balance</u>	<u>Receipts</u>	<u>Disb.</u>	06/30/26 Ending <u>Balance</u>
HOSA (HCT) - AM	4,019.90	398.00	0.00	4,417.90
HOSA (HCT) - PM	3,248.17	0.00	0.00	3,248.17
HOSA (MA) AM	3,564.67	4,131.50	3,564.67	4,131.50
HOSA ULTIMO (MA) PM	3,384.50	3,564.67	3,384.50	3,564.67
HOSA TNT - AM	2,741.83	680.00	0.00	3,421.83
HOSA TNT - PM	6,304.38	0.00	0.00	6,304.38
FFA	4,804.85	1,873.00	655.41	6,022.44
LCBA	4,979.40	0.00	200.00	4,779.40
SKILLS USA	12,717.08	3,439.00	400.00	15,756.08
SPIRITWEAR	207.61	0.00	0.00	207.61
Nat'l Tech Honor Society	0.00	0.00	0.00	0.00
Apprenticeship	996.25	0.00	0.00	996.25
	<u><u>\$46,968.64</u></u>	<u><u>\$14,086.17</u></u>	<u><u>\$8,204.58</u></u>	<u><u>\$52,850.23</u></u>
Checking Account(s)	\$46,968.64	\$7,137.00	\$1,185.00	52,920.64
Accounts Payable	\$0.00	\$0.00	\$0.00	0.00
Due to Other Funds	\$0.00	\$0.00	\$70.41	(70.41)
Due from Other Funds	\$0.00	\$0.00	\$0.00	0.00
	<u><u>\$46,968.64</u></u>	<u><u>\$7,137.00</u></u>	<u><u>\$1,255.41</u></u>	<u><u>\$52,850.23</u></u>

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GEN FUND CHECKING **Payment Dates:** 09/16/2026 - 10/20/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000044029	09/17/2026	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES		2,039.92
0000044030	09/17/2026	AT&T MOBILITY	TRANSPORT/TELECOMM SVCS		482.38
0000044031	09/17/2026	BENNETT BUICK GMC OF LEBANON	GENERAL SUPPLIES		53.92
0000044032	09/17/2026	BURMAX COMPANY INC.	SUPPLIES		1,638.45
0000044033	09/17/2026	COLORTECH, INC	SUICIDE PREVENTION ACTIVITY		206.00
0000044034	09/17/2026	EXCEPTIONAL FOODS INC	GENERAL SUPPLIES		846.30
0000044035	09/17/2026	HERITAGE-CRYSTAL CLEAN LLC	REPAIRS & MAINT EQUIP		1,645.70
0000044036	09/17/2026	HILLYARD/MID-ATLANTIC	REPAIRS & MAINT BLDGS		778.68
0000044037	09/17/2026	JUAN RODRIGUEZ	.		53.00
0000044038	09/17/2026	KATIE BOMBERGER	TUITION REIMBURSEMENT		2,263.00
0000044039	09/17/2026	KEGELS PRODUCE	GENERAL SUPPLIES		162.30
0000044040	09/17/2026	KELSIE HESS	TUITION REIMBURSEMENT		1,632.00
0000044041	09/17/2026	KORPORATE COMPUTING	PRECISION COMPUTER REPLACEMENT		45,104.20
0000044042	09/17/2026	LEBANON BUILDING SUPPLY CO	SUPPLIES		1,920.18
0000044043	09/17/2026	LEBANON PHARMACY	GENERAL SUPPLIES		350.00
0000044044	09/17/2026	LONGENECKERS HARDWARE CO	SUPPLIES		1,021.45
0000044045	09/17/2026	MET-ED	ELECTRICITY		2,870.20
0000044046	09/17/2026	MSC INDUSTRIAL SUPPLY CO.	REPLACEMENT FOUNTAIN		1,535.84
0000044047	09/17/2026	NUTRITION INC	FOOD SVC-NON-FOOD COSTS	FOOD SVC-FOOD COSTS	5,821.59
0000044048	09/17/2026	SNAP-ON INDUSTRIAL	SUPPLIES		1,412.00
0000044049	09/17/2026	TARYN HOGELAND	TUITION REIMBURSEMENT		2,869.00
0000044050	09/17/2026	U.S. BANK EQUIPMENT FINANCE	RENTAL OF EQUIPMENT		1,142.79

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card v - Virtual Payment

10/15/2026 03:03:04 PM

LEBANON COUNTY CTC

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GEN FUND CHECKING Payment Dates: 09/16/2026 - 10/20/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000044051	09/17/2026	UGI UTILITIES INC.	NATURAL GAS		9.90
0000044052	09/24/2026	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES		2,317.39
0000044053	09/24/2026	APPLE COMPUTER INC.	CULINARY/PASRTY		27,718.00
0000044054	09/24/2026	CAREERSAFE LLC	OSHA TRAINING LIBRARY		1,330.00
0000044055	09/24/2026	COUNTY LINE PEST CONTROL & LANDSCAPE LLC	EXTERMINATION SERVICES		185.00
0000044056	09/24/2026	ELSEVIER INC.	BOOKS AND PERIODICALS		11,185.82
0000044057	09/24/2026	JOHN GROSS & COMPANY	GENERAL SUPPLIES		1,495.28
0000044058	09/24/2026	LANCASTER GENERAL HEALTH GROUP	MEDICAL INSURANCE		655.00
0000044059	09/24/2026	MSC INDUSTRIAL SUPPLY CO.	GENERAL SUPPLIES		911.60
0000044060	09/24/2026	OFFICE BASICS	SUPPLIES-PAPER	SUPPLIES	4,648.40
0000044061	09/24/2026	PIVOT POINT INTERNATIONAL, INC	GENERAL SUPPLIES		232.57
0000044062	09/24/2026	POCKET NURSE ENTERPRISES INC.	SUPPLIES		209.67
0000044063	09/24/2026	SAXTON & STUMP LLC	OTHER PROFESSIONAL SVC		2,128.50
0000044064	09/24/2026	SCHAEDLER YESCO DISTR. INC.	GENERAL SUPPLIES		249.75
0000044065	09/24/2026	SCHOOL NURSE SUPPLY	SUPPLIES		761.71
0000044066	09/24/2026	SNAP-ON INDUSTRIAL	GENERAL SUPPLIES		2,241.28
0000044067	09/24/2026	UGI UTILITIES INC.	NATURAL GAS		224.31
0000044068	09/24/2026	WM CORPORATE SERVICES INC	DISPOSAL SERVICES		756.09
0000044069	10/01/2026	CM REGENT LLC	GROUP INSURANCE		1,289.10
0000044070	10/01/2026	CM REGENT LLC	GROUP INSURANCE		382.50
0000044071	10/01/2026	HALDEMAN AUTO	2018 KAWASAKI KLR MOTORCYCLE		0.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GEN FUND CHECKING **Payment Dates:** 09/16/2026 - 10/20/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000044072	10/01/2026	PSEA HEALTH AND WELFARE FUND	GROUP INSURANCE		347.84
0000044073	10/02/2026	AIRGAS USA LLC	HOSES		259.92
0000044074	10/02/2026	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES		4,281.91
0000044075	10/02/2026	APPLE COMPUTER INC.	MAC FOR MCT STUDENTS		3,868.00
0000044076	10/02/2026	BOYER & RITTER LLC	OTHER PROFESSIONAL SVC		16,000.00
0000044077	10/02/2026	CAREERSAFE LLC	OSHA 10 HOUR LIBRARY		1,260.00
0000044078	10/02/2026	COCOA RESTAURANT SERVICES LLC	REPAIRS & MAINT BLDGS		1,242.35
0000044079	10/02/2026	HALDEMAN AUTO	EQUIPMENT		2,991.00
0000044080	10/02/2026	JOHN GROSS & COMPANY	GENERAL SUPPLIES		1,390.65
0000044081	10/02/2026	KEGELS PRODUCE	GENERAL SUPPLIES		222.60
0000044082	10/02/2026	PATTERSON DENTAL SUPPLY, INC	SUPP & FEES - TECH REL		138.00
0000044083	10/02/2026	PC UNIVERSITY	INTERACTIVE PANELS		37,400.00
0000044084	10/02/2026	PENNSYLVANIA SCHOOL COUNSELORS ASSOCIATION	DUES & FEES		60.00
0000044085	10/02/2026	PENNSYLVANIA STATE UNIVERSITY	TRAVEL		1,575.00
0000044086	10/02/2026	SCHAEGLER YESCO DISTR. INC.	SUPPLIES	ELECTRICAL OUTLET	2,548.19
0000044087	10/02/2026	SMART SOURCE LLC	MARKETING MATERIALS		1,245.50
0000044088	10/02/2026	TIMOTHY MEHL	TRAVEL		24.32
0000044089	10/02/2026	UGI ENERGY SERVICES, LLC	NATURAL GAS		234.03
0000044090	10/02/2026	ULINE	SUPPLIES		1,105.55
0000044091	10/02/2026	ZIPPS AUTO LLC	.		455.00
0000044092	10/05/2026	PACTA	TRAVEL		300.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

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LEBANON COUNTY CTC

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GEN FUND CHECKING **Payment Dates:** 09/16/2026 - 10/20/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000044093	10/05/2026	PENN HOSA, INC	TRAVEL		900.00
0000044094	10/09/2026	AIRGAS USA LLC	GENERAL SUPPLIES		1,421.00
0000044095	10/09/2026	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES		1,657.58
0000044096	10/09/2026	AQUA-TREAT INC	REPAIRS & MAINT BLDGS		200.00
0000044097	10/09/2026	BAMBI TANGER	TUITION REIMBURSEMENT		1,687.00
0000044098	10/09/2026	BATTERY WAREHOUSE INC.	SUPPLIES		778.38
0000044099	10/09/2026	BURMAX COMPANY INC.	GENERAL SUPPLIES		86.30
0000044100	10/09/2026	CILS INC.	REPAIRS & MAINT BLDGS		145.00
0000044101	10/09/2026	COLORTECH, INC	ENVELOPES	BUSINESS CARDS	2,258.00
0000044102	10/09/2026	CONEXUS INC	TECHNICAL SERVICES		2,050.00
0000044103	10/09/2026	DYNEGY ENERGY SERVICES	ELECTRICITY		11,683.75
0000044104	10/09/2026	E.H. WILLIAMS	REPAIRS & MAINT BLDGS		644.89
0000044105	10/09/2026	ELAN FINANCIAL SERVICES	INDEED	PA WORKFORCE	3,386.69
0000044106	10/09/2026	FIDEVIA	OTHER PROFESSIONAL SVC		354.25
0000044107	10/09/2026	HENISE TIRE SERVICE INC.	GENERAL SUPPLIES		1,310.04
0000044108	10/09/2026	HOME DEPOT CREDIT SERVICES	27LANDSCAPE01		835.15
0000044109	10/09/2026	JOHN GROSS & COMPANY	GENERAL SUPPLIES		574.55
0000044110	10/09/2026	KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC	GENERAL SUPPLIES		1,376.76
0000044111	10/09/2026	LIFETRACK SERVICES	ADULT SURVEYS		180.00
0000044112	10/09/2026	MAJOR LEAGUE SCREEN PRINTING	UNIFORM SHIRTS FOR STUDENTS		398.00
0000044113	10/09/2026	MILLER & BIXLER AUTOPARTS	2700000107	CR27-003	4,585.81
0000044114	10/09/2026	NATIONAL FFA ORGANIZATION	SHIRTS	FFA UNIFORMS	267.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GEN FUND CHECKING Payment Dates: 09/16/2026 - 10/20/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000044115	10/09/2026	NCS PEARSON, INC	CISCO CERTIFICATIONS		1,333.80
0000044116	10/09/2026	NUTRITION INC	FOOD SVC-NON-FOOD COSTS	FOOD SVC-FOOD COSTS	12,873.57
0000044117	10/09/2026	OFFICE BASICS	CAFE TONER		129.85
0000044118	10/09/2026	PAULB LLC	GENERAL SUPPLIES		569.94
0000044119	10/09/2026	ULINE	SUPPLIES		914.25
0000044120	10/09/2026	UNITI SOLUTIONS	TRANSPORT/TELECOMM SVCS		1,067.39
0000044121	10/15/2026	AIRGAS USA LLC	GENERAL SUPPLIES		614.93
0000044122	10/15/2026	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES		724.49
0000044123	10/15/2026	AT&T MOBILITY	TRANSPORT/TELECOMM SVCS		483.58
0000044124	10/15/2026	CLAY ROACH	TRAVEL		232.56
0000044125	10/15/2026	ECOLAB INC.	GENERAL SUPPLIES		1,094.89
0000044126	10/15/2026	EDUCAUSE	LCCTC.EDU DOMAIN RENEWAL		77.00
0000044127	10/15/2026	HOSA INC.	GENERAL SUPPLIES		1,340.00
0000044128	10/15/2026	JOHN GROSS & COMPANY	GENERAL SUPPLIES		64.55
0000044129	10/15/2026	KEGELS PRODUCE	GENERAL SUPPLIES		186.55
0000044130	10/15/2026	KORPORATE COMPUTING	DENTAL PPROGRAM PRINTER		379.86
0000044131	10/15/2026	LIFT INC.	REPAIRS & MAINT BLDGS		1,160.78
0000044132	10/15/2026	MAJOR LEAGUE SCREEN PRINTING	STUDENT SWEATSHIRT	GENERAL SUPPLIES	527.00
0000044133	10/15/2026	MARILYN LATHROP	TRAVEL		442.32
0000044134	10/15/2026	MARLO BEAUTY SUPPLY	GENERAL SUPPLIES		262.19
0000044135	10/15/2026	MSC INDUSTRIAL SUPPLY CO.	GENERAL SUPPLIES		1,346.97
0000044136	10/15/2026	NATIONAL FFA ORGANIZATION	GENERAL SUPPLIES		588.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GEN FUND CHECKING Payment Dates: 09/16/2026 - 10/20/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000044137	10/15/2026	OFFICE BASICS	HOSA RECEIPT BOOK		15.32
0000044138	10/15/2026	PAULB LLC	SUPPLIES		357.66
0000044139	10/15/2026	POWERTON GENERATORS, INC	REPAIRS	REPAIRS & MAINT BLDGS	8,080.31
0000044140	10/15/2026	SAM SANTIAGO	TUITION REIMBURSEMENT		1,687.00
0000044141	10/15/2026	SCHAEDLER YESCO DISTR. INC.	GENERAL SUPPLIES		126.99
0000044142	10/15/2026	SKILLSUSA INC	GENERAL SUPPLIES		2,888.00
0000044143	10/15/2026	SNAP-ON INDUSTRIAL	GENERAL SUPPLIES		2,974.74
0000044144	10/15/2026	THE IRIS COMPANIES	GENERAL SUPPLIES		201.58
0000044145	10/15/2026	UGI UTILITIES INC.	NATURAL GAS		136.93
0000044146	10/15/2026	YORK BUILDING PRODUCTS	GENERAL SUPPLIES		3,423.52
* EFTGF00433	09/21/2026	LEBANON CO CTC	MISC EXPENDITURES		338,123.34

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GEN FUND CHECKING Payment Dates: 09/16/2026 - 10/20/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

10 - GENERAL FUND	539,502.38
31 - CAPITAL RESERVE FUND - 31	73,176.45
51 - FOOD SERVICE/CAFETERIA	18,695.16
81 - STUDENT ACTIVITY FUND	1,566.65
Grand Total All Funds	632,940.64
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	(4,695.00)
Grand Total Other Disbursement Non-negotiables	338,123.34
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	299,512.30
Grand Total Virtual Payments	0.00
Grand Total All Payments	632,940.64

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PR - PAYROLL ACCOUNT Payment Dates: 09/01/2026 - 09/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000027605	09/24/2026	AFLAC TRADITIONAL AND DIRECT	DED: AFIN - Full Payroll Pay Date: 9/10/2026	DED: AFIN - Full Payroll Pay Date: 9/24/2026	210.27
* EIT0000930	09/24/2026	Keystone Collections Group	Purpose: EE EIT Pay Date: 9/10/2026	Purpose: EE EIT Pay Date: 9/24/2026	11,022.70
* HE00000910	09/10/2026	HEALTH EQUITY	DED:[HSA] **HSA Employee Deduction - Pay Date: 9/10/2026		1,518.73
* HE00000924	09/24/2026	HEALTH EQUITY	DED:[HSA] **HSA Employee Deduction - Pay Date: 9/24/2026		1,518.73
* IRS0000910	09/10/2026	EFTPS 941 PAYMENT	Purpose: EE FED Pay Date: 9/10/2026	Purpose: ER FICA Pay Date: 9/10/2026	35,880.88
* IRS0000924	09/24/2026	EFTPS 941 PAYMENT	Purpose: EE FED Pay Date: 9/24/2026	Purpose: ER FICA Pay Date: 9/24/2026	35,248.91
* LST0000930	09/24/2026	Keystone Collections Grp	Purpose: EE LST Pay Date: 9/24/2026	Purpose: EE LST Pay Date: 8/27/2026	746.00
* OMNI000910	09/10/2026	U.S. OMNI	DED:[ROTH 403b] **OMNI 403b Roth - Pay Date: 9/10/2026	DED:[OMNI] **OMNI - Pay Date: 9/10/2026	675.00
* OMNI000924	09/24/2026	U.S. OMNI	DED:[ROTH 403b] **OMNI 403b Roth - Pay Date: 9/24/2026	DED:[OMNI] **OMNI - Pay Date: 9/24/2026	675.00
* PATX000910	09/10/2026	PA DEPARTMENT OF REVENUE	Purpose: EE STPA Pay Date: 9/10/2026		4,651.77
* PATX000924	09/24/2026	PA DEPARTMENT OF REVENUE	Purpose: EE STPA Pay Date: 9/24/2026		4,613.93
* PAUC000930	09/24/2026	PA DEPT OF LABOR & INDUSTRY	Purpose: EE UNEM Pay Date: 9/10/2026	Purpose: EE UNEM Pay Date: 9/24/2026	746.65
* PSER000930	09/24/2026	PSERS	Purpose: EE RETP Pay Date: 9/10/2026	Purpose: EE RETP Pay Date: 9/24/2026	22,671.26
* SCDU000910	09/10/2026	PA SCDU	DED:[SCDU] **Pennsylvania SCDU - Pay Date: 9/10/2026		280.72
* SCDU000924	09/24/2026	PA SCDU	DED:[SCDU] **Pennsylvania SCDU - Pay Date: 9/24/2026		280.72
* VOYA000910	09/10/2026	VOYA	Purpose: EE RETD Pay Date: 9/10/2026	Purpose: ER RETD Pay Date: 9/10/2026	2,352.42
* VOYA000924	09/24/2026	VOYA	Purpose: EE RETD Pay Date: 9/24/2026	Purpose: ER RETD Pay Date: 9/24/2026	2,309.53

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment
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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PR - PAYROLL ACCOUNT Payment Dates: 09/01/2026 - 09/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements
Sort: Payment Number

10 - GENERAL FUND	125,403.22
Grand Total All Funds	125,403.22
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	125,192.95
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	210.27
Grand Total Virtual Payments	0.00
Grand Total All Payments	125,403.22

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: DP - GEN FUND DEPOSIT Payment Dates: 09/01/2026 - 09/30/2026

Payment Categories: Non-negotiable Disbursements
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* EFTDP01784	09/01/2026	LEBANON CO CTC	MISC EXPENDITURES		2,031.76
* EFTDP01785	09/01/2026	METROPOLITAN LIFE INS COMPANY	GROUP INSURANCE		4,209.16
* EFTDP01786	09/02/2026	LEBANON CO CTC	MISC EXPENDITURES		165,791.05
* EFTDP01787	09/02/2026	FUTURE POS	DUES & FEES		34.99
* EFTDP01788	09/02/2026	FUTURE POS	DUES & FEES		68.95
* EFTDP01789	09/04/2026	HIGHMARK BLUE SHIELD	MEDICAL INSURANCE		10,932.84
* EFTDP01790	09/09/2026	HEALTH EQUITY	DUES & FEES		87.50
* EFTDP01791	09/10/2026	LEBANON CO CTC	MISC EXPENDITURES		116,998.48
* EFTDP01792	09/10/2026	HIGHMARK BLUE SHIELD	MEDICAL INSURANCE		12,033.80
* EFTDP01793	09/16/2026	LEBANON CO CTC	MISC EXPENDITURES		164,444.46
* EFTDP01794	09/16/2026	BENECON GROUP LLC	SELF-INS MED HEALTH		16,238.88
* EFTDP01795	09/17/2026	LEBANON CO CTC	MISC EXPENDITURES		338,123.34
* EFTDP01796	09/17/2026	LEBANON CO CTC	MISC EXPENDITURES		75,858.80
* EFTDP01797	09/17/2026	ECB RX LLC	MEDICAL INSURANCE		2,377.00
* EFTDP01798	09/17/2026	HIGHMARK BLUE SHIELD	MEDICAL INSURANCE		25,491.53
* EFTDP01799	09/18/2026	ECB RX LLC	MEDICAL INSURANCE		915.00
* EFTDP01800	09/21/2026	TOAST INC	GENERAL SUPPLIES		300.00
* EFTDP01801	09/22/2026	PARSONS	GENERAL SUPPLIES		1.80
* EFTDP01802	09/22/2026	PSERS	RETIREMENT CONTRIB		338,123.34
* EFTDP01803	09/24/2026	LEBANON CO CTC	MISC EXPENDITURES		57,250.37
* EFTDP01804	09/24/2026	HIGHMARK BLUE SHIELD	MEDICAL INSURANCE		12,487.59
* EFTDP01805	09/30/2026	LEBANON CO CTC	MISC EXPENDITURES		163,740.38

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: DP - GEN FUND DEPOSIT Payment Dates: 09/01/2026 - 09/30/2026

Payment Categories: Non-negotiable Disbursements
Sort: Payment Number

10 - GENERAL FUND	1,507,541.02
Grand Total All Funds	1,507,541.02
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	1,507,541.02
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	0.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	1,507,541.02



BOARD POLICY

622 GASB Statement 34

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
622	4/21/2020	v1.2	DRAFT

PRINTED
9/25/2026

■ Proposed addition ■ Proposed deletion

Purpose

The Joint Operating Committee recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.[\[1\]](#)

The primary objectives of implementing the Governmental Accounting Standards Board (GASB) Statement 34 are to assure compliance with state requirements and to properly account for both the financial and economic resources of the center.

Authority

Participation of the center in any such activity shall be in accordance with Joint Operating Committee policy.[\[2\]](#)

Delegation of Responsibility

The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Business Administrator, in cooperation with the independent auditor.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a capital asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the independent auditors.

The Business Administrator shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Joint Operating Committee for approval, prior to publication.

Prior to submission of the MD&A for Joint Operating Committee approval, the center's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information."

Guidelines

A **capitalized asset** shall be any asset acquired by donation or purchase that has a useful life of longer than one (1) year or extends the life of another capitalized asset or increases its value and meets a specific dollar threshold.

In order to associate debt with acquired assets and to avoid net asset deficits, any asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. The asset life of these assets shall be considered relative to the time of the respective debt amortizations.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the capital assets accounts shall not be less than \$~~5,000~~3,500. The center shall periodically review these levels with assistance from the local independent auditor and make any necessary modifications.

The capitalization threshold shall be set at a level that will capture at least eighty percent (80%) of all capital assets.

The assets listed below do not normally individually meet capitalization threshold criteria:

1. Computer equipment.
2. Classroom furniture.
3. Classroom small power tools.
4. Classroom hand tools.

These asset category costs shall be capitalized and depreciated as groups when that group's acquisition cost exceeds \$~~10,000~~~~5,000~~ in any given fiscal year.

For group asset depreciation purposes, the estimated useful life of the group may be based on the weighted average or simple average of the useful life of individual items, or on an assessment of the life of the group as a whole. Periodically, the center shall review the estimated life of groups of assets and adjust the remaining depreciation life of the group.

Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The center may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.

Value of Assets

All capitalized assets shall be recorded at historical cost at the acquisition date or estimated cost. Any donated capital asset shall be recorded at the date of donation using the fair market value of the item at that date.

Legal Footnotes

[1] 24 P.S. 613
LEGAL REFERENCE

[2] 24 P.S. 218
LEGAL REFERENCE