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
4:15 p.m. - 4:45 p.m. - JOC Seat Calculation - E108
4:45 p.m. - 5:30 p.m. - Policy Committee - Main Office Conference Room
4:45 p.m. - 5:30 p.m. - Business & Finance/Personnel and Salary Committees - E108
5:00 p.m. - 5:30 p.m. - Public Relations Committee - JOC Boardroom
5:30 p.m. - 6:00 p.m. - Education Committee - LCTI Restaurant
5:30 p.m. - 6:00 p.m. - Dinner - LCTI Restaurant
6:00 p.m. - 6:30 p.m. - Executive Session - Commercial Baking Lab
6:30 p.m. - 7:30 p.m. - Recognition of Outstanding Co-op Student Award Winners - Small Cafeteria
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: Apr 24, 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: Apr 24, 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: Apr 24, 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

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Approval of the March 27, 2019 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Approval of the Minutes</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action, Procedural</td>
</tr>
</tbody>
</table>

Recommended Action: Approval of the Meeting Minutes.

Admin Content
The Chairperson will ask for a motion to approve the Minutes from the March 27, 2019 JOC Meeting.

Administrative File Attachments
JOC Minutes March 2019.pdf (4,625 KB)

### 5. Chairperson Report

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Chairperson Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>5. Chairperson Report</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

Admin Content
The Chairperson will give his report.

### 6. Student Representative's Report

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Student Representative's Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>6. Student Representative's Report</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

Admin Content
1. April Student Representative, Joseph Moravek, Whitehall High School District, will give his report.
7. Administrative Report

Subject: A. Administrative Report
Meeting: Apr 24, 2019 - Joint Operating Committee Meeting
Category: 7. Administrative Report
Access: Private
Type: Information

Admin Content
Dr. Rushton's Report:
1. Welding Lab Update
2. Acknowledgements

8. Grants

Subject: A. Grant(s) Approval
Meeting: Apr 24, 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 2019 Lehigh County Community Development Block Grant for CDL and Heavy Equipment Operations Training in the amount of $19,500.


3. Acceptance of the Commonwealth of Pennsylvania Teacher in the Workplace Grant for the Health and Human Services Academy Development Program from April 1, 2019 through June 30, 2020 in the amount of $49,946.72.

9. Personnel Action: Adult Workforce Education

Subject: A. Personnel Action: Adult Workforce Education
Meeting: Apr 24, 2019 - Joint Operating Committee Meeting
Category: 9. Personnel Action: Adult Workforce Education
Access: Private
Type: Action

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

Admin Content
1. A 90-day probation rate increase for Gene Schmoyer, Tractor Trailer Driving Instructor (Part-time) from $19.50 per hour to $20.00 per hour, effective April 1, 2019.

2. Appointment of Kenneth Midgett, Adult and Workforce Education Instructor-Plumbing, at a rate of $36.34 per hour effective April 12, 2019 through the end of the 2018/2019 school year.

https://go.boarddocs.com/pa/let/Board.nsf/Private?open&login#
3. Thomas Hartnett as Master Plumbers Apprenticeship Instructor at the rate of $60.00 per hour effective April 2, 2019.

10. Adult Workforce Education: Customized Program Proposals

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Adult Workforce Education: Customized Program Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>10. Adult Workforce Education: Customized Program Proposals</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

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 Cumru Township Municipal Authority for Heavy Equipment Backhoe Training, 8 hours, at LCTI, one employee, May 1, 2019.

2. The Adult Workforce Education Department to enter into an agreement with Great Western Services, Inc. for CDL/B Classroom and Driver Training and Testing, 40 hours, at LCTI, minimum 6 – maximum 10 per class, April 9, 2019 through June 30, 2019.

11. Adult Workforce Education: Miscellaneous

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Adult Workforce Education: Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>11. Adult Workforce Education: Miscellaneous</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

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 the Workforce Board Lehigh Valley (WBLV) to participate in the State Local Internship Program/SLIP. Five LCTI students will be employed by the WBLV to work at LCTI, 37.5 to 40 hours per week, for a period of 8 weeks from June 17, 2019 to August 30, 2019. The cost to LCTI is $800.00 per intern, for a total of $4,000.00 to be covered by Adult Education budget. LCTI will interview and select the interns. If an intern does not work the entire 8 weeks, the WBLV will issue a $100.00 per week refund to LCTI.

Administrative File Attachments
2019 SLIP Worksite Agreement 4.24.19.pdf (1,035 KB)

12. Personnel Action: Resignations

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Personnel Action: Resignations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>12. Personnel Action: Resignations</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
</tbody>
</table>
Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. The resignation of Ellen Reichling, Secretary to the Academic Center Principal (Part-time position), effective April 1, 2019.
2. The resignation of Zachary Schreffler, Technology Assistant (part-time), effective April 18, 2019.
5. The resignation, due to retirement, of Daniel Kotran, Supervisor/Facilities Engineer effective August 30, 2019.
6. Change the resignation date for Gail Moyer, Secretary to the Director of Curriculum and Instruction, from April 25 to April 12, 2019.
7. The resignation, due to retirement, of Andrew Megna, Adult and Workforce Education Instructor - Electromechanical/Mechatronics (Part-time position) effective April 16, 2019.
8. The resignation, due to retirement, of Linda Stankas, Early Care and Education of Young Children Teacher, effective August 30, 2019.

13. Personnel Action: Leave of Absence

Subject  A. Personnel Action: Leave of Absence
Meeting  Apr 24, 2019 - Joint Operating Committee Meeting
Category  13. 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. Seven and one-half (7.5) deductible days for Robin Chappelear, Secretary to Director of Postsecondary and Workforce Education on March 13, 14, 15 and April 8-12, 2019. These days are in addition to the five deductible days already approved by Dr. Rushton per Policy #539 and 10 weeks of unpaid leave in the fall. (These days are covered under FMLA).
2. Continuation of unpaid leave for Edward Rodriguez, Custodian, effective March 29, 2019 through May 10, 2019. (This leave is covered under FMLA.)

14. Personnel Action: Change of Status

Subject  A. Personnel Action: Change of Status
Meeting  Apr 24, 2019 - Joint Operating Committee Meeting
Category  14. 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 Keri Kromer, Student Services Administrative Assistant, effective March 27, 2019. Ms. Kromer successfully completed her 90-day probationary period.

2. Regular status for Adam Boyd, Part-time Custodian, effective April 4, 2019. Mr. Boyd successfully completed his 90-day probationary period.

15. Personnel Action: Severance Payment

Subject A. Personnel Action: Severance Payment
Meeting Apr 24, 2019 - Joint Operating Committee Meeting
Category 15. Personnel Action: Severance Payment
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. Severance payment in the amount of $19,070.00 for Jonathan Yeakel in accordance with the Article XVII.B of the LCTIEA/PSEA/NEA negotiated agreement.

16. Personnel Action: Administrative Staff

Subject A. Personnel Action: Administrative Staff
Meeting Apr 24, 2019 - Joint Operating Committee Meeting
Category 16. Personnel Action: Administrative Staff
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve/accept:

1. The appointment of Mr. Dipal Kapadia to the position of Supervisor of Technology, a 12-month, Act 93 position effective no later than June 25, 2019 at a salary of $120,000 for the 2018/2019 school year (prorated) and $120,000 for the 2019/2020 school year.

17. Personnel Action: Substitutes

Subject A. Personnel Action: Substitutes
Meeting Apr 24, 2019 - Joint Operating Committee Meeting
Category 17. 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 Haidy Soto to the position of Category B Short Term Substitute Pre-Engineering Teacher, effective April 9, 2019 until further notice but no later than the end of the 2018/2019 School Year. Ms. Soto...
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 Instructional Assistant list effective March 20, 2019 at the approved rate of $13.50 per hour:
   - Valerie Hoyer

3. The resignation of Stephanie Funk, Substitute Teacher, effective April 17, 2019.

18. Personnel Action: Mentor

Subject: A. Personnel Action: Mentor

Meeting: Apr 24, 2019 - Joint Operating Committee Meeting

Category: 18. Personnel Action: Mentor

Access: Private

Type: Action

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

Admin Content:
1. The appointment of the following personnel as Mentor Teacher from April 9, 2019 through the end of the 2018/2019 school year in Lehigh Career & Technical Institute's Induction Plan at a stipend rate of $650.00 (prorated)
   - Claude Kohl (Haidy Soto – Category B Short-term Substitute Pre-Engineering)

19. Personnel Action: Summer Staff

Subject: A. Personnel Action: Summer Staff

Meeting: Apr 24, 2019 - Joint Operating Committee Meeting

Category: 19. Personnel Action: Summer Staff

Access: Private

Type: Action

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

Admin Content:
1. William Purcell, Print Technology/Graphic Imaging Teacher, to complete print production assignments and supervise summer work study students for a maximum of 252 hours at the JOC approved Non-Instructional Duties Rate - Level 1 for 2018/2019 of $29.15 per hour effective June 20 – 28, 2019 and the JOC approved Non-Instructional Duties Rate - Level 1 for 2019/2020 (rate TBD) effective July 1 – August 16, 2019. Mr. Purcell will be supervised by Mr. Kurt Adam.

2. Jeffrey Doll, Indoor-Outdoor Maintenance Teacher, to complete landscape maintenance assignments and supervise summer work study students for a maximum of 252 hours at the JOC approved Non-Instructional Duties Rate – Level 2 for 2018/2019 of $33.65 per hour effective June 20 – 28, 2019 and the JOC approved Non-Instructional Duties Rate – Level 2 for 2019/2020 (rate TBD) effective July 1 – August 16, 2019. Mr. Doll will be supervised by Mr. Kurt Adam or Mr. Sean Will.

3. Keith Lyons, Painting & Decorating Teacher, to complete painting assignments and supervise summer work study students for a maximum of 252 hours at the JOC approved Non-Instructional Duties Rate - Level 2 for 2018/2019 of $33.65 per hour effective June 20 – 28, 2019 and the JOC approved Non-Instructional Duties Rate – Level 2 for 2019/2020 (rate TBD) effective July 1 – August 16, 2019. Mr. Lyons will be supervised by Mr. Kurt Adam or Mr. Sean Will.
4. Frank Dibilio, Intervention Assistant to the Principal, to perform inventory and auction duties, as needed, effective July 1, 2019 to August 20, 2019 for a maximum of 392 hours at his JOC approved Intervention Assistant hourly rate (rate designated when school is not in session). Mr. Dibilio will be supervised by Mr. Adam.

5. John Shaner, Material Handling Teacher, to operate a forklift in preparation for and during the auction scheduled for July 20, 2019 for up to 14 hours at the JOC approved Non-Instructional Duties Rate Level 1 for 2019/2020 (rate TBD). Mr. Shaner will be supervised by Mr. Kurt Adam.

20. Personnel Action: Miscellaneous

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Personnel Action: Miscellaneous</th>
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<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
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<tr>
<td>Category</td>
<td>20. Personnel Action: Miscellaneous</td>
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<td>Type</td>
<td>Action</td>
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Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. Stephen Monastra, Supervisor of Career & Technical Education/Coordinator of Special Projects to work five (5) days during the summer months in the 2019/2020 school year for the purpose of grant work for the 2019/2020 school year. Mr. Monastra will be paid at his per diem rate.

2. Regina Naradko, Guidance Counselor, for development of the master schedule and scheduling of students from April 13, 2019 to June 29, 2019, totaling 7 days to be paid at her per diem rate. Ms. Naradko is to be supervised by Grace Loeffler.

3. Keri Kromer, Student Services Administrative Assistant, for the data entry of student applications from April 13, 2019 to June 29, 2019, totaling 7 days to be paid at her JOC approved rate plus overtime as required. Ms. Kromer is to be supervised by Grace Loeffler.

4. Stephen Monastra, Supervisor of Career and Technical Education/Coordinator of Special Projects, to coordinate and supervise Camp LCTI 2019 from June 27 - 28, 2019 at his JOC-approved per diem rate. Mr. Monastra will be supervised by Mr. Adam.

5. Danielle Sodl, Health Officer, to complete Health Room Services during Camp LCTI 2019 Open House on June 13, 2019 for 1.5 hours at her JOC-approved hourly rate. Mrs. Sodl will be supervised by Mr. Monastra.

21. Curriculum

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Curriculum</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>21. Curriculum</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
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<tr>
<td>Type</td>
<td>Action</td>
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</table>

Admin Content
1. Payment to Kelly Cahoon for facilitating and preparing the Induction Workshops held on January 14, 2019, March 11, 2019, and April 8, 2019. A total of 4.5 hours will be paid at the facilitator rate of $45.00 per hour. Costs to be paid by the Curriculum Budget.

2. Payment to Kathy Khanuja and Garrett Tweed for facilitating and preparing the Induction Workshop held on February 11, 2019. A total of 1.5 hours each will be paid at the facilitator rate of $45.00 per hour. Costs to be paid by the Curriculum Budget.

3. Payment to Martha Figueroa for facilitating and preparing a workshop, supporting English Language Learners in Your Classroom, held on March 11, 2019. A total of one hour will be paid at Ms. Figueroa’s hourly rate of
$37.97. Cost to be paid by the Curriculum Budget.

4. Payment to Jillian Maletsky for work on the CNA Self-Study audit report. A total of four (4) hours will be paid at the hourly 2018/2019 curriculum rate of $34.00 per hour. Cost to be paid by the Curriculum Budget.

22. Committee Reports: Personnel & Salary

Subject: A. Personnel & Salary - Robert E. Smith, Jr., Co-Chair
Meeting: Apr 24, 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. Builders Risk Policy
Meeting: Apr 24, 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. The Builders Risk policy for the Welding Addition project from Liberty Mutual Insurance in the amount of $5,072.00 effective April 25, 2019.

Note: another quote was received in the amount of $5,000.00 however the deductible was 2.5 times greater than the recommended policy.

24. Policy Committee

Subject: A. Policy Committee
Meeting: Apr 24, 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 review:
   a. Policy #004 - Membership
   b. Policy #249 - Bullying/Cyberbullying
   c. Policy #717 - Fitness Center

2. The following policy is for a First Reading:
25. Committee Report: Public Relations

Subject | A. Committee Report: Public Relations
Meeting | Apr 24, 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.

26. Committee Report: Education Committee

Subject | A. Education Committee: Education Committee
Meeting | Apr 24, 2019 - Joint Operating Committee Meeting
Category | 26. Committee Report: Education Committee
Access | Private
Type | Information

Admin Content
The Education Committee will give their report.

27. Occupational Advisory Council Members

Subject | A. Occupational Advisory Council Members
Meeting | Apr 24, 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 April 24, 2019:
   - Cosmetology
     - Patricia McAdams-Burt
   - Emerging Health Professionals/CAP Health Occupations-Health Related Technology:
     - Brenda Fallon
   - Heating/Air Conditioning & Refrigeration (HVAC)
     - Michael Pieson
   - Heavy Equipment Operations & Preventive Maintenance
2. To remove the following members effective April 24, 2019:

- Carpentry
  - Brian Carl
  - Paul Myers

- Cosmetology
  - Stacy Way

- Electrical Technology
  - Justin Grimshaw

- Emerging Health Professionals/CAP Health Occupations-Health Related Technology
  - Margaret Hadinger
  - Nicole Hartman
  - Lisa Hughes

- Heating/Air Conditioning & Refrigeration (HVAC)
  - Philip Ginder
  - Bryan Sandt

- Heavy Equipment Operations & Preventive Maintenance
  - Jason Groff
  - Steven Luckenbill
  - Keith Malcolm
  - Joseph Reiter

- Masonry
  - James Richards

- Marketing & Business Education or Culinary Arts
  - Sharon Macko

- SOC Family & Consumer Sciences/Human Sciences, Other Hospitality & Indoor/Outdoor Maintenance
  - Kimberly Trobetsky
  - Shannon Birosik

- Supply Chain Management & Logistics
  - Michael Serafin

28. Conferences

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 24, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>28. Conferences</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
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<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

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

Admin Content

1. Jennifer Jones and Janice Lucas, FCCLA Advisors, to attend the FCCLA 2019 National Leadership Conference from June 27 – July 5, 2019 in Anaheim, California. The total cost of the conference to LCTI is $7,255.68. A substitute is not needed. The LCTI General Fund will cover all costs.

2. Kelly Cahoon, Jonell Kiechel, Michaelina Greenawalt, and Heather Mariotti to attend the SREB High Schools That Work Conference 2019 at the Baltimore Convention Center, Baltimore, MD. The total cost of the conference to LCTI will be $5,482.32 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget

29. Bid Recommendations
## 30. Budget Transfers

**Subject**  
A. Budget Transfers

**Meeting**  
Apr 24, 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:

1. Approval of 2018-2019 Budget Transfers (Attachment)

---

### Administrative File Attachments

April 2019 Budget Transfers.pdf (428 KB)

## 31. List of Bills

**Subject**  
A. List of Bills

**Meeting**  
Apr 24, 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:

1. The List of Bills (Attachment)

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### Administrative File Attachments

April 2019 List of Bills.pdf (426 KB)
32. Financial Reports

Subject A. Financial Reports

Meeting Apr 24, 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:

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. Welding Lab Construction Detail Report (Attachment FR#10)
11. Bond Fund Budget Sources & Uses by Month - 2017B Proceeds (Attachment FR#11)
12. Student Activity Report - (Attachment FR#12)

Administrative File Attachments
April 2019 Combined Treasurers Report Attach FR#1.pdf (96 KB)
April 2019 Investment Report Attach FR#2.pdf (98 KB)
April 2019 Term Investment Detail Report Attach FR#3.pdf (122 KB)
April 2019 Revenue Summary Report General Operating Fund Attach FR#5.pdf (42 KB)
April 2019 Revenue Summary Report Academic Center Attach FR#7.pdf (40 KB)
April 2019 Expenditure Summary Report - Academic Center Fund Attach FR#8.pdf (46 KB)
April 2019 Welding Lab Construction Detail Report Attach FR#10.pdf (129 KB)
April 2019 Bond Fund Budget Sources and Uses by Month 2017B Proceeds Attach FR#11.pdf (115 KB)
April 2019 Student Activity Report Attach FR#12.pdf (99 KB)

33. Miscellaneous

Subject A. Appointment of Nominating Committee

Meeting Apr 24, 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. Appointment of a Nominating Committee for the May appointment of JOC Treasurer, a one year term – Mr. Frank R. Frankenfield

Note: Section 404 of the school code requires an annual election of the Treasurer during the month of May.

Subject B. Surplus Inventory
Meeting Apr 24, 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 sale of surplus materials, equipment, tools and vehicles at the annual public auction as per Policy 706.1 detailed on the attached list. (Attachment)

Note: The board approved the details of the public auction at the January 2019 meeting. Participating school districts are provided the opportunity to bid on the used equipment prior to the auction

Administrative File Attachments
Current Surplus Inventory 2018-2019.pdf (346 KB)

Subject C. PSBA Delegate Assembly
Meeting Apr 24, 2019 - Joint Operating Committee Meeting
Category 33. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. The appointment of Mr. Robert E. Smith, Jr. as the voting delegate representing LCTI as the Pennsylvania School Board's Association (PSBA) Delegate Assembly in Hershey, PA on October 16-19, 2019.

<table>
<thead>
<tr>
<th>PSBA School Leadership Conference 2019</th>
<th>Approximate Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference and Registration</td>
<td>$ 460.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$ 140.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,200.00</td>
</tr>
</tbody>
</table>

Subject D. K. L. Fulford Associates, Inc.
Meeting Apr 24, 2019 - Joint Operating Committee Meeting
Category 33. Miscellaneous
Access: Private
Type: Action

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

Admin Content
1. To approve the three year contract effective 4/1/2019 with K.L. Fulford Associates, Inc., 412 Fairview Street, Emmaus, PA 18046 to be the LCTI DEP required Licensed Water System Operator and to provide drinking water testing services for weekly coliform testing in the amount of $700.00/month. (Attachment - contract)

Note:
- Prior to this contract, there have been no increases in the rate for this service since 2005 which was $500.00/month.
- An increase in the amount of $200.00/month includes additional testing for the new Revised Total Coliform Rule which requires additional weekly distribution testing/reporting.
- Suburban Labs provides all required DEP annual testing for the facility drinking water. Attachment-DEP Requirements
- A second price was recently obtained from Select Environmental Solutions for services currently provided by Fulford in the amount of $2,000.00/month.

Administrative File Attachments
Fulford-LCTI CONTRACT 4-1-19 to 3-31-2022.pdf (131 KB)
DEPARTMENT OF ENVIRONMENTAL PROTECTION testing requirements.pdf (84 KB)

Subject: E. Clark Hill PLC - Flexible Spending Account
Meeting: Apr 24, 2019 - Joint Operating Committee Meeting
Category: 33. Miscellaneous
Access: Private
Type: Action

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

Admin Content
1. The engagement of Clark Hill PLC, One Commerce Square, 2005 Market Street Philadelphia, PA at the hourly rate of $300.00 per hour to assist LCTI in replacing the Third Party Administrator for the Flexible Spending Accounts (aka Section 125 Cafeteria Plan benefits).

Subject: F. Textbook/Instructional Media
Meeting: Apr 24, 2019 - Joint Operating Committee Meeting
Category: 33. Miscellaneous
Access: Private
Type: Action

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

Admin Content
1. The purchase of new textbooks and resources for the Mechatronics Program. Costs to be paid from the General Fund.
<table>
<thead>
<tr>
<th>Title of Book</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN#</th>
<th>Cost per Book</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity &amp; Electronics (Online Text)</td>
<td>Gerrish, Dugger, Roberts</td>
<td>Goodheart-Willcox</td>
<td>978-1-59070-883-5</td>
<td>$79.98</td>
<td>20</td>
<td>$1599.60</td>
</tr>
<tr>
<td>Examview Assessment Suite for Electricity &amp; Electronics</td>
<td>Gerrish, Dugger, Roberts</td>
<td>Goodheart-Willcox</td>
<td>978-1-59070-986-3</td>
<td>$183.00</td>
<td>1</td>
<td>$183.00</td>
</tr>
<tr>
<td>Instructor’s PowerPoint CD for Electricity &amp; Electronics</td>
<td>Gerrish, Dugger, Roberts</td>
<td>Goodheart-Willcox</td>
<td>978-1-59070-888-0</td>
<td>$180.00</td>
<td>1</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

2. The purchase of new textbooks and resources for the Computer Information Technology. Costs to be paid from the General Fund.

<table>
<thead>
<tr>
<th>Title of Book</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN#</th>
<th>Cost per Book</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelly Cashman Series Microsoft Office 365 &amp; Access Comprehensive 2019 (Available July 2019)</td>
<td>Sandra Cable, Ellen Monk</td>
<td>Cengage Learning</td>
<td>10:035702639X</td>
<td>$135.00</td>
<td>5</td>
<td>$675.00</td>
</tr>
<tr>
<td>Shelly Cashman Series Microsoft Office &amp; Excel 2019</td>
<td>Steven Freund, Joy Starks</td>
<td>Cengage Learning</td>
<td>10:0357026403</td>
<td>$135.00</td>
<td>5</td>
<td>$675.00</td>
</tr>
<tr>
<td>Problem Solving Cases in Microsoft Access &amp; Excel</td>
<td>Ellen Monk, Joseph Brady, Emilio Mendelsohn</td>
<td>Cengage Learning</td>
<td>10:1337101338</td>
<td>$75.00</td>
<td>2</td>
<td>$150.00</td>
</tr>
<tr>
<td>IC3 Certification Guide</td>
<td>CCI Learning Solutions</td>
<td>Cengage Learning</td>
<td>10:1337564176</td>
<td>$135.00</td>
<td>2</td>
<td>$270.00</td>
</tr>
</tbody>
</table>

**Subject**

**G. 2018/2019 School Calendar Revised**

**Meeting**
Apr 24, 2019 - Joint Operating Committee Meeting

**Category**
33. Miscellaneous

**Access**
Private

**Type**
Action

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

**Admin Content**
1. The revised 2018/2019 School Calendar.

**Administrative File Attachments**
2018-2019 Revised School Calendar 4.24.19.pdf (546 KB)
**Subject** | **H. 2019/2020 School Calendar**
---|---
Meeting | Apr 24, 2019 - Joint Operating Committee Meeting
Category | 33. Miscellaneous
Access | Private
Type | Action
Recommended Action | The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin Content**
1. The 2019/2020 School Calendar.

**Administrative File Attachments**

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**Subject** | **I. Stratham vs. Lehigh Career & Technical Institute**
---|---
Meeting | Apr 24, 2019 - Joint Operating Committee Meeting
Category | 33. Miscellaneous
Access | Private
Type | Action
Recommended Action | The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin Content**
1. The attached release and settlement agreement for Stratham vs. Lehigh Career & Technical Institute.

**Administrative File Attachments**
- Stratham vs Lehigh Career & Technical Institute.pdf (5,628 KB)

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### 34. New Business

**Subject** | **A. New Business**
---|---
Meeting | Apr 24, 2019 - Joint Operating Committee Meeting
Category | 34. New Business
Access | Private

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### 35. Adjournment

**Subject** | **A. Meeting Adjourned**
---|---
Meeting | Apr 24, 2019 - Joint Operating Committee Meeting
Category | 35. Adjournment
36. Next Meeting

A. Next Meeting Date

Meeting Date: Apr 24, 2019 - Joint Operating Committee Meeting

The next meeting of the Joint Operating Committee will be Wednesday, May 22, 2019.