LCTI's Joint Operating Committee (JOC) Meeting
7:30 p.m. in the JOC Board Room
Lehigh Career & Technical Institute
4500 Education Park Drive
Schenksville, PA 18078
5:15 p.m. - Hors d’oeuvres - LCTI Restaurant
5:45 p.m. - Dinner - LCTI Restaurant
6:45 p.m. - Executive Session - JOC Board Room
7:15 p.m. - Reorganization Meeting - JOC Board Room
7:30 p.m. - Regular JOC Meeting - JOC Board Room

1. Call To Order/Roll Call

Subject: A. Call to Order by Chairperson and Roll Call Taken
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 1. Call To Order/Roll Call
Access: Private
Type: Action (Consent), Procedural

Admin Content:
The Chairperson will call the meeting to order and roll call will be taken.

2. Pledge of Allegiance

Subject: A. Chairperson leads the group in the Pledge of Allegiance.
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 2. Pledge of Allegiance
Access: Private
Type: Procedural

Admin Content:
The Chairperson will lead the group in the Pledge of Allegiance.

3. Approval of the Minutes

Subject: A. Approval of the October 24, 2018 Meeting Minutes
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 3. Approval of the Minutes
Access: Private
The Chairperson will ask for a motion to approve the Minutes from the October 24, 2018 JOC Meeting.

Administrative File Attachments
JOC Minutes October 2018.pdf (3,952 KB)

4. Courtesy of the Floor

Subject: A. Courtesy of the Floor
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 4. Courtesy of the Floor
Access: Private
Type: Procedural

The Chairperson will welcome guests and asks if anyone has anything to bring to the attention of the Board.

5. Chairperson Report

Subject: A. Chairperson Report
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 5. Chairperson Report
Access: Private
Type: Procedural

The Chairperson will give his report.

6. Student Representative's Report

Subject: A. Student Representative's Report
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 6. Student Representative's Report
Access: Private
Type: Information

The December Student Representative, Breanna Stalsitz, Southern Lehigh School District, will give her report.

7. Administrative Report

Subject: A. Administrative Report
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 7. Administrative Report
Access: Private
Type: Information

**Admin Content**
1. Dr. Rushton:
   - Recognitions
2. Mr. Adam:
   - PSP Vulnerability Study
3. Ms. Brna:
   - CO-OP Employer list in your folder
4. Welding Lab Update - Jeff Biehl, Watkins Architects

**8. Grants**

**Subject**
A. Grant(s) Approval

Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 8. Grants
Access: Private
Type: Action

**Recommended Action**
The Joint Operating Committee will be asked to approve the following:

**Admin Content**
1. Submission and acceptance of the PDE Professional Development Grant (094) for 2018-2019 School Year in the amount of $306,000.
2. Submission and acceptance of the PDE Perkins Leadership Activities Grant (119) for 2018-2019 School Year in the amount of $53,295.
3. Submission of the Commonwealth of Pennsylvania Teacher in the Workplace Grant (1) for 2018-2019 School Year **in the amount of $49,925.61**.
4. Submission of the Commonwealth of Pennsylvania Teacher in the Workplace Grant (2) for 2018-2019 School Year **in the amount of $49,946.72**.
5. Acceptance of the PDE Supplemental Equipment Grant for 2018-2019 School Year with the projected amount of $97,500.
6. Acceptance of the PDE Competitive Equipment Grant (122) for 2018-2019 School Year with the amount of $50,000.

**9. Customized Program Proposals**

**Subject**
A. Customized Program Proposals

Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 9. Customized Program Proposals
Access: Private
The Joint Operating Committee (JOC) will be asked to approve the following:

1. The Adult Workforce Education Department Education Department to enter into an agreement with Robinson Construction Company to administer and evaluate custom assessments for Welding Performance Qualifications, four specified welding tests, 1-4 hours each, at LCTI, November 2, 2018 to June 30, 2019.

10. Adult Workforce Education: Personnel

Subject: A. Adult Workforce Education: Personnel
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 10. Adult Workforce Education: Personnel
Access: Private
Type: Action

The Joint Operating Committee (JOC) will be asked to approve/accept the following:

1. Gene Schomoyer as Tractor Trailer Program Instructor (Part-time) at a rate of $19.50 per hour effective November 29, 2018

2. Scott Lang as Diesel Technology Instructor (Part-time) at a rate of $30.00 per hour effective December 6, 2018

3. Scott Sutter as HVAC Technology Instructor (Part-time) at a rate of $30.00 per hour effective November 19, 2018

11. Adult Workforce Education: Miscellaneous

Subject: A. Adult Workforce Education: Miscellaneous
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 11. Adult Workforce Education: Miscellaneous
Access: Private
Type: Action

The Joint Operating Committee (JOC) will be asked to approve the following:

1. John Chowansky Technical Consulting to enter into a contract with Lehigh Career & Technical Institute for the purpose of facilitating and supporting industry training contracts at the rate of $65.00 per hour, effective January 1, 2019 through December 31, 2019. (Attachment)

   Note: Since John Chowansky Technical Consulting has other clients in addition to LCTI, LCTI is a temporary workplace and not the primary place of business which is located in his home. Therefore, the mileage would be reimbursable as a business expenses under the contract as it is noted and not a normal commute.

2. The Pennsylvania Department of Transportation Safety Inspector Certification Training Program Performance Agreement, effective on the date determined upon signature by PennDOT. (Attachment)

3. The Pennsylvania Department of Transportation Emissions Inspector Certification Training Program Performance Agreement, effective on the date determined upon signature by PennDOT. (Attachment)
4. The Adult Workforce Education Department to enter into a Master Agreement for Occupational Skills Training with **Educational Data Systems, Incorporated for the Berks County Workforce Development Board** for training services under the Workforce Innovation and Opportunity Act (WIOA), effective December 6, 2018 to June 30, 2020. This contract is retroactive to allow students to access funding for LCTI adult education programs. Contracts are not issued until a participant requests to attend a program at LCTI. (Attachment)

5. The Adult Workforce Education Department to enter into a contract with PPL Services Corp for the CDL Commercial Driver's License training and technical training service, effective January 1, 2019 to December 31, 2021. (Attachment)

### Administrative File Attachments

<table>
<thead>
<tr>
<th>File Name</th>
<th>Size</th>
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</thead>
<tbody>
<tr>
<td>John Chowansky.pdf</td>
<td>297 KB</td>
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<tr>
<td>State Inspection Contract 11-18.pdf</td>
<td>324 KB</td>
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<tr>
<td>Emissions Contract 11-18.pdf</td>
<td>308 KB</td>
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<tr>
<td>Berks Master Agreement.pdf</td>
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<tr>
<td>PPL Contract 9022817-C.pdf</td>
<td>656 KB</td>
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## 12. Personnel Action: Resignations

**Subject**  
**A. Personnel Action: Resignations**

**Meeting**  
Dec 12, 2018 - Joint Operating Committee Meeting

**Category**  
12. Personnel Action: Resignations

**Access**  
Private

**Type**  
Action

**Recommended Action**  
The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin. Content**

1. The resignation of John Paly, Custodian (Part-time), effective November 1, 2018.

2. The resignation of Carol Monacella, Instructional Assistant – General Lab Aide (Part-time position) effective November 9, 2018.

3. The resignation of Robert Heffentrager, Precision Machine Tool Technology Teacher, effective December 5, 2018. (Mr. Heffentrager will remain an Adult Workforce Education Instructor).


5. The resignation of David Dreisbach, Substitute Custodian, effective December 6, 2018 and to remove from the 2018/2019 miscellaneous substitute list.

6. The resignation of Darlene Altrichter, Substitute Food Service Worker; effective December 14, 2018 and to remove from the miscellaneous substitute list. (Ms. Altrichter will remain a Substitute Secretary).

## 13. Personnel: Tenure Contract

**Subject**  
**A. Personnel: Tenure Contract**

**Meeting**  
Dec 12, 2018 - Joint Operating Committee Meeting

**Category**  
13. Personnel: Tenure Contract

**Access**  
Private

**Type**  
Action

**Recommended Action**  
The Joint Operating Committee (JOC) will be asked to approve the following:

14. Personnel Action: Transfers

Subject A. Personnel Action: Transfers
Meeting Dec 12, 2018 - Joint Operating Committee Meeting
Category 14. Personnel Action: Transfers
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the transfer of:
Admin Content
1. Adam Boyd from Substitute Custodian to Part-time Custodian at the rate of $18.95 per hour effective November 15, 2018.
2. Rebecca Rozycki from Substitute Instructional Assistant to Instructional Assistant – General Lab Aide (Part-time position) effective November 27, 2018 at an hourly rate of $15.99, no benefits. For this position, 100% of Ms. Rozycki’s hours will be charged to the general fund.

15. Personnel Action: Suspension

Subject A. Personnel Action: Suspension
Meeting Dec 12, 2018 - Joint Operating Committee Meeting
Category 15. Personnel Action: Suspension
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve/accept:
Admin Content
1. A two-day suspension without pay for employee #004430 beginning December 11, 2018.

16. Personnel Action: Leave of Absence

Subject A. Personnel Action: Leave of Absence
Meeting Dec 12, 2018 - Joint Operating Committee Meeting
Category 16. Personnel Action: Leave of Absence
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve/accept:
Admin Content
1. A leave of absence for Barbara Bechtold, Food Service Worker (Part-time), effective October 23, 2018 until at least January 2, 2019. This leave is not covered by FMLA.

17. Personnel Action: Support Staff
A. Personnel Action: Support Staff

Meeting
Dec 12, 2018 - Joint Operating Committee Meeting

Category
17. Personnel Action: Support Staff

Access
Private

Type
Action (Consent)

Recommended Action
The Joint Operating Committee (JOC) will be asked to approve:

1. Jordan Glykas to the position of Instructional Assistant - General Lab Aide (Part-time position) effective November 21, 2018 at an hourly rate of $16.35, no benefits. For this position, 85% of Mr. Glykas’ hours will be charged to the Perkins’s budget and 15% will be charged to the general fund.

18. Personnel Action: Substitutes

Meeting
Dec 12, 2018 - Joint Operating Committee Meeting

Category
18. Personnel Action: Substitutes

Access
Private

Type
Action

Recommended Action
The Joint Operating Committee will be asked to approve/accept the following:

When working as substitutes the individuals are considered employees-at-will without tenure rights under the School Code. The administration may delete substitutes from the approved list at any time for any reason during the school year.

1. Valerie Hoyer as Substitute Secretary effective October 25, 2018 at the approved rate of $13.00/hour and add to the 2018/2019 Substitute Secretary list.

2. Rescind the employment of Michele Stanley as Substitute Food Service Worker effective October 25, 2018 and remove from the 2018/2019 Miscellaneous Substitute list.

3. Rescind the employment of Ann Reinhart as Substitute Secretary effective October 25, 2018 and remove from the 2018/2019 Substitute Secretary list.

4. The appointment of Thomas Benner to the position of Category B Short Term Substitute Precision Machine Tool Technology Teacher, effective December 3, 2018 until Mr. Heffentager’s replacement is found but no later than the end of the 2018/2019 School Year. Mr. Benner will be paid at the substitute rate of $210.00 per day with no fringe benefits.

5. The following personnel as Substitute Teachers at the approved Substitute Teacher rate and to be added to the 2018/2019 Substitute Teacher list:
   a. Yoanny Medrando De Falcon - Effective October 25, 2018
   b. Jordan Glykas - Effective November 21, 2018
   c. Rebecca Rozyczki - Effective November 27, 2018
   d. Kyle Ebel - Effective October 10, 2018
   e. Marcy Owens - Effective December 11, 2018

19. Personnel Action: Miscellaneous
Meeting Dec 12, 2018 - Joint Operating Committee Meeting
Category 19. Personnel Action: Miscellaneous
Access Private
Type Action

Recommended Action The Joint Operating Committee (JOC) will be asked to approve/accept:

Admin Content
1. The appointments of Douglas Troxell and Amanda Darragh as Academic Center Student Council Co-Advisors for the 2018/19 School Year effective November 21, 2018 at a stipend of $825 (prorated) each.

20. Personnel Action: Curriculum

Subject A. Personnel Action: Curriculum

Meeting Dec 12, 2018 - Joint Operating Committee Meeting
Category 20. Personnel Action: Curriculum
Access Private
Type Action

Recommended Action The Joint Operating Committee will be asked to approve the following:

Admin Content
1. Payment to Stacie Khehr Kutz, Kelly Cahoon, Kathy Kahanu, John Looper, Claude Kohl, and Cindy Heil for four (4) hours each for continued work on developing a guidebook for teacher mentors. Teachers will be paid at the hourly curriculum rate of $34.00 per hour and costs will be covered by the Curriculum Budget.

2. Payment to the following teachers for participation in a Professional Development workshop, Super Simple Strategies, held on November 8, 2018. Teachers will be paid one (1) hour at the hourly curriculum rate of $34.00 for a total payment of $510.00. Facilitator will be paid one and one half (1.5) hours at the hourly facilitator rate of $45.00 for a total payment of $67.50. Costs to be covered by the Curriculum Budget.

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<th>Teacher</th>
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<td>Marina Busiek</td>
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<td>James Geist</td>
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<td>Cindy Heil</td>
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<td>1.00</td>
<td>$34.00</td>
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<tr>
<td>Travis Hontz</td>
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<td>Robert Hudoka</td>
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<td>Donna Lobach</td>
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<tr>
<td>Keith Lyons</td>
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<td>Laura McGrath</td>
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<td>Kenneth Midgett</td>
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<td>Donna Miller</td>
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<td>Van Scott</td>
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<table>
<thead>
<tr>
<th>Teacher</th>
<th>Rate</th>
<th>Credit Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Cahoon</td>
<td>$45.00</td>
<td>1.50</td>
<td>$67.50</td>
</tr>
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</table>

Total $577.50
3. Payment to the following teachers for a maximum of thirty (30) hours each to complete required documentation necessary for the American Culinary Federation (ACF) Endorsement of their respective program. Teachers will be paid at the hourly curriculum rate of $34.00 per hour and costs will be covered by the Curriculum Budget.
   - Brock Cahoon – Culinary Arts
   - Janice Lucas – Commercial Baking

21. Committee Reports: Personnel & Salary

Subject: A. Personnel & Salary - Robert E. Smith, Jr., Co-Chair
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 21. Committee Reports: Personnel & Salary
Access: Private
Type: Action
Recommended Action: The Joint Operating Committee will be asked to approve/accept:

22. Committee Reports: Business & Finance

Subject: A. 2017/2018 Excess Revenues
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 22. Committee Reports: Business & Finance
Access: Private
Type: Action
Recommended Action: Business & Finance Committee will report and the JOC will be asked to approve the following:

Admin Content:
1. To approve the utilization of the General Operating Fund excess revenues in the amount of $263,508.91 from the 2017-2018 fiscal year as an adjustment to the January 2019 Member District billing. (Attachment)
2. Resolution: To approve the utilization of the Academic Center Fund excess revenues in the amount of $72,537.84 from the 2017-2018 fiscal year as an adjustment to the January 2019 Member District billing. (Attachment)
3. Resolution: To approve the use of Assigned Fund balance accounts in each school’s name for future Academic Center funding. The schools proportionate share of the excess revenues held by LCTI in the amount of $24,179.28 will be placed in each school’s Assigned Fund Balance account (Same Attachment as #8 above)

Administrative File Attachments
Dec 2018 Resolution Academic Center Fund Excess Revenues.pdf (91 KB)
Dec 2018 Resolution General Operating Fund Excess Revenues.pdf (91 KB)

Subject: B. Single Audit Report
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 22. Committee Reports: Business & Finance
Access: Private
Type: Action

Admin Content

Note: JOC members attending the November 19th Committee of the Whole meeting received the report and reviewed the report with Christopher M. Turtell, Partner, Herbein & Company. Those that did not attend will receive the report at the JOC meeting.

Administrative File Attachments
ExecSummary pts 17-18 Audit.pdf (18 KB)
December 2018 LCTI FS 6.30.18 Final.pdf (1,259 KB)

Subject: C. 2019-2020 Budget Presentation - Dr. Thomas J. Rushton and Mrs. Patricia Bader - General Fund Budget
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 22. Committee Reports: Business & Finance
Access: Private
Type: Action

Admin Content
A. Powerpoint – General Operating Fund (Attachment GF#1)

B. General Operating Fund Budget
   1) Executive Summary (Attachment GF#2)
   2) Budget Increase/Major Object Comparison (Attachment GF#3)
   3) Personnel Review (Attachment GF#4)
   4) Budget Document (Attachment GF#5)
   5) Fund Balance (Attachment GF#6)

Administrative File Attachments
Dec 2018 General Operating Fund Budget Powerpoint Presentation 2019-2020 12-12-18 Attach GF#1.pdf (326 KB)
Dec 2018 General Operating Fund Executive Summary Attach GF#2.pdf (50 KB)
Dec 2018 General Operating Fund Budget Increase Major Object Comp Attach GF#3.pdf (53 KB)
Dec 2018 General Operating Fund Budget Personnel Review Attach GF#4.pdf (99 KB)
Dec 2018 General Operating Fund Budget Document Attach GF#5.pdf (100 KB)
Dec 2018 General Operating Fund Fund Balance Attach GF#6.pdf (48 KB)

Subject: D. 2019-2020 Budget Presentation - Dr. Thomas J. Rushton and Mrs. Patricia T. Bader - Academic Center Budget
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 22. Committee Reports: Business & Finance
Access: Private
Type: Action

Admin Content
A. Powerpoint – Academic Center Fund (Attachment AC#1)
B. Academic Center Budget
   1) Executive Summary (Attachment AC#2)
   2) Budget Increase/Major Object Comparison (Attachment AC#3)
   3) Personnel Review (Attachment AC#4)
   4) Budget Document (Attachment AC#5)
   5) Fund Balance (Attachment AC#6)

23. Policy Committee

Subject           A. Policy Committee
Meeting          Dec 12, 2018 - Joint Operating Committee Meeting
Category         23. Policy Committee
Access            Private
Type              Action, Information

Recommended Action
The Joint Operating Committee will review and be asked to approve the second reading policies:

Admin Content
1. There will be no committee meeting tonight.

24. Committee Report: Public Relations

Subject           A. Committee Report: Public Relations
Meeting          Dec 12, 2018 - Joint Operating Committee Meeting
Category         24. Committee Report: Public Relations
Access            Private
Type              Information

Admin Content
The Public Relations Committee will give their report.

25. Committee Report: Education Committee

Subject           A. Education Committee: Education Committee
Meeting          Dec 12, 2018 - Joint Operating Committee Meeting
Category         25. Committee Report: Education Committee
Access            Private
Type              Information
The Education Committee will give their report.

26. Occupational Advisory Council Members

Subject: A. Occupational Advisory Council Members

Meeting: Dec 12, 2018 - Joint Operating Committee Meeting

Category: 26. Occupational Advisory Council Members

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following Occupational Advisory Council members:

1. To add the following members effective December 12, 2018:
   - Criminal Justice
     - Jeffrey Dreas
   - Diesel /Medium & Heavy Truck Technology
     - Robert McGeehan
   - Electrical Technology
     - Lonnie Hill
   - Exercise Science & Rehabilitation Services
     - Ginevra Grant
     - Marco Arias
   - Plumbing & Heating
     - Marco Arias

2. To remove the following members effective September 26, 2018:
   - Carpentry
     - Leonidas Acevedo
     - John Lewis
     - Kevin Lott
     - Ryan Smith
     - Ricky Yost
   - Exercise Science & Rehabilitation Services
     - Jane Knapp

27. Conferences

Subject: A. Conferences

Meeting: Dec 12, 2018 - Joint Operating Committee Meeting

Category: 27. Conferences

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

1. Garrett Tweed, SkillsUSA Advisor, to attend SkillsUSA Ambassador Training on November 14, 2018 at Camelback Resort, Tannersville, PA. The total cost of the conference to LCTI is $140.00. Substitute costs estimated at $145.00.

2. Garrett Tweed, Keith Lyons and Kathy Khanuja, SKillsUSA Advisors, to attend the SkillsUSA Professional Development Conference from April 4-5, 2019 at Camelback Resort, Tannersville, PA. The total cost of the conference to LCTI is $700.00. Substitute costs estimated at $145.00, per instructor, not to exceed $870.00.
3. Stephen Monastra, Supervisor of Career & Technical Education/Coordinator of Special Projects, to attend the Perkins V Workshop, “Where We Are and Where We Are Going” on December 13, 2018 in State College, PA. There is no cost to LCTI, all charges are paid through Pennsylvania Department of Education.

4. Cyndee Barkley, DECA Advisor, to attend the PA DECA Planning Conference from November 30 – December 2, 2018 at Hershey Lodge and Convention Center, Hershey, PA. The total cost of the conference to LCTI is $349.00. A substitute is not needed.

5. John Looper, Kelly Cahoon, Stacie Knehr Kutz, Laura McGrath, and Regina Naradko to attend the EduCon Conference on January 25-27, 2019 at The Science Leadership Academy, Philadelphia, PA. The total cost of the Conference to LCTI will be $3,697.60 for registration, hotel and travel expenses. The total cost of the conference will be shared as follows: The Curriculum Budget will cover $1,848.80 of the total cost and the Academic Center Budget will cover $2,265.01 of the total cost. Substitute costs of $290.00 to be paid by the General Fund.

6. Jeffrey Doll, Indoor/Outdoor Maintenance Instructor, to attend the Mid Atlantic Fruit & Vegetable Conference from January 28 to 31, 2019 at the Hershey Lodge, Hershey, PA. The total cost of the conference to LCTI is $775.17. A substitute is needed for three (3) days at $145.00 a day, not to exceed $435.

7. David Kennedy, JOC Member to attend the ACTE Conference in San Antonio, Texas on 11/27/18 - 12/2/18. Total expenses are $2,697.55. (Attachment)

8. Frank Frankenfield, JOC Member to attend the ACTE Conference in San Antonio, Texas on 11/27/18 - 12/1/18. Total expenses are $2,056.92. (Attachment)

9. David Hein, JOC Member to attend the ACTE Conference in San Antonio, Texas on 11/27/18 - 12/1/18. Total expenses are $2,023.37. (Attachment)

10. Gary Fedorcha, JOC Member to attend the ACTE Conference in San Antonio, Texas on 11/27/18 - 12/1/18. Total expenses are $2,172.89. (Attachment)

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<thead>
<tr>
<th>Category</th>
<th>David Kennedy Expenses</th>
<th>David Hein Expenses</th>
<th>Gary Fedorcha Expenses</th>
<th>Frank Frankenfield Expenses</th>
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<td><strong>$2,023.37</strong></td>
<td><strong>$2,172.89</strong></td>
<td><strong>$2,056.92</strong></td>
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28. Bond Funds

Subject A. Bond Funds

Meeting Dec 12, 2018 - Joint Operating Committee Meeting

Category 28. Bond Funds

Access Private

Type Action

Recommended Action The Joint Operating Committee will be asked to approve:

Admin Content
1. An update of the Welding Lab Project budget based on actual bids received and other Project requirements as submitted by Watkins Architect in the amount of $4,250,414 rounded up to $4,251,000. (Attachment)

Administrative File Attachments
Budget Summary 12-6-18.pdf (112 KB)

29. Bid Recommendations - Bond Funds

Subject A. Bid Recommendations - Bond Funds

Meeting Dec 12, 2018 - Joint Operating Committee Meeting

Category 29. Bid Recommendations - Bond Funds

Access Private

Type Action

Recommended Action The Joint Operating Committee will be asked to approve and award bids for the LCTI Welding Lab project:

Admin Content
1. Background information:

Bids were submitted in accordance with Instruction to Bidders and Advertisement for Bids. All bids that were timely received were opened in public on Tuesday, November 20, 2018 at LCTI.

Present for the opening of the bids were the following individuals representing LCTI.
- Dr. Thomas Rushton, Executive Director LCTI, Mr. Daniel Kotran, LCTI Facility Engineer and Patricia T. Bader, LCTI Business Administrator
- Jeff Biehn and George Fields representing LCTI’s architect, Watkins Architect LTD.

Present for the opening of the bids were the following companies for each category of construction listed alphabetically and the following individuals representing each of the companies.

A. General Construction
- Bracy Construction represented by Mike Slinko,
- Caliber Contracting Services represented by Chris Hockenbroch
- CMG of Easton represented by Andrew Rossi
- Dolan Construction represented by Jason Gadmer
- Mohawk Contracting & Development LLC represented by Lewis Ernst
- Purcell Construction represented by Courtney Brewer
- Skepton Construction represented by Chris Krieger

https://www.boarddocs.com/pa/lcti/Board.nsf/Private?open&login#
B. HVAC Construction
   • Heisey Mechanical represented by Damian Smith and Jeff Frey
   • KC Mechanical represented by Joan Corren
   • Leibold, Inc. represented by Rick Wade
   • Master Mechanical Corp represented by Cory Derr
   • Shannon A. Smith represented by Nikki Brossman

C. Plumbing Construction
   • JBM Mechanical represented by Dwight Eisenhauer
   • KC Mechanical represented by Joan Corren

D. Electrical Construction
   • Billitier Electric, Inc. represented by Alan Rex
   • George J. Hayden, Inc. represented by Rachel Lindsey
   • Shannon A. Smith represented by Nikki Brossman
   • Yates Electrical represented by Tyler Myers

2. Bids considered and recommendations for approval and award of bids

The bids that were submitted in accordance with the Instruction to Bidders and Advertisement for Bid and the amount of the bids taking into account the Project alternates are listed below alphabetically by the bidders’ company name for each of the categories of construction.

The lowest responsible bid meeting all specifications is identified with an asterisk placed next to the bidder’s company name along with a recommendation for approval and award of the bid.

A. General Construction (LCTI accepts alternate deducts for #1,4,5,6,7,8 & 11)

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bracy Construction</td>
<td>$2,140,850.00</td>
</tr>
<tr>
<td>Caliber Construction</td>
<td>$2,738,600.00</td>
</tr>
<tr>
<td>CMG of Easton</td>
<td>$2,356,640.00</td>
</tr>
<tr>
<td>Dolan</td>
<td>$2,629,733.00</td>
</tr>
<tr>
<td>Mohawk</td>
<td>$2,355,095.00</td>
</tr>
<tr>
<td>Multiscape</td>
<td>$2,850,400.00</td>
</tr>
<tr>
<td>Purcell Construction</td>
<td>$2,324,900.00</td>
</tr>
<tr>
<td>Skepton Construction</td>
<td>$2,413,000.00</td>
</tr>
<tr>
<td>SMJ Construction</td>
<td>$2,545,000.00</td>
</tr>
<tr>
<td>* Uhrig Construction, Inc.</td>
<td>$2,118,200.00</td>
</tr>
</tbody>
</table>

* Uhrig Construction, Inc. is recommended for approval and award.

B. HVAC Construction (LCTI accepts alternate deduct for #1)

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heisey Mechanical</td>
<td>$  936,300.00</td>
</tr>
<tr>
<td>JBM Mechanical</td>
<td>$  798,000.00</td>
</tr>
<tr>
<td>KC Mechanical</td>
<td>$1,037,000.00</td>
</tr>
<tr>
<td>Leibold, Inc.</td>
<td>$  833,000.00</td>
</tr>
<tr>
<td>* Master Mechanical Corp</td>
<td>$  755,100.00</td>
</tr>
<tr>
<td>Shannon A. Smith</td>
<td>$  918,700.00</td>
</tr>
<tr>
<td>Tri-County Mechanical</td>
<td>$  824,000.00</td>
</tr>
</tbody>
</table>

* Master Mechanical Corp is recommended for approval and award.

C. Plumbing Construction (no deducts)

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JBM Mechanical</td>
<td>$ 312,000.00</td>
</tr>
<tr>
<td>KC Mechanical</td>
<td>$ 277,000.00</td>
</tr>
<tr>
<td>* Vision Mechanical, Inc.</td>
<td>$ 274,233.00</td>
</tr>
</tbody>
</table>

https://www.boarddocs.com/pa/lcti/Board.nsf/Private?open&login#
* Vision Mechanical, Inc. is recommended for approval and award.

D. Electrical Construction (LCTI accepts alternate deducts for #1 & 2)

* Billitier Electric, Inc. $429,092.00
  George J Hayden, Inc. $492,950.00
  Shannon A. Smith $619,445.00
  Yates Electrical $592,500.00

* Billitier Electric, Inc. is recommended for approval and award.

30. Budget Transfers

Subject A. Budget Transfers

Meeting Dec 12, 2018 - Joint Operating Committee Meeting

Category 30. Budget Transfers

Access Private

Type Action

Recommended Action The Joint Operating Committee will be asked to approve the following:

Admin Content
1. The 2018-2019 Budget Transfers (Attachment)

Administrative File Attachments
Dec 2018 Budget Transfers.pdf (482 KB)

31. List of Bills

Subject A. List of Bills

Meeting Dec 12, 2018 - Joint Operating Committee Meeting

Category 31. List of Bills

Access Private

Type Action

Recommended Action The Joint Operating Committee will be asked to approve the following:

Admin Content
1. The List of Bills (Attachment)

Administrative File Attachments
Dec 2018 List of Bills.pdf (163 KB)
32. Financial Reports

Subject: A. Financial Reports

Meeting: Dec 12, 2018 - Joint Operating Committee Meeting

Category: 32. Financial Reports

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee will be asked for their acceptance of the following financial reports:

Admin Content:
1. Combined Treasurer's Report (Attachment FR#1)
2. Investment Report (Attachment FR#2)
3. Term Investment Detail Report (Attachment FR#3)
5. Revenue Summary Report - General Operating Fund (Attachment FR#5)
7. Revenue Summary Report - Academic Center Fund (Attachment FR#7)
8. Expenditure Summary Report - Academic Center Fund (Attachment FR#8)
10. Adult Education P&L Report - June 30, 2018 (Attachment FR#10)

Administrative File Attachments:
- Dec 2018 Combined Treasurers Report Attach FR#1.pdf (51 KB)
- Dec 2018 Investment Report Attach FR#2.pdf (63 KB)
- Dec 2018 Term Investment Detail Report Attach FR#3.pdf (62 KB)
- Dec 2018 Revenue Summary Report General Operating Fund Attach FR#5.pdf (42 KB)
- Dec 2018 Revenue Summary Report Academic Center Fund Attach FR#7.pdf (40 KB)
- Dec 2018 Expenditure Summary Report Academic Center Fund Attach FR#8.pdf (45 KB)
- Dec 2018 Adult Education P&L Report June 30, 2018 Attach FR#10.pdf (76 KB)

33. Miscellaneous

Subject: A. Lease Agreement with Lehigh Carbon Community College

Meeting: Dec 12, 2018 - Joint Operating Committee Meeting

Category: 33. Miscellaneous

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee will be asked to approve:

Admin Content:
1. The lease agreement with Lehigh Carbon Community College, 4525 Education Park Drive, Schnecksville, PA for the term July 1, 2019 – June 30, 2024 for space used by the Vet Tech program located in the bottom floor of the Adult Learning Center.

Note: the current 10 year lease will expire on June 30, 2019. LCCC does not anticipate remaining in the space for the entire term of the new lease since a building project is underway to house the Vet Tech program.
B. E-rate Receipt

Meeting Dec 12, 2018 - Joint Operating Committee Meeting
Category 33. Miscellaneous
Access Private
Type Action

Recommended Action The Joint Operating Committee will be asked to approve:

Admin Content
1. The transfer of the September 2018 e-rate receipt in the amount of $322,599.04 to the Capital Projects Fund - 2017 Construction Fund from the General Operating Fund. (Attachments)

   Note: LCTI has previously not received an e-rate receipt in this magnitude or for a one-time project. Current e-rate receipts have come to LCTI in the form of a reduction on a monthly bill for various technology services. Our local auditor, Herbein + Co has determined that this item must flow through the General Operating Fund prior to being placed in the Capital Projects Fund as per 24 P.S. 18-1850-4. This accounting transaction is also reflected in the PDE Accounting Bulletin #1999-04. Both are attached for your reference. In addition, this item is an unbudgeted revenue which may result in our actual revenue and expenditures exceeding the 2018-19 budget. This potential over budget situation will not create any violation.

C. Cetronia Ambulance Corp

Meeting Dec 12, 2018 - Joint Operating Committee Meeting
Category 33. Miscellaneous
Access Private
Type Action

Recommended Action The Joint Operating Committee will be asked to approve:

Admin Content
1. Payment to Cetronia Ambulance Corp for services rendered to facilitate a 100 hour course for Emergency Medical Responder (EMR) Certification. The course began on December 3, 2018 and is tentatively scheduled to conclude on February 25, 2019. A per student cost of $900.00 is charged. With twenty-four (24) students participating from three programs, the total cost, to be paid by the Perkins grant is $21,600.00.

Program/Student Participation:
- CAP Health Occupations 3 students
- Criminal Justice 11 students
- Exercise Science & Rehabilitation Services 10 students
34. New Business

Subject: A. New Business
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 34. New Business
Access: Private

35. Adjournment

Subject: A. Meeting Adjourned
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 35. Adjournment
Access: Private
Type: Action
Recommended Action: The Joint Operating Committee meeting will be adjourned.

Admin Content
Meeting adjourned.

36. Next Meeting

Subject: A. Next Meeting Date
Meeting: Dec 12, 2018 - Joint Operating Committee Meeting
Category: 36. Next Meeting
Access: Private
Type: Information

Admin Content
The next meeting of the Joint Operating Committee will be Wednesday, January 23, 2019.