LCTI's Joint Operating Committee (JOC) Meeting
7:30 p.m. in the JOC Board Room
Lehigh Career & Technical Institute
4500 Education Park Drive
Schnecksville, PA 18078
4:45 p.m. - 6:00 p.m. - Policy Committee - Main Office Conference Room
5:00 p.m. - 6:00 p.m. - Business & Finance/Personnel and Salary Committees - E108
5:30 p.m. - 6:00 p.m. - Public Relations Committee - JOC Boardroom
6:45 p.m. - 7:30 p.m. - Executive Session - JOC Board Room
7:30 p.m. - Joint Operating Committee Meeting - JOC Board Room

1. Call To Order/Roll Call

Subject
A. Call to Order by Chairperson and Roll Call Taken
Meeting
Jan 23, 2019 - 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
Jan 23, 2019 - 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. Courtesy of the Floor

Subject
A. Courtesy of the Floor
Meeting
Jan 23, 2019 - Joint Operating Committee Meeting
Category
3. Courtesy of the Floor
Access: Private
Type: Procedural

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

4. Approval of the Minutes

Subject: A. Approval of the December 12, 2018 Meeting Minutes
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 4. Approval of the Minutes
Access: Private
Type: Action, Procedural

Recommended Action: Approval of the Meeting Minutes.

Admin Content
The Chairperson will ask for a motion to approve the Minutes from the December 12, 2018 JOC Meeting.

Administrative File Attachments
JOC Minutes December 2018 Reorganization.pdf (550 KB)
JOC Minutes December 2018.pdf (974 KB)

5. Chairperson Report

Subject: A. Chairperson Report
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 5. Chairperson Report
Access: Private
Type: Procedural

Admin Content
The Chairperson will give his report.

6. Student Representative's Report

Subject: A. Student Representative's Report
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 6. Student Representative's Report
Access: Private
Type: Information

Admin Content
1. January Student Representative, Kayla Leibensperger, Northwestern High School District, will give her report.

7. Administrative Report

Subject: A. Administrative Report
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting

Category: 7. Administrative Report

Access: Private

Type: Information

Admin Content:

**Dr. Rushton:**
1. School Director Recognition Month Certificate
2. Welding Lab Status - Mr. Kotran (picture of Welding Lab for projection)
3. SkillsUSA District Competition - (invitation and student rosters)

**Mr. Adam:**
1. NIMS Accreditation

**Dr. Greenawalt:**
1. EMT/CNA

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## 8. Grants

Subject: A. Grant(s) Approval

Meeting: Jan 23, 2019 - 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 of the PAsmart Growing Registered Apprenticeship Grant for 2018-2019 School Year for the projected amount of $149,896.00.
2. Submission of the PAsmart Pre-Apprenticeship Grant for 2018-2019 School Year for the projected amount of $150,000.

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## 9. Customized Program Proposals

Subject: A. Customized Program Proposals

Meeting: Jan 23, 2019 - Joint Operating Committee Meeting

Category: 9. Customized Program Proposals

Access: Private

Type: Action

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

Admin Content
1. The Adult Workforce Education Department to enter into an agreement with Nestle Purina Pet Care to administer a precision machine written and practical assessment for 2 employees, at LCTI, January 15 and January 19, 2019.

2. To approve the Adult Workforce Education Department to enter into an agreement with FedEx Ground, to provide custom welding training, 16 hours, 8 employees, at LCTI, February 2 and 9, 2019.

10. Adult Workforce Education: Personnel

Subject: A. Adult Workforce Education: Personnel
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 10. Adult Workforce Education: Personnel
Access: Private
Type: Action
Recommended Action: The Joint Operating Committee (JOC) will be asked to approve/accept the following:

Admin Content
1. Daniel Wetzel, Adult Education Instructor – Precision Machine, effective January 14, 2019 at a rate of $28.75 per hour.

2. Termination of Katie Sullivan, Out-of-School Youth Navigator, effective January 31, 2019 due to the termination of the Lehigh Valley Workforce Development Board Grant for Out-of-School Youth.

11. Adult Workforce Education: Miscellaneous

Subject: A. Adult Workforce Education: Miscellaneous
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 11. Adult Workforce Education: Miscellaneous
Access: Private
Type: Action
Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. Authorize the Executive Director Dr. Thomas J. Rushton, Ed.D. to complete, sign and submit the Proof of Claim form in accordance with the Notice of Class Action and Proposed Settlement for participation as class member in a monetary settlement of the class action lawsuit captioned Career Counselling, Inc. d/b/a Snelling Staffing Services, Plaintiff v. Amsterdam Printing & Litho, Inc and Taylor Corporation filed in the Circuit Court of the City of St. Louis, State of Missouri, Cause No. 1822-CC11500, Division 20. (Attachment)

Administrative File Attachments
Proof of Claim Form.pdf (1,632 KB)

12. Personnel Action: Resignations

Subject: A. Personnel Action: Resignations
Meeting: Jan 23, 2019 - 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:
2. The resignation of Todd Sell, Computer Aided Drafting and Design Teacher, effective January 11, 2019.
3. The resignation, due to retirement, of Randy Schock, Diesel Medium and Heavy Truck Technology Teacher, effective the last day of the 2018/2019 School Year.

13. Personnel: Tenure Contract

Subject: A. Personnel: Tenure Contract
Meeting: Jan 23, 2019 - 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:


Administrative File Attachments
Amanda Darragh.pdf (468 KB)
Keith Lyons.pdf (465 KB)

14. Personnel Action: Transfers

Subject: A. Personnel Action: Transfers
Meeting: Jan 23, 2019 - 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. Brittany Donati, Instructional Assistant - General Lab Aide from part-time to full-time effective January 10, 2019 at a rate of $16.35 per hour. For this position, 100% of Ms. Donati's hours will be charged to the general fund.

15. Personnel Action: Leave of Absence

Subject: A. Personnel Action: Leave of Absence
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 15. 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. The continuation of a leave of absence for Barbara Bechtold, Food Service Worker (Part-time), until at least January 30, 2019. This leave is not covered by FMLA.
2. The continuation of a leave of absence for Patricia Eby-Manescu, Operations/Receptionist Secretary, until June 30, 2019. This leave is not covered by FMLA.

16. Personnel Action: Change of Status

Subject: A. Personnel Action: Change of Status
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 16. Personnel Action: Change of Status
Access: Private
Type: Action

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

Admin Content:
1. Regular status for Robin Rothrock, Instructional Assistant – Trade Experienced Aide (Print), effective January 16, 2019. Ms. Rothrock successfully completed her 90-day probationary period.

17. Personnel Action: Professional Staff

Subject: A. Personnel Action: Professional Staff
Meeting: Jan 23, 2019 - Joint Operating Committee Meeting
Category: 17. Personnel Action: Professional Staff
Access: Private
Type: Action

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

Admin Content:
1. The appointment of Aaron Schock to the position of Precision Machine Tool Technology Teacher effective no later than March 31, 2019. Mr. Schock will be placed on Step 10 of the BS/VOCII column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.
2. The appointment of Taylor Lindsey, to the position of Social Studies/Computer Aplications Teacher effective January 28, 2019. Mr. Lindsey will be placed on Step 1 of the BS+12/VOCII+12 column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.

18. Personnel Action: Substitutes

Subject: A. Personnel Action: Substitutes
1. Alicia Thomas, Long-term Substitute Instructional Assistant (part-time) effective January 22, 2019 through the end of 2018/2019 School Year, at the approved rate of $14.50 per hour. For this position, 100% of Ms. Thomas’ hours will be charged to the general fund.

2. Audra Horwith, Long-term Substitute Instructional Assistant (part-time) effective January 22, 2019 until Ms. Donati’s replacement is found but no later than the end of the 2018/2019 school year, at the approved rate of $14.50 per hour. For this position, 85% of Ms. Horwith’s hours will be charged to the Perkins’s budget and 15% will be charged to the general fund.

3. The appointment of Cathleen Brown to the position of Category C Long Term Substitute Social Studies Teacher, effective January 22, 2019 until further notice but no later than the end of the 2018/2019 school year. Ms. Brown will be placed on Step 1 of the BS/VOCII column of the 2018/2019 LCTIEA/PSEA/NEA salary guide with benefits per Policy 305.

4. The following personnel as Substitute Teachers at the approved Substitute Teacher rate and to add to the Substitute Teacher list for School Year 2018/2019:
   - Robin Rothrock Effective December 20, 2018
   - Cynthia Dauble Effective January 24, 2019
   - Brittany Donati Effective January 10, 2019
   - Alicia Thomas Effective January 22, 2019
   - Audra Horwith Effective January 22, 2019


7. The appointment of Mary Katherine Citera to the position of Category B Short Term Substitute Social Studies Teacher, effective December 14, 2018 until January 22, 2019. Ms. Citera will be paid at the substitute rate of $210.00 per day with no fringe benefits.

8. The appointment of Kristine Neel to the position of Category B Short Term Substitute Computer Aided Drafting and Design Teacher, effective January 10, 2019 until Mr. Sell’s replacement is found but no later than the end of the 2018/2019 School Year. Ms. Neel will be paid at the substitute rate of $210.00 per day with no fringe benefits.

9. The appointment of Colleen Fahey as Substitute School and Community Outreach Coordinator effective March 1, 2019 at a rate of $28.47 per hour.

19. Personnel Action: Mentors
Type: Action (Consent)

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

Admin Content:
1. The end date of John Loeper as Mentor Teacher to Ronald Storch effective December 12, 2018.

2. The end date of Cyndee Barkley as Mentor Teacher to Todd Sell effective January 11, 2019.

3. The appointments of the following personnel as Mentor Teachers for one calendar year (unless otherwise indicated) in Lehigh Career & Technical Institute’s Induction Plan at a stipend rate of $850.00 (prorated) plus an additional $200 stipend for two days of attendance at the New Teacher Induction meetings in August (if attended with the new teacher):
   - John Loeper (Taylor Lindsey – Social Studies/Computer Applications Teacher) effective January 28, 2019
   - Stephen Ferguson (Aaron Schock – Precision Machine Tool Technology Teacher) effective Mr. Schock’s first day.
   - Kathy Khanuja (Cathleen Brown – LTS Social Studies Teacher) effective January 22, 2019 through Ms. Brown’s last day which is no later than the end of the 2018/2019 School Year.

20. Personnel Action: Miscellaneous

Subject: A. Personnel Action: Miscellaneous

Meeting: Jan 23, 2019 - Joint Operating Committee Meeting

Category: 20. Personnel Action: Miscellaneous

Access: Private

Type: Action

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

Admin Content:
1. Payment to Bradley Brandmeir and Thomas Uff, Welding Technology Teachers, to provide preparation for equipment and lab discussion for the upcoming new Welding Lab for a maximum of 20 hours total (10 hours each) at the Professionally Related Duties Rate of $34.00 per hour for a total of $680.00 effective January 24, 2019 through May 30, 2019. Costs to be covered by the curriculum budget.

2. Payment to Kristin Applegate and Veronica DeBlois, Emerging Health Professionals Teachers, and Jillian Maletsky, CAP Health Occupations Teacher, for CNA audit preparation and documentation for a maximum of 60 hours total at the Professionally Related Duties Rate of $34.00 per hour for a total of $2,040. effective January 24, 2019 through June 30, 2019. Costs to be covered by the curriculum budget.

21. Personnel Action: Curriculum

Subject: A. Personnel Action: Curriculum

Meeting: Jan 23, 2019 - Joint Operating Committee Meeting


Access: Private

Type: Action

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

Admin Content:
1. Payment to Donna Reed for facilitating a group activity in the Applied Horticulture lab for the JOC guests that attended the December 12, 2018 holiday dinner for 3.5 hours at the Professionally Related Duties rate of
$34.00 per hour for a total of $119.00. Costs to be covered by the curriculum budget.

22. Committee Reports: Personnel & Salary

Subject: A. Personnel & Salary - Robert E. Smith, Jr., Co-Chair

Meeting: Jan 23, 2019 - Joint Operating Committee Meeting

Category: 22. Committee Reports: Personnel & Salary

Access: Private

Type: Action

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

23. Committee Reports: Business & Finance

Subject: A. 2019-2020 Budget Presentation - General Fund - Dr. Thomas J. Rushton and Mrs. Patricia T. Bader

Meeting: Jan 23, 2019 - Joint Operating Committee Meeting

Category: 23. 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. Powerpoint – General Operating Fund (Attachment GF#1)
2. General Operating Fund Budget
   a. General Operating Fund Proposed Budget Document (pg. 10-27) (Attachment GF#2)
   b. General Operating Fund Historical Average Calculation (Attachment GF#3)
   c. General Operating Fund Member District Cost Calculation and Cost Per Pupil (Attachment GF#4)
   d. General Operating Fund Capital Cost Calculation (Attachment GF#5)
   e. General Operating Fund Debt Service Cost Calculation (Attachment GF#6)
   f. General Operating Fund Total Share (Attachment GF#7)
   g. General Operating Fund Total Share Comparison (Attachment GF#8)

Administrative File Attachments
Jan 2019 General Operating Fund Budget Powerpoint 2019 2020 Attach GF#1 1-23-19.pdf (325 KB)
Jan 2019 General Operating Fund Historical Average Calculation Attach GF#3 pg 2.pdf (108 KB)
Jan 2019 General Operating Fund Member District Cost Calculation and Cost per Pupil Attach GF#4 pg 3.pdf (135 KB)
Jan 2019 General Operating Fund Capital Cost Calculation Attach GF#5 pg 4.pdf (99 KB)
Jan 2019 General Operating Fund Debt Service Cost Calculation Attach GF#6 pg 5.pdf (108 KB)
Jan 2019 General Operating Fund Total Share Attach GF#7 pg 6.pdf (99 KB)
Jan 2019 General Operating Fund Total Share Comparison Attach GF#8.pdf (96 KB)
Meeting Jan 23, 2019 - Joint Operating Committee Meeting
Category 23. 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. Powerpoint – Academic Center Fund (Attachment AC#1)
2. Academic Center Fund
   (a) Academic Center Member District Cost Calculation (Attachment AC#2)
   (b) Academic Center Proposed Budget Document (pg. 31-40) (Attachment AC#3)
   (c) Academic Center Total Share Comparison (Attachment AC#4)

Administrative File Attachments
Jan 2019 Academic Center Fund Budget Powerpoint 2019-2020 Attach AC#1 1-23-19.pdf (335 KB)
Jan 2019 Academic Center Fund Member District Cost Calculation Attach AC#2.pdf (57 KB)
Jan 2019 Academic Center Fund Proposed Budget Document pgs 31 - 40 Attach AC#3.pdf (73 KB)
Jan 2019 Academic Center Fund Total Share Comparison Attach AC#4.pdf (94 KB)

Subject C. 2019-2020 Budget Fast Facts
Meeting Jan 23, 2019 - Joint Operating Committee Meeting
Category 23. 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. 2019-2020 Budget Fast Facts (Attachment BD#1)

Administrative File Attachments
2019-20 Budget Fast Facts - 1-23-19 Attach BD #1.pdf (110 KB)

Subject D. Budget Resolution
Meeting Jan 23, 2019 - Joint Operating Committee Meeting
Category 23. Committee Reports: Business & Finance
Access Private
Type Action
Admin Content
1. To recommend forwarding the following resolution to the participating districts for their approval of the 2019-2020 General Fund and Academic Center Budgets:
BUDGET RESOLUTION

Resolved: That the Board of Directors of the ____________________ School District hereby authorizes the expenditures of the Lehigh Career & Technical Institute for the General Operating Fund in the amount of $27,666,000 and Academic Center in the amount of $1,860,000, for the period of July 1, 2019 through June 30, 2020.

Subject E. 2018-2019 Proposed Technical School Student Organization
Meeting Jan 23, 2019 - Joint Operating Committee Meeting
Category 23. Committee Reports: Business & Finance
Access Private
Type Action
Admin Content
1. To approve the 2018 - 2019 Proposed Technical School Student Organization Budget/Academic Center Student Council. (newly formed) (Attachment)

Administrative File Attachments
Jan 2019 Proposed Technical School Student Organization Budget Academic Center Student Council.pdf (19 KB)

24. Policy Committee

Subject A. Policy Committee
Meeting Jan 23, 2019 - Joint Operating Committee Meeting
Category 24. 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. The following policies are for a First Reading:
   a. Policy #210.1 - Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
   b. Policy #304.1 - Pre-Employment Drug Testing

2. The following policies are for a Second Reading and approval:
   a. Policy #210 - Use of Medications
   b. Policy #808.1 - Meal Charges

3. The following policies have been combined with Policy #304.1 and should be deleted from LCTI's Policy manual:
   a. Policy #404.1 - Pre-Employment Drug Testing-Support Employees
   b. Policy #504.1 - Pre-Employment Drug Testing-Professional Employees

4. The following policy is not longer relevant at LCTI and is being deleted from LCTI's Policy Manual:
   a. Policy #128 - Adult Education Community Service Programming
5. The following policy will be tabled until a later date:
   
a. **Policy #815** - Acceptable Use of the Communication and Information Systems

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**25. Committee Report: Public Relations**

**Subject:** A. Committee Report: Public Relations  
**Meeting:** Jan 23, 2019 - Joint Operating Committee Meeting  
**Category:** 25. Committee Report: Public Relations  
**Access:** Private  
**Type:** Information  

**Admin Content**
The Public Relations Committee will give their report.

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**26. Committee Report: Education Committee**

**Subject:** A. Education Committee: Education Committee  
**Meeting:** Jan 23, 2019 - Joint Operating Committee Meeting  
**Category:** 26. Committee Report: Education Committee  
**Access:** Private  
**Type:** Information  

**Admin Content**
The Education Committee will give their report.

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**27. Occupational Advisory Council Members**

**Subject:** A. Occupational Advisory Council Members  
**Meeting:** Jan 23, 2019 - Joint Operating Committee Meeting  
**Category:** 27. 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:

**Admin Content**
1. To add the following new members effective January 23, 2019:
• Commercial Photography/Electronic Imaging
  o James Galluci

• Culinary Arts
  o Timonthy Twiford

• Early Care & Education of Young Children
  o Heather Jones

• Plumbing & Heating
  o Daniel R Dunn
  o Dylan Thomas Loccarini
  o Ryan Miller
  o Devan Patrick Moyer

• SOC Family & Consumer Sciences/Human Sciences, Other Hospitality
  o Denise Maiatico

2. To remove the following members effective January 23, 2019:

• Automotive Technology
  o Richard Eck
  o Joseph Fosko
  o Fred Meschonat
  o Keith Wanamaker
  o Steven Bischof
  o Thomas Keene
  o Martin Wagner

• Commerical Photography
  o Jason Mahoney
  o Ryan Van Horn

28. Conferences

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Conferences</th>
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<tr>
<td>Meeting</td>
<td>Jan 23, 2019 - Joint Operating Committee Meeting</td>
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<tr>
<td>Category</td>
<td>28. Conferences</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
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</tbody>
</table>

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

Admin Content:
1. Elaine Beam and Joseph Peregrin, FBLA Advisors, to attend the PA FBLA State Leadership Workshop from April 7 – 10, 2019 at the Hershey Lodge and Convention Center, Hershey, PA. The total cost of the conference to LCTI is $1,791.00. A substitute is needed for three (3) days, for each instructor, at a total cost of $870.00.

2. Correction to Conferences on the December Agenda:
   • To approve a correction in the total cost for teachers and a counselor to attend the EduCon Conference 2019 being held on January 25, 2019 thru January 27, 2019. The correct cost of $3,939.20 is $241.60 more than was included in the previous motion approved at the December JOC meeting. The additional cost will be paid by the Academic Center Budget.

29. Bid Recommendations

| Subject | A. Bid Recommendations |
30. Budget Transfers

Subject A. Budget Transfers

Meeting Jan 23, 2019 - 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
Jan 2019 Budget Transfers.pdf (326 KB)

31. List of Bills

Subject A. List of Bills

Meeting Jan 23, 2019 - 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
Jan 2019 List of Bills.pdf (197 KB)

32. Financial Reports

https://www.boarddocs.com/pa/ict/Board.nsf/Private?open&login#
A. Financial Reports

Meeting: Jan 23, 2019 - 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:

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. Welding Lab Construction Detail Report (Attachment FR#10)
11. Bond FUnd Budget Sources & Uses by Month - 2017B Proceeds (Attachment FR#11)
12. Study Activity Report - (Attachment FR#12)
13. Adult Education Profit & Loss Statement (as of 12/31/18) - (Attachment FR#13)

Administrative File Attachments:
- Jan 2019 Combined Treasurers Report Attach FR#1.pdf (44 KB)
- Jan 2019 Investment Report Attach FR#2.pdf (86 KB)
- Jan 2019 Term Investment Detail Report Attach FR#3.pdf (77 KB)
- Jan 2019 Revenue Summary Report General Operating Fund Attach FR#5.pdf (46 KB)
- Jan 2019 Revenue Summary Report Academic Center Fund Attach FR#7.pdf (44 KB)
- Jan 2019 Expenditure Summary Report Academic Center Fund Attach FR#8.pdf (51 KB)
- Jan 2019 Welding Lab Construction Detail Report Attach FR#10.pdf (65 KB)
- Jan 2019 Bond Fund Budget Sources & Uses by Month - 2017B Proceeds Attach FR#11.pdf (58 KB)
- Jan 2019 Study Activity Report Attach FR#12.pdf (55 KB)
- Jan 2019 Adult Education Profit & Loss Statement as of 123118 Attach FR#13.pdf (76 KB)

33. Miscellaneous

A. Waive Policy 706.1 - Disposal/Sale of Excess Material, Equipment, Tools and Vehicles

Meeting: Jan 23, 2019 - 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. To waive Policy 706.1 – Disposal/Sale of Excess Material, Equipment, Tools and Vehicles that requires all items to be sent to the annual public auction and instead sell as scrap the following outdated items:
- Automotive Technology
  - 2002 White, Saturn 5GZCZ23D72S0204EX
  - 2000, Silver, Saturn L Series 1G8JU52F5Y6667354
  - 1996, Silver, Chevy Lumina 2G1WN52M5T9215630
  - 1995, Green Ford/Windstar GL 2FMDA5145SBB39535

- Electrical Technology
  - Various types of Scrap Wire
  - Clean Copper
  - Uncleaned Copper
  - Clean Aluminum
  - Uncleaned Aluminum

- HVAC
  - Barrel of Mixed Copper

- Plumbing & Heating
  - #1 Bright Copper
  - #2 Copper
  - Red Brass
  - Yellow Brass
  - Ferrous Metals (Steel)

- Welding
  - Copper
  - Stainless Steel
  - Aluminum

Subject: B. LJ Coaching and Consulting

Meeting: Jan 23, 2019 - 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. Lisa Lucas, LJ Coaching and Consulting, to provide one (1) day of on-site professional development on Collins Writing at a cost of $1500 per day plus mileage/travel expenses. The workshop is scheduled on March 8, 2019. Costs to be covered by the Curriculum Budget.

2. Cetronia Ambulance Corp for services rendered to facilitate an 80 hour course for Emergency Medical Technician (EMT) Certification. The EMT course will begin on February 27, 2019 and is tentatively scheduled to conclude on May 31, 2019. The cost per student is $800.00 with a maximum enrollment of twenty-four (24) students. The total cost, not to exceed $19,200.00, will be paid by the Perkins Grant and the General Fund. The Perkins Grant will cover a minimum of $16,000, with the remaining costs to be covered by the General Fund. In the event additional Perkins Grant funding becomes available, such funds will be applied to the remaining balance.

3. Payment to Lehigh Carbon Community College to provide Certified Nursing Assistant training to four students in the Exercise Science and Rehabilitation Services program at a cost of $1,341.00 per student. Total cost of $5,364.00 to be paid by the General Fund.

Subject: C. Textbook/Instructional Media
Meeting: Jan 23, 2019 - 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 purchase of new textbooks and resources for the following programs as listed below. Costs to be paid from the General Fund.

<table>
<thead>
<tr>
<th>Advertising Design/Commercial Art</th>
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</tr>
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<tbody>
<tr>
<td><strong>Title of Book</strong></td>
<td><strong>Author</strong></td>
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<tr>
<td>Digital Media Concepts &amp; Applications 4e</td>
<td>Crews/May</td>
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<td>Instructor's Resource DVD</td>
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<tr>
<td>Criminal Justice: Introduction to Preventing &amp; Diffusing Aggressive Behavior</td>
<td>MOAB Training International</td>
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</tbody>
</table>

Subject: D. Public Auction Date & Agreement

Meeting: Jan 23, 2019 - 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 following items related to the public auction for the sale of surplus materials, equipment, tools and vehicles:
   
   (a) To hold a public auction on Friday, July 19, 2019 at 4:00 p.m.
   (b) To enter into an agreement with auctioneer John Pfeiffer, Jr. at a commission on the gross sales at a rate of 8% on the first $6,000.00, then 6% between $6,000.01 and $10,000.00, then 5% on anything over $10,000.01. (Attachment)

Administrative File Attachments
Jan 2019 Agreement w Auctioneer for July 19 2019 Public Auction.pdf (569 KB)
Subject: E. 2019 Consumer Price Index Adjustment

Meeting: Jan 23, 2019 - 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 2019 Consumer Price Index Adjustment of Base Amounts on Bids effective January 4, 2019, issued by the Department of Labor and Industry as per JOC Policy 610 - Purchases Subject to Bid. The Public Bid amount is $20,600 and the Written/Telephonic Bid amount is $11,100. (Attachment)

Administrative File Attachments
Jan 2019 Consumer Price Index Adjustment of Base Amounts Effective on Bids 01042019.pdf (92 KB)

Subject: F. The John F. Posh Foundation Outstanding LCTI Cooperative Education Student Scholarship

Meeting: Jan 23, 2019 - 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 John F. Posh Foundation Outstanding LCTI Cooperative Education Student Scholarship of $500 each to two senior students who are participating in cooperative education and meet the established criteria for nomination. Funding for the scholarships will be provided by The John F. Posh Foundation.

Administrative File Attachments
John F. Posh Foundation Scholarship Award Rubric.pdf (69 KB)

34. New Business

Subject: A. New Business

Meeting: Jan 23, 2019 - Joint Operating Committee Meeting

Category: 34. New Business

Access: Private

Type

35. Adjournment
A. Meeting Adjourned

Meeting Adjournment

35. Adjournment

Access

Private

Type

Action

Recommended Action

The Joint Operating Committee meeting will be adjourned.

Admin Content

Meeting adjournment.

36. Next Meeting

A. Next Meeting Date

Meeting

Jan 23, 2019 - 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, February 27, 2019.