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
5:00 p.m. - 6:00 p.m. - Business & Finance/Personnel and Salary Committees - E108
4:45 p.m. - 6:00 p.m. - Policy Committee - Main Office Conference Room
5:30 p.m. - 6:00 p.m. - Public Relations Committee - JOC Boardroom
5:45 p.m. - 6:30 p.m. - Education Committee - LCTI Restaurant
5:45 p.m. - 6:30 p.m. - Dinner - LCTI Restaurant
6:30 p.m. - 7:30 p.m. - Executive Session - Commercial Baking Lab
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
Sep 26, 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
Sep 26, 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. Courtesy of the Floor

Subject
A. Courtesy of the Floor
Meeting
Sep 26, 2018 - 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 August 22, 2018 Meeting Minutes
Meeting: Sep 26, 2018 - 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 August 22, 2018 JOC Meeting.

Administrative File Attachments
JOC Minutes August 2018.pdf (6,408 KB)

5. Chairperson Report

Subject: A. Chairperson Report
Meeting: Sep 26, 2018 - 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: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 6. Student Representative's Report
Access: Private
Type: Information

Admin Content:
1. September Student Representative, Edward Williams, Whitehall School District, will give his report.

7. Administrative Report

Subject: A. Administrative Report
Dr. Rushton:

1. Welding Lab Presentation - Jeff Biehn, Watkins Architects

8. Grants

Subject: A. Grant(s) Approval
Meeting: Sep 26, 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:

1. Acceptance of the Perkins Secondary Local Plan 380 Grant in the amount of $896,359.00 for 2018-2019.

Administrative File Attachments
Perkins Secondary Local Plan 380 Grant 18.19.pdf (390 KB)

9. Adult Workforce Education: Personnel

Subject: A. Adult Workforce Education: Personnel
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 9. Adult Workforce Education: Personnel
Access: Private
Type: Action

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

1. The appointment of Thomas Uff as Master Plumbers Apprenticeship Instructor at the rate of $60.00 per hour effective September 27, 2018.
2. The appointment of David Rivera as Tractor Trailer Program Instructor (Part-time) at a rate of $19.50 per hour effective September 27, 2018.

10. Adult Workforce Education: Miscellaneous

Subject: A. Adult Workforce Education: Miscellaneous
Meeting Sep 26, 2018 - Joint Operating Committee Meeting
Category 10. 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. The Adult Workforce Education Department to enter into a Non-Financial Agreement with Lancaster County Workforce Development Board for classroom training contract services under the Workforce Innovation and Opportunity Act (WIOA), effective September 1, 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 program at LCTI. (Attachment)

2. To approve the Financial Aid Consulting Agreement with Lancaster County Career and Technology Center, Willow Street, PA, for consultation services for the Adult Workforce Education Department at $73.00 per hour, not to exceed 35 hours, effective September 27, 2018 to June 30, 2019. (Attachment)

3. The Adult Workforce Education Department to enter into a Master Agreement for Occupational Skills Training with Educational Data Systems, Incorporated for the Chester County Workforce Development Board for training services under the Workforce Innovation and Opportunity Act (WIOA), effective September 18, 2018 to June 30, 2019. 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)

Administrative File Attachments
Lancaster County Agreement.pdf (5,339 KB)
LCTI-LCCTC Aгрmt_9-2018.pdf (47 KB)
Chester County 2018-2019.pdf (176 KB)

11. Personnel Action: Leave of Absence

Subject A. Personnel Action: Leave of Absence
Meeting Sep 26, 2018 - Joint Operating Committee Meeting
Category 11. Personnel Action: Leave of Absence
Access Private
Type Action

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

Admin Content
1. Patricia Eby-Manescu, Operational/Receptionist Secretary, to extend her unpaid leave of absence through no later than February 20, 2019. This leave extension is not covered under FMLA, but is within the 6-month leave window allowable in the current contract.

12. Personnel Action: Support Staff

Subject A. Personnel Action: Support Staff
Meeting Sep 26, 2018 - Joint Operating Committee Meeting
Category 12. Personnel Action: Support Staff
Access Private
Type  Action (Consent)

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

Admin Content

1. The accounting change for 85% of Robin Rothrock's, Trade Specific Instructional Assistant - Print, hours to be charged to the Perkin's budget and 15% to be charged to the general fund instead of 100% to the general fund, effective August 21, 2018.

2. The appointment of Brittany Donati to the position of Instructional Assistant - General Lab Aide (Part-time position) effective October 8, 2018 at an hourly rate of $15.99, no benefits. For this position, 85% of Ms. Donati's hours will be charged to the Perkins's budget and 15% will be charged to the general fund.

13. Personnel Action: Change of Status

Subject  A. Personnel Action: Change of Status
Meeting  Sep 26, 2018 - Joint Operating Committee Meeting
Category  13. Personnel Action: Change of Status
Access  Private
Type  Action
Recommended Action  The Joint Operating Committee will be asked to approve/accept:

Admin Content

1. Regular status for Anna Young, Intervention Assistant to the Supervisor - Alternative Learning Center, effective September 5, 2018. Ms. Young successfully completed her 90-day probationary period.

14. Personnel Action: Substitutes

Subject  A. Personnel Action: Substitutes
Meeting  Sep 26, 2018 - Joint Operating Committee Meeting
Category  14. Personnel Action: Substitutes
Access  Private
Type  Action
Recommended Action  The Joint Operating Committee will be asked to approve/accept the following:

Admin Content

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. The appointment of Kristine Neel to the position of Category B Short Term Substitute CAP Science/Biology Teacher, effective the beginning of the 2018/2019 school year through approximately the end of the first quarter. Ms. Neel will be paid at the substitute rate of $210.00 per day with no fringe benefits.

2. The following personnel to be added to the 2018/2019 Substitute Teacher list effective September 27, 2018 at the approved daily rate:
   - Kenneth Reiter
   - Teresa Pickar

3. The appointment of Alicia Levan to the position of Category C Long Term Substitute SOC Food Services Teacher, effective October 11, 2018 to the end of the 2018/2019 school year. Ms. Levan is temporarily
transferring into this position from a full-time Instructional Assistant position. Ms. Levan will be placed on Step 1 of the BS/VOC II column of the 2018/2019 LCTIEA/PSEA/NEA salary guide with benefits specified under Policy 305, with the exception that she shall retain her current health, dental and prescription benefits and premium share as offered to LCTI full-time ESPA Instructional Assistant employees.

4. Rebecca Rozycki to be added to the 2018/2019 Substitute Instructional Assistant list effective October 8, 2018 at the approved hourly rate.

5. Carla Nichols to be added to the 2018/2019 Substitute Secretary list effective September 4, 2018 at the approved hourly rate.

15. Personnel Action: Mentors

Subject: A. Personnel Action: Mentors
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 15. Personnel Action: Mentors
Access: Private
Type: Action

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

Admin Content
1. The following personnel as Mentor Teacher from October 11, 2018 through the end of the 2018/2019 school year in Lehigh Career & Technical Institute’s Induction Plan at a stipend rate of $850.00 (prorated)
   - Jan Lucas (Alicia Levan – Category C Long-term Substitute SOC Food Services)

16. Personnel: Tenure Contract

Subject: A. Personnel: Tenure Contract
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Access: Private
Type: Action

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


Administrative File Attachments
Kevin Keeler Tenure Contract.pdf (457 KB)

17. Personnel Action: Summer Staff

Subject: A. Personnel Action: Summer Staff
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 17. Personnel Action: Summer Staff
Access: Private
Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content:
1. Payment to Pamela Hittinger, Cafeteria Supervisor, for two additional 2018 summer days (maximum 8 hours/day) to complete 2018/2019 menu planning for compliance with the Healthy, Hunger-Free Kids Act (HHFKA) of 2010 and for professional development at her approved hourly rate. Mrs. Hittinger was supervised by Mrs. Bader.

18. Personnel: Miscellaneous

Subject: A. Personnel: Miscellaneous

Meeting: Sep 26, 2018 - Joint Operating Committee Meeting

Category: 18. Personnel: Miscellaneous

Access: Private

Type: Action

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

Admin Content:
1. Payment to Brock Cahoon, Culinary Arts Teacher, for an additional 27.5 hours to provide food during the Nurses' Conference at the JOC approved Non-Instructional Duties Rate – Level 1 of $29.15 per hour effective August 6, 7, and 8, 2019.

2. Payment to Robert Hudoka, Culinary Arts Teacher, for an additional 27 hours to provide food during the Nurses' Conference at the JOC Approved Non-Instructional Duties – Level 1 of $29.15 per hour effective August 6, 7, and 8, 2019.

3. The appointment of Jillian Maletsky as Health Occupations Students of America (HOSA) Co-Advisor for the 2018/2019 school year at a stipend rate of $825.

4. Payment to Thomas Uff for an additional 2 hours for attending the Welding Lab design meeting held on August 7, 2018 for a total of 5 hours at the hourly Professional Related Duties Rate of $34.00 per hour to be paid by the General Fund.

5. Payment to Bradley Brandmier for an additional 1 hour for attending the Welding Lab design meeting held on August 7, 2018 for a total of 4 hours at the hourly Professional Related Duties Rate of $34.00 per hour to be paid by the General Fund.

6. The appointment of Kevin Keeler as SkillsUSA Advisor effective September 26, 2018 for the 2018/2019 school year at a stipend rate of $1,650 (prorated).

19. Committee Reports: Personnel & Salary

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

Meeting: Sep 26, 2018 - Joint Operating Committee Meeting

Category: 19. Committee Reports: Personnel & Salary

Access: Private

Type: Action

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

Admin Content:
1. Entering into an employment agreement with the Lehigh Career & Technical Institute Educational Support Personnel Association ESPA/PSEA/NEA for the time period of July 1, 2018 to June 30, 2021. (Attachment)

3. The Memorandum of Agreement with Lehigh Career & Technical Institute Educational Association regarding a one-time only bonus of $1,000 to each of 14 teachers (paid in four installments) due to being "frozen" on step 16 of the salary schedule during the current contract. (Attachment)

Administrative File Attachments
LCTI ESPA,PSEA,NEA Rate Increases 18.19.pdf (1,386 KB)
MOU With LCTI Education Association 9.26.18.pdf (408 KB)

20. Committee Reports: Business & Finance

Subject  A. Business & Finance Committee - David M. Kennedy, Co-Chair
Meeting  Sep 26, 2018 - Joint Operating Committee Meeting
Category  20. 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:

21. Policy Committee

Subject  A. Policy Committee
Meeting  Sep 26, 2018 - Joint Operating Committee Meeting
Category  21. 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 Review:
   a. Policy #210 - Use of Medications
   b. Policy #210.1 - Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors

2. The following policies are for a First Reading:
   a. Policy #229 - Student Fund-Raising
   b. Policy #237 - Electronic Devices
   c. Policy #815 - Acceptable Use of the Communication and Information Systems

3. The following policies are for a Second Reading and approval:
   a. Policy #122 - Co-Curricular Activities
   b. Policy #246 - Student Wellness
   c. Policy #800 - Records Management
   d. Policy #808 - Food Services
   e. Policy #808.1 - Meal Charge Policy
Administrative File Attachments
210-Use of Medications.pdf (1,477 KB)
210.1-Possession-Use of Asthma Inhaler-Epinephrine Auto-Injectors.pdf (1,651 KB)
229- Student Fundraising.pdf (546 KB)
237-Electronic Devices.pdf (1,578 KB)
815-Acceptable Use of Communications and Information Systems.pdf (7,886 KB)
122-Co-Curricular Activities.pdf (1,261 KB)
246-Student Wellness.pdf (3,052 KB)
800-Records Management.pdf (1,329 KB)
808-Food Services.pdf (1,889 KB)
808.1-Meal Charges.pdf (1,384 KB)

22. Committee Report: Public Relations

Subject: A. Committee Report: Public Relations
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 22. Committee Report: Public Relations
Access: Private
Type: Information

Admin Content
The Public Relations Committee will give their report.

23. Committee Report: Education Committee

Subject: A. Education Committee: Education Committee
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 23. Committee Report: Education Committee
Access: Private
Type: Information

Admin Content
The Education Committee will give their report.

24. Occupational Advisory Council Members

Subject: A. Occupational Advisory Council Members
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 24. 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. The following members effective September 26, 2018:
   - Darlene Pinto - Advertising Design
   - Sarah Turner - Auto Body Collision Repair
   - Phil Amole - Automotive Technology

https://www.boarddocs.com/pa/clt/Board.nsf/Private?open&login#
• David Irvine – Automotive Technology  
• Jeffrey McGouldrick – Automotive Technology  
• Matthew Pasquale – Automotive Technology  
• Shelly Bundro – Criminal Justice  
• Andrew Kehm – Criminal Justice  
• Ranfly Garcia – Diversified Career Occupations  
• Michael Laici – Diversified Career Occupations  
• Jason Manwiller – Diversified Career Occupations  
• Andrea Stephenson – Diversified Career Occupations  
• Mita Valenzuela – Diversified Career Occupations  
• Bryan Lieberman – Electrical Technology  
• Stephen Statler – Electromechanical/Mechatronics  
• Wendy Balik – Emerging Health Professionals  
• Stephen Habrial – Emerging Health Professionals  
• Jessica Racine – Emerging Health Professionals  
• Donald Miller – Heating/Air Conditioning and Refrigeration (HVAC)  
• Joseph Mrochko – Marketing & Business Education  
• Porsha Santiago – Marketing & Business Education  
• Christopher Kunkle – Small Engines/Recreational Vehicle Repair  
• Robert Dolan – Supply Chain Management & Logistics

2. To remove the following members effective September 26, 2018:  
• Deb Knicos – Commercial Baking  
• Ron Garber – Diesel

### 25. Conferences

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Sep 26, 2018 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>25. Conferences</td>
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<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

**Admin Content**

1. Joseph Baylog, School-to-Career Coordinator, to attend the Pennsylvania Cooperative Education Association/Pennsylvania Association of Career & Technical Administrators Conference (PCEA/PACTA) in State College, PA October 16-17, 2018. The cost of the conference to LCTI is $579.78. There are no substitute costs.

2. Stephen Ferguson, School-to-Career Coordinator, to attend the Pennsylvania Cooperative Education Association/Pennsylvania Association of Career & Technical Administrators Conference (PCEA/PACTA) in State College, PA October 16-17, 2018. The cost of the conference to LCTI is $579.78. There are no substitute costs.

3. Wendy Harris, School-to-Career Coordinator, to attend the Pennsylvania Cooperative Education Association/Pennsylvania Association of Career & Technical Administrators Conference (PCEA/PACTA) in State College, PA from October 16-18, 2018. The cost of the conference to LCTI is $559.78. There are no substitute costs.

4. Scott Smith, School Police Officer, to attend the School Safety and Security Exchange Conference on November 8-9, 2018 at the Hershey Lodge and Convention Center, Hershey, PA. The total cost of the conference to LCTI is $75.00.

5. The following teachers: Brock Cahoon, Vicki Phillips, Gregory Merchlinksky, Kenneth Midgett, Garrett Tweed, and Matthew Welsh to attend the Program of Study Task List Revision Workshop from October 2-3, 2018 at the Ramada Hotel and Conference Center, State College, PA. There is no cost to LCTI for these conferences. A substitute is needed for each teacher, for two days, at the cost of $120.00 per day for a total cost of $1,440.00.
6. The following teachers: Cyndee Barkley, Kevin Ferenczak, Thomas Lesisko, Kevin Keeler, Joseph Peregrin, and Donna Reed to attend the Program of Study Task List Revision Workshop on October 18, 2018 at the Ramada Hotel and Conference Center, State College, PA. There is no cost to LCTI for these conferences. A substitute is needed for each teacher, for one day, at the cost of $120.00 per day for a total cost of $720.00.

7. The following teachers: Heather Keck, William Gordon, Steven Ring, and Richard Pfanders to attend the Program of Study Task List Revision Workshop from October 24-25, 2018 at the Ramada Hotel and Conference Center, State College, PA. There is no cost to LCTI for these conferences. A substitute is needed for each teacher, for two days, at the cost of $120.00 per day for a total cost of $960.00.

8. The following teachers to attend the Conference on Integrated Learning: The School to Career Connection at the Penn Stater Conference Hotel, State College, PA on November 14, 2018 through November 16, 2018. The total cost of the conference to LCTI will be $3,842.16 registration, hotel and travel expenses plus substitute cost of $1,740.00. The $3,842.16 will be covered by the Curriculum Budget. The substitute cost will be covered by LCTI General Fund.

TEACHERS
- Kelly Cahoon
- Vincent Dabrowski
- Heather Keck
- Stacie Knehr Kutz
- Steven Ring
- Ryan VanNorman

9. Jeffrey Doll, Indoor/Outdoor Maintenance Instructor, FFA Advisor, to attend the FFA State Leadership Conference from October 1-2, 2018 at the Blair County Convention Center in Altoona, PA. The total cost to LCTI is $190.10. A substitute is needed for two days at a cost of $120.00 per day, total cost $240.00.

10. Estimated expenses for the following JOC Board members to attend the ACTE Conference in San Antonio, Texas on 11/27/18 - 12/1/18.

<table>
<thead>
<tr>
<th>Category</th>
<th>David Kennedy Expenses</th>
<th>Frank Frankenfield Expenses</th>
<th>David Hein Expenses</th>
<th>Gary Fedorcha Expenses</th>
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</thead>
<tbody>
<tr>
<td>Conference Registration &amp;</td>
<td>560.00</td>
<td>620.00</td>
<td>610.00</td>
<td>610.00</td>
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<tr>
<td>Membership</td>
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<tr>
<td>Airfare</td>
<td>452.00</td>
<td>417.54</td>
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<td>Baggage Fees</td>
<td>50.00</td>
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<td>50.00</td>
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<tr>
<td>Ground Transportation</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Lodging</td>
<td>789.23</td>
<td>835.93</td>
<td>835.93</td>
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<td>Meals (ESTIMATED)</td>
<td>400.00</td>
<td>400.00</td>
<td>400.00</td>
<td>400.00</td>
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<td>TOTAL:</td>
<td>$2,251.23</td>
<td>$2,323.47</td>
<td>$2,364.43</td>
<td>$2,364.43</td>
</tr>
</tbody>
</table>

11. Estimated expenses for Robert E. Smith, Jr. JOC Member to attend the PSBA School Leadership Conference in Hershey, PA on October 17-19, 2018.

<table>
<thead>
<tr>
<th>Category</th>
<th>Robert E. Smith, Jr. Expenses</th>
</tr>
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<tbody>
<tr>
<td>Conference Registration &amp;</td>
<td>490.00</td>
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### Membership

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<th></th>
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<tbody>
<tr>
<td>Mileage (154 miles x .545)</td>
<td>83.93</td>
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<tr>
<td>Ground Transportation</td>
<td>TBD</td>
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<tr>
<td>Lodging</td>
<td>675.99</td>
</tr>
<tr>
<td>Meals (ESTIMATED)</td>
<td>300.00</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$1,549.92</strong></td>
</tr>
</tbody>
</table>

#### 26. Budget Transfers

**Subject:** A. Budget Transfers

**Meeting:** Sep 26, 2018 - Joint Operating Committee Meeting

**Category:** 26. Budget Transfers

**Access:** Private

**Type:** Action

**Admin Content**
1. 2017-2018 Final Budget Transfers (Attachment)

**Administrative File Attachments**
September 2018 Budget Transfers Final for 2017-2018.pdf (586 KB)

#### 27. List of Bills

**Subject:** A. List of Bills

**Meeting:** Sep 26, 2018 - Joint Operating Committee Meeting

**Category:** 27. 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**
September 2018 List of Bills.pdf (158 KB)

#### 28. Financial Reports

**Subject** A. Financial Reports
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 28. 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 Fund (Attachment FR#5)
6. Expenditure Summary Report - General Fund (Attachment FR#6)
7. Revenue Summary Report - Academic Center Fund (Attachment FR#7)
8. Expenditure Summary Report - Academic Center Fund (Attachment FR#8)

Administrative File Attachments:
- September 2018 Combined Treasurers Report Attach FR#1.pdf (58 KB)
- September 2018 Investment Report Attach FR#2.pdf (66 KB)
- September 2018 Term Investment Detail Report Attach FR#3.pdf (62 KB)
- September 2018 Revenue Summary Report General Operating Fund Attach FR#5.pdf (47 KB)
- September 2018 Expenditure Summary Report General Operating Fund Attach FR#6.pdf (52 KB)
- September 2018 Revenue Summary Report Academic Center Fund Attach FR#7.pdf (40 KB)
- September 2018 Expenditure Summary Report Academic Center Fund Attach FR#8.pdf (45 KB)

29. Miscellaneous: Bond Funds

Subject: A. Miscellaneous: Bond Funds
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 29. Miscellaneous: Bond Funds
Access: Private
Type: Action

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

Admin Content:
1. The design development documents prepared by Watkins Architects LTD. for the LCTI Welding Lab Addition. The Administration is authorized to implement all terms and provisions of the Architect’s contract including but not limited to providing approvals for all architect’s services as set forth in the Architect Contract dated January 17, 2018.

30. Miscellaneous

Subject: A. LJ Coaching and Consulting
Meeting: Sep 26, 2018 - Joint Operating Committee Meeting
Category: 30. Miscellaneous
Access Private
Type Action

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

Admin Content
1. Payment to Lisa Lucas, LJ Coaching and Consulting, to provide three days of on-site professional development and instructional leadership coaching at a cost of $1500 per day plus mileage/travel expenses. The focus of her work will engage improvements to the instructional process and focus on student achievement indicators. The workshops are scheduled in December 2018 and January 2019. Should weather necessitate the cancelation of the workshops, the dates of the activities will be rescheduled in February and March 2019. Costs to be covered by the Perkins Grant.

Subject B. Policy #706.1 - Disposal/Sale of Excess Material, Equipment and Tools
Meeting Sep 26, 2018 - Joint Operating Committee Meeting
Category 30. Miscellaneous
Access Private
Type Action

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

Admin Content
1. Waiving Policy #706.1 - Disposal/Sale of Excess Material, Equipment and Tools that requires all items to be sent to the annual public auction and instead sell as scrap the following outdated Electrical Technology and CAP Electrical Technology instructional items:
   • Number one and Number two copper
   • Insulated copper wire
   • Aluminum

Subject C. PPL Center License Agreement
Meeting Sep 26, 2018 - Joint Operating Committee Meeting
Category 30. Miscellaneous
Access Private
Type Action

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

Admin Content
1. The attached License Agreement (the Agreement) between Lehigh Career & Technical Institute (Licensee) and Global Spectrum L.P. as agent on behalf of BDH Development, LLC (the Licensor) for the use of the PPL Center for LCTI Senior Night on Thursday May 30, 2019 (the Event) for a cost equal to the reimbursable expenses incurred by Licensor as estimated on Exhibit B attached to the Agreement. The Agreement includes a waiver of the building rental fee in the amount of $7,500; which has been approved by ANIZDA as a “rent free” day. (Attachment)
The following is a summary of the estimated expenses as set forth on Exhibit B which includes the waiver of the building rental fee.

Building Rental $ 0.00 ($7,500.00 is waived as an ANIZDA “rent free” day)

Labor & Equipment Costs
- Ice In Total $ 8,468.68
- Ice Out Total $ 8,131.28

Building Expenses $ 1,200.00

Total Amount
- Ice In Total $ 9,668.68
- Ice Out Total $ 9,331.28

Subject D. Digital Feast Contract
Meeting Sep 26, 2018 - Joint Operating Committee Meeting
Category 30. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee will be asked to approve:

Admin Content
1. A contract with Digital Feast of Allentown, PA, for the production of seven videos that will be shared on Lehigh Career & Technical Institute’s website and used to market LCTI’s high school programs, specifically those linked to the IT Academy and the Academic Center, in the amount of $17,500. Cost to be covered by the Public Relations Budget.

Subject E. SkillsUSA Council
Meeting Sep 26, 2018 - Joint Operating Committee Meeting
Category 30. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee will be asked to approve:

Admin Content
https://www.boarddocs.com/pa/lcti/Board.nsf/Private?open&login#
1. The SkillsUSA Council agreement regarding membership and SkillsUSA Council services to be provided to Lehigh Career & Technical Institute for school year 2018-2019. The annual fee is $11,869.72 per year, invoiced quarterly in installments of $2,967.43.

Administrative File Attachments
SkillsUSA Agreement 18.19.pdf (393 KB)

### 31. New Business

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<tr>
<th>Subject</th>
<th>A. New Business</th>
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<td>Category</td>
<td>31. New Business</td>
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### 32. Adjournment

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**Recommended Action**
The Joint Operating Committee meeting will be adjourned.

**Admin Content**
Meeting adjournment.

### 33. Next Meeting

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Next Meeting Date</th>
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<tr>
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<td>33. Next Meeting</td>
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**Admin Content**
The next meeting of the Joint Operating Committee will be Wednesday, October 24, 2018