1. **Call to Order, Roll Call**

   The meeting was called to order by Joint Operating Committee Chairperson, Frank Frankenfield, at 8:09 p.m. in the JOC Board Room.

   Present at the meeting were: Mr. Byrd, Mr. Champagne, Ms. Cunningham, Ms. Facchiano, Mr. Frankenfield, Ms. Gerlach, Mr. Hein, Mr. Kennedy, Ms. Maritch, Ms. Mathison, Ms. Parsons, Mr. Rex, Mr. A. Smith and Mr. R. Smith.

   Also present at the meeting were: Dr. Rushton, Ms. Bader, Mr. Miller, Mr. Shaner, Ms. Brna, Mr. Adam, Ms. Loeffler, Mr. Kotran, Dr. Greenawalt, Ms. Weigman.

2. **Pledge of Allegiance**

   Mr. Frankenfield led the Joint Operating Committee, staff and guests in the Pledge of Allegiance.

3. **Courtesy of the Floor**

   Mr. Frankenfield welcomed guests and asked if anyone had anything to bring to the attention of the Board.

4. **Approval of the June 27, 2018 Meeting Minutes**

   Mr. R. Smith moved, seconded by Mr. Kennedy to approve the minutes of the June 27, 2018 meeting minutes.

   The motion was unanimously approved as follows:

   In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

   Opposed: (0) ...

5. **Chairperson Report – Frank Frankenfield**

   Mr. Frankenfield welcomed Mr. Allan Byrd from East Penn as a new JOC Board member. Mr. Frankenfield reported that the Personnel and Salary, Business and Finance, Public Relations, Education Committee and Policy Committees met prior to the meeting and an Executive Session was held to discuss personnel items.
6. **Administrative Report**

**Dr. Rushton:**

A. **Welding Lab Update**
   - Mr. Kotran brought the JOC up to date with Welding Lab addition. The design development phase is completed and finalizing all bid specifications. Hoping to go out for bid at the end of September. Mr. Kotran reviewed the expenses related to the North Whitehall Board of Supervisors approval. There was some discussion about the excessive expenses from the North Whitehall Board of Supervisors.
   - Mr. R. Smith stated that for the record, he had issues with the excessive fees from North Whitehall Board of Supervisors related to the Welding addition.

**Dr. Greenawalt:**

B. **Emerging Health Professionals Award**
   - Dr. Greenawalt shared with the JOC group that the Pennsylvania Association of Career & Technical Education (PA-ACTE) recognized the Emerging Health Professionals as “Program of the Year”.

C. **Teacher In-service**
   - Dr. Greenawalt discussed the in-service format for this year and has incorporated several options to meet the needs of our diverse group of staff. The in-service included educational tours to LCCC, Penn College, Penn State Lehigh Valley and several industry tours. There was also an option for those teachers that wanted to have online courses. A session for secretaries and Instructional Assistants was also available.

Mr. R. Smith moved, seconded by Mr. Champagne to approve:

7. **Grants**


E. The submission of the PDE Safe Schools Targeted Grant – Equipment Grant in the amount of $25,000 for 2018-2019.

F. The submission of the PDE Perkins Leadership Activities Grant (119) in the amount of $53,295.00 for 2018-2019.

8. **Customized Program Proposals**

A. The Adult Workforce Education Department to enter into an agreement with **PPL Service Corporation** for Commercial Renovation Training, 36 hours per session, 3 sessions, at LCTI, July 30 - August 3, 2018, August 6 - August 10, 2018 and August 13 - August 17, 2018.

B. To approve the Adult Workforce Education Department to enter into an agreement with **Verizon Telecom Northeastern Pennsylvania District** for CDL/A Driver Training and Testing, 40 hours, at Verizon garage assigned by supervisor, from February 21, 2018 through December 31, 2018.

C. To approve the Adult Workforce Education Department to enter into an agreement with **Avery Dennison** for Electromechanical/Mechatronics Training, 1003 hours, one person attending on a part time schedule, beginning August 27, 2018 until hours are completed.

9. **Adult Workforce Education: Personnel**

A. The resignation of Cory Miller, Out-of-School Youth Navigator (Full-time, grant funded position) effective July 11, 2018.

B. The appointment of Katie Sullivan to the position of Out-of-School Youth Navigator (full-time, grant funded position) effective August 30, 2018 for the 2018/2019 school year only at an hourly rate of $20.00 with benefits per Benefit Schedule V. For this position, 100% of Ms. Sullivan’s hours will be charged to the Lehigh Valley Workforce Development Board Grant for Out-of-School Youth.

C. The following Master Plumbers Apprenticeship Instructors at the following rates for the 2018/2019 school year, effective September 10, 2018.

- Eric Danner ..............$60.00 p/h
- Kevin Keeler ...........$60.00 p/h
- Kenneth Midgett .......$60.00 p/h
- Kenneth Monaco .......$60.00 p/h
- Larry Shoemaker .......$60.00 p/h
- Angel Berrios ..........$60.00 p/h
- Amy Esterly - Assistant Instructor $30.00 p/h
The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

Opposed: (0) ...

Ms. Cunningham moved, seconded by Mr. Hein to approve:

10. **Adult Workforce Education: Miscellaneous**

A. The Adult Workforce Education Department to enter into an agreement with [Tri-County Workforce Investment Board](#) Agreement #WIOA-CLA-NFA-023-19, for classroom training contract services under the Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2018 to June 30, 2019.

B. The Adult Workforce Education Department to enter into an agreement with Lehigh Carbon Community College to provide machinist training under the Workforce Board Lehigh Valley Machining Grant, $3,500 per student plus the cost of supplies and credentials, August 28, 2018 to June 30, 2019.

11. **Personnel Action: Resignations**

A. The resignation of Meghan Hamerschock, Print Technology Production Assistant (Part-time position), effective no later than January 31, 2019.

B. The resignation of Carla Nichols, Student Services Administrative Assistant, effective September 7, 2018.

C. The resignation of Fabian Rivera, Instructional Assistant (part-time), effective August 17, 2018.

D. The resignation of Carl Cencetti, Adult Workforce Education Instructor (Part-time) for not responding to reasonable assurance requests effective August 22, 2018.

E. The resignation of John Tamburello, Tractor Trailer Program Instructor (Part-time) for not responding to reasonable assurance requests effective August 22, 2018.

12. **Personnel Action: Transfers**

A. The transfer of Alex Meyer, Instructional Assistant – Trade Experienced (SOC Food Services) from part-time to full-time, effective August 21, 2018 at his approved hourly rate for 2018/2019.
B. The transfer of Chad Werkheiser, Instructional Assistant – General Lab Aide (SOC Building Trades Maintenance) from part-time to full-time, effective August 21, 2018 at his approved hourly rate for 2018/2019.

C. The transfer of Anna Young, Intervention Assistant – Trade Experienced Aide - Alternative Learning Center from part-time to full-time, effective August 21, 2018 at her approved hourly rate for 2018/2019.

D. The transfer of John Paly, from Substitute Custodian to Part-time Custodian, effective August 20, 2018 at the approved rate of $18.95 per hour.

13. **Personnel Action: Change of Status**

A. Regular status for Shannon Williams, School and Community Outreach Coordinator, effective June 28, 2018. Ms. Williams successfully completed her 90-day probationary period.

14. **Personnel Action: Correction**

A. To correct the hourly rate for Regina MacNeer, Food Service Worker, to $13.82 per hour due to a rounding error on the Confidential/Non-Classified Personnel spreadsheet approved at the June 2018 JOC meeting.

B. To correct the Premium Share Co-Pay for Spousal/Dependent coverage on Benefit Schedules I – IX from $1,029/year to $1,026/year for the 2018/2019 School Year.

15. **Personnel Action: Substitutes**

*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.*

A. The appointment of Ronald C. Storch II to the position of Category C Long Term Substitute Social Studies Teacher, effective the beginning of the 2018/2019 school year until further notice but no later than the end of the 2018/2019 school year. Mr. Storch 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.

B. 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 $200.00 per day with no fringe benefits.
C. The appointment of Lauren Sampson as Substitute Secretary, effective date TBD at the approved Substitute Secretary rate for School Year 2018/2019 of $13.00 per hour.

D. The removal of Joseph Nester from all substitute lists effective August 21, 2018 due to transferring to full time status.

E. The resignations of the following substitutes and to remove them from the corresponding substitute lists, effective August 22, 2018.

- Patricia Balestrini - Substitute Instructor, Substitute Instructional Assistant
- Joyce Blocker - Substitute Instructor, Substitute Instructional Assistant
- William Bravo - Substitute Instructor, Substitute Instructional Assistant
- Jean Byers - Substitute Instructor, Substitute Instructional Assistant
- Paula Dawson - Substitute Secretary
- Colleen Fahey - Substitute Instructor, Substitute Secretary, Substitute Career Pathways Advisor
- Kayla Stelling - Substitute Instructor, Substitute Instructional Assistant

F. The resignations of the following substitutes for not responding to reasonable assurance requests effective August 22, 2018:

- Lisa Bolton - Substitute Instructor
- John Giamoni - Substitute Custodian
- Leroy Hettler - Substitute Instructor
- Brittany Kern - Substitute Instructor
- Stephanie Knaus - Substitute Instructor
- Linda Mauser - Substitute Instructor, Substitute Health Officer & Substitute Health Assistant
- Richard Miller - Substitute Instructor, Substitute Instructional Assistant
- Eileen Torres-Issa - Substitute Instructor
- Rebecca Weller - Substitute Instructor

G. The following lists of substitutes to be effective School Year 2018/2019 at the approved rates:

- Substitute Teachers (Attachment)
- Substitute Instructional Assistants (Attachment)
- Substitute Secretaries (Attachment)
- Substitute Miscellaneous Positions (Attachment)

H. The following as Substitute Custodian, effective August 20, 2018 at the approved Substitute Custodian rate for School Year 2018/2019 of $12.50 per hour.

- Adam Boyd
16. **Personnel Action: Support Staff**

A. The appointment of Robin Rothrock to the position of Instructional Assistant – Trade Experienced Aide – Print Technology (Full-time position) effective August 21, 2018 at a starting hourly rate equal to the maximum starting rate for Instructional Assistants for 2018/2019, which is currently $18.94. For this position, 100% of Ms. Rothrock’s hours will be charged to the general fund.

B. The appointment of Marcy Owens to the position of Instructional Assistant – Trade Experienced Aide - Exercise Science (Full-time position) effective September 4, 2018 at a starting hourly rate equal to the maximum starting rate for Instructional Assistants for 2018/2019, which is currently $18.94. For this position, 100% of Ms. Owens’ hours will be charged to the Perkins’s budget.

C. The appointment of Kyle Ebel to the position of Instructional Assistant – Trade Experienced Aide - Heavy Equipment Operator (Full-time position) effective September 4, 2018 at a starting hourly rate equal to the maximum starting rate for Instructional Assistants for 2018/2019, which is currently $18.94. For this position, 100% of Mr. Ebel’s hours will be charged to the general fund budget.

17. **Personnel Action: Professional Staff**

A. The appointment of Stephen Boone, to the position of Pre-Engineering Teacher effective the first day of the 2018/2019 School year. Mr. Boone will be placed on Step 14 of the M/MEQ/BEQ column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.

B. The appointment of Lisa Heineman to the position of Mechatronics Teacher effective the first day of the 2018/2019 School year. Ms. Heineman will be placed on Step 14 of the MS+36/BEQ+36 column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.

C. The appointment of Kristin Lobach to the position of Special Education Facilitator effective August 21, 2018. Ms. Lobach will be placed on Step 13 of the M/MEQ/BEQ column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.

D. The appointment of Heather Mariotti, to the position of Exercise Science & Rehabilitation Services Teacher effective the first day of the 2018/2019 School year. Ms. Mariotti will be placed on Step 16 of the DOC column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.
18. **Personnel Action: Mentors**

   A. The appointments of the following personnel as Mentor Teachers for one calendar year in Lehigh Career & Technical Institute's Induction Plan at a stipend rate of $850.00 plus an additional $200 stipend for two days of attendance at the New Teacher Induction meetings in August (if attended with the new teacher):

   - Claude Kohl (Stephen Boone - Pre-Engineering Teacher) effective August 21, 2018
   - Kenneth Midgett (Lisa Heineman - Mechatronics Teacher) effective August 21, 2018.
   - Cindy Heil (Heather Mariotti - Exercise Science & Rehabilitation Services Teacher) effective August 21, 2018
   - John Loeper (Ronald Storch II - Category C Long-term Substitute Social Studies Teacher) effective August 21, 2018
   - James Kochie (Kristin Lobach - Special Education Facilitator) effective August 21, 2018.

19. **Personnel Action: Tenure Contract**

   A. A tenure contract for Mark Heusser, Career Academy Science Teacher, effective October 24, 2017.

   B. A tenure contract for Tamara Karabinus, Cosmetology Teacher, effective August 19, 2018.

   C. A tenure contract for Donna Lobach-Berger, Early Care & Education of Young Children Teacher, effective August 19, 2018.

20. **Personnel Action: Unpaid Leave**

   A. Robin Chappelear, Secretary to the Director of Postsecondary and Workforce Education, to take an unpaid leave of absence effective August 15, 2018 (PM) through approximately September 28, 2018. This leave is covered under FMLA.

   B. Patricia Eby-Manescu, Operational/Receptionist Secretary, to take an unpaid leave of absence effective August 20, 2018 until no later than October 5, 2018. This leave is covered under FMLA.

21. **Personnel Action: Miscellaneous**

   A. Frank Dibilio, Intervention Assistant to the Supervisor, to work a maximum of 100 hours for the purpose of LCTI Asset Inventory from August 21, 2018 through June 30, 2019. Mr. Dibilio will be paid at his approved instructional assistant hourly rate (rate designated when school is not in session) and will be supervised by Mr. Kurt Adam.
Lehigh Career & Technical Institute (LCTI)

B. Dr. Rita Tatusko, Supervisor of Career & Technical Education/Special Projects Coordinator to work one additional day on Monday, August 13, 2018, for the purpose of grant work for the 2018/2019 school year. Dr. Tatusko will be paid at her per diem rate.

C. Payment to Thomas Shirkness, Carpentry Instructor, for attending a student hearing on Monday, July 23, 2018. Mr. Shirkness will be paid for 2 hours at his approved hourly rate.

D. Payment to Scott Smith, School Police Officer, for attending a student hearing on Tuesday, August 6, 2018. Officer Smith will be paid for three hours at his approved hourly rate.

E. William Purcell, Print Technology/Graphic Imaging Instructor, for an additional 20 hours to complete print production assignments at the JOC approved Non-Instructional Duties Rate - Level 1 of $29.15 per hour effective August 5 – August 18, 2018. Mr. Purcell will be supervised by Mr. Kurt Adam.

F. The appointments of the following advisors and stipends for the 2018/2019 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Bernadyn</td>
<td>AYES Coordinator</td>
<td>$1,650</td>
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<tr>
<td>Steven Ring</td>
<td>SkillsUSA</td>
<td>$1,650</td>
</tr>
<tr>
<td>Keith Lyons</td>
<td>SkillsUSA</td>
<td>$1,650</td>
</tr>
<tr>
<td>Garrett Tweed</td>
<td>SkillsUSA</td>
<td>$1,650</td>
</tr>
<tr>
<td>Kathy Khanuja</td>
<td>SkillsUSA</td>
<td>$1,650</td>
</tr>
<tr>
<td>Jeffrey Doll</td>
<td>FFA Advisor</td>
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</tr>
<tr>
<td>Janice Lucas</td>
<td>FCCLA Co-Advisor</td>
<td>$ 825</td>
</tr>
<tr>
<td>Jennifer Jones</td>
<td>FCCLA Co-Advisor</td>
<td>$ 825</td>
</tr>
<tr>
<td>Cyndee Barkley</td>
<td>Marketing Distributive Education Assoc. (DECA)</td>
<td>$1,650</td>
</tr>
<tr>
<td>Elaine Beam</td>
<td>Future Business Leaders of America (FBLA)</td>
<td>$1,650</td>
</tr>
<tr>
<td>Kristin Applegate</td>
<td>Health Occupations Student of America (HOSA)</td>
<td>$ 825</td>
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<tr>
<td></td>
<td>Co-Advisor</td>
<td></td>
</tr>
<tr>
<td>Ann Blacker</td>
<td>National Technical Honor Society (NTHS)</td>
<td>$ 825</td>
</tr>
<tr>
<td></td>
<td>Co-Advisor</td>
<td></td>
</tr>
<tr>
<td>Joseph Peregrin</td>
<td>National Technical Honor Society (NTHS)</td>
<td>$ 825</td>
</tr>
<tr>
<td></td>
<td>Co-Advisor</td>
<td></td>
</tr>
</tbody>
</table>

G. Payment to Thomas Uff and Bradley Brandmeir for attending the Welding Lab design meeting held on August 7, 2018 for a total of 3 hours each at the hourly Professional Related Duties Rate of $34.00. To be paid by the General Fund.
H. To approve Jeffrey Doll, Indoor/Outdoor Maintenance Instructor, for an additional seven hours to complete landscape maintenance assignments and supervise summer work-study students at the JOC approved Non-Instructional Duties Rate – Level 2 of $33.65 per hour effective August 5 – 18, 2018. Mr. Doll was supervised by Mr. Daniel Kotran.

The motion was unanimously approved as follows:

In favor: (13) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

Abstain: (1) ... Kennedy (item 15 #8)

Opposed: (0) ...

22. **Curriculum**

Mr. Hein, seconded by Mr. R. Smith to approve:

A. Payment to Veronica DeBlois, Kristin Applegate, and Jillian Maletsky for a combined maximum of 80 hours total to develop and align curriculum for various health career pathways and prepare the laboratory for the new Health & Human Services Academy. The teachers will develop a Health Academy Model that includes health industry certifications and dual enrollment opportunities. Work will be paid at the hourly curriculum rate of $34.00 by the Curriculum Budget.

B. Payment to Tamara Karabinus, Heather Keck, and Summer Page for a combined maximum of 28 hours total to further refine the Cosmetology Program scope and sequence and develop learning activities to increase the student attainment of earned industry certifications, specifically the Pennsylvania State Board of Cosmetology License. Work will be paid at the hourly curriculum rate of $34.00 by the Curriculum Budget.

C. Payment to Van Scott for a maximum of 12 hours for completion of the BLS CPR Trainer Certification Program. Work will be paid at the hourly curriculum rate of $34.00 by the Curriculum Budget.

D. Payment to Linda Stankas and Jennifer Jones for a combined maximum of 18 hours total to develop and align curriculum for Early Care & Education of Young Children. Work will be paid at the hourly curriculum rate of $34.00. To be paid by the Curriculum Budget.

E. Payment to Donald Brensinger and Donna Miller for a combined maximum of 50 hours total to develop materials and learning activities to be used for professional development and comprehensive planning. Work will be paid at the hourly curriculum rate of $34.00. To be paid by the Curriculum Budget.
The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

Opposed: (0) ...

23. **Committee Reports: Personnel & Salary**

Mr. R. Smith moved, seconded by Ms. Parsons to approve:

A. The School Safety and Security Coordinator as required by 24 P.S. Sec. 13-1309-B effective August 23, 2018 by adding these duties to the position of Director of Career and Technical Education (current held by Mr. Kurt Adam). (Attachments)


C. The approve the 2018/2019 salaries for the Lehigh Career & Technical Institute Education Association/PSEA/NEA, effective July 1, 2018. (Attachment)

D. The appointment of Jonell Kiechel to the position of Exercise Science & Rehabilitation Service Teacher effective no later than September 10, 2018. Ms. Kiechel will be placed on Step 14 of the BS/VOCII column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.

E. The appointment of Michaelina Greenawalt, to the position of Exercise Science & Rehabilitation Teacher effective August 23, 2018. Dr. Greenawalt will be placed on Step 13 of the DOC column of the 2018/2019 LCTIEA/PSEA/NEA salary guide.

F. The appointment of the following personnel as Mentor Teachers for one calendar year in Lehigh Career & Technical Institute’s Induction Plan at a stipend rate of $850.00 plus an additional $200 stipend for two-days of attendance at New Teacher Induction meetings in August (if attended with the new teacher):

   - Kristin Applegate (Jonell-Kiechel) – Exercise Science & Rehabilitation Services Teacher) effective not later than September 10, 2018.

The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.
Opposed: (0) ...  

24. **Committee Reports: Business & Finance**

Mr. Kennedy stated there was no report for Business & Finance.

25. **Committee Report: Policy Committee**

Mr. Champagne moved, seconded by Ms. Facchiano to approve:

A. The following policies are for review only:
   - Policy #210 – Use of Medications
   - Policy #210.1 – Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
   - Policy #229 – Student Fund-Raising
   - Policy #237 – Electronic Devices
   - Policy #815 – Acceptable Use of the Communication and Information System

B. The following policies are for First Reading:
   - Policy #122 – Co-Curricular Activities

Mr. Champagne, seconded by Mr. Facchiano to approve:

C. The following policies are for Second Reading and approval:
   - Policy #246 – Student Wellness
   - Policy #800 – Records Management
   - Policy #808 – Food Services
   - Policy #808.1 – Meal Charges

The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

Opposed: (0) ...

26. **Committee Report: Public Relations**

Ms. Maritch gave their report.
A. Public Relations drafted a list of action plan goals for the 2018-19 school year.

B. The latest group of marketing videos are complete. Looking to produce and promote another set of videos.

C. The ANIZDA Board approved the request for the PPL rent waiver, a savings of $7,500 for Senior Recognition Night 2019.

D. We are planning a CTE Open House and an Academic Center Open House this fall. CTE Open house is scheduled for November 1st and the Academic Center Open House is scheduled December 4th with a snow date of December 11th.

27. **Committee Report: Education Committee**

Ms. Parson stated there is no report this evening.

28. **Committee Report: Legislative**

Mr. Hein moved, seconded by Mr. Kennedy to approve:

A. JOC discussion regarding the PSBA Officers Slate of Candidates for 2019 (Attachment)

B. The selection of the PSBA Officers by a show of hands to be recorded by the LCTI Board Secretary in the electronic voting system for the following officers:

<table>
<thead>
<tr>
<th>CANDIDATES</th>
<th>YES VOTES</th>
<th>NO VOTES</th>
<th># OF ABSTENTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>May I have a show of hands to select each of the following candidates:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President Elect (one-year term): Eric Wolfgang, (Central York SD – York Co.),</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vice President (one-year term): Art Levinowitz (Upper Dublin SD – Montgomery Co.)</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Eastern At Large (three-year term): Sections 4 &amp; 8 Mauri Buri (Upper Merion Area SD – Montgomery Co.)</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sectional Advisor (two-year term): Section 8 Amy Goldman (Radnor Township SD – Delaware Co.)</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

C. Vote for three PSBA Insurance Trust Trustees. There are currently three seats open and three candidates (term ends December 31, 2021)
The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

Opposed: (0) ...

Mr. R. Smith moved, seconded by Mr. Champagne to approve:

29. **Occupational Advisory Council Members**

   A. There are no new members for approval.

   B. To remove the following members effective, August 22, 2018:

      - Thomas Calianno – Pre-Engineering
      - Kevin Berger – Supply Chain Management & Logistics Technology

30. **Conferences**

   A. Stacie Knehr Kutz to attend the PACTA Workshop for CTE Technology Coordinators on September 20-21, 2018 at the The Nittany Lion Inn, State College, PA. The total cost of the conference to LCTI will be $329.39 for registration, hotel, and travel expenses. The Curriculum Budget will cover this cost. There are no substitute costs.

31. **List of Bills**

   A. The List of Bills (Attachment – June 30, July and August)

32. **Financial Reports**

   A. Combined Treasurer’s Report (Attachment FR #1)
   B. Investment Report (Attachment FR #2)
   C. Term Investment Detail Report (Attachment FR #3)
   D. Capital Projects 2017B Fund Investment Report (Attachment FR#4)
Lehigh Career & Technical Institute (LCTI)

E. Revenue Summary Report - General Operating Fund (Attachment FR #5)
F. Expenditure Summary Report - General Operating Fund (Attachment FR #6)
G. Revenue Summary Report - Academic Center Fund (Attachment FR #7)
H. Expenditure Summary Report - Academic Center Fund (Attachment FR #8)
J. Student Activity Report (Attachment FR#10)

The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

Opposed: (0) ...

33. **Miscellaneous: Bond Funds**

Mr. Cunningham moved, seconded by Mr. Champagne to approve:

**Program Changes**

A. All LCTI administrative actions previously taken and to be taken required by North Whitehall Township (the Township) and other reviewing bodies in reference to land development plans submitted to the Township for review and approval of the building addition for the construction of the LCTI welding lab addition having an area of approximately 11,800 square feet plus an outdoor area of approximately 500 square feet; administrative actions include the payment of all Township fees and expenses including but not limited to Township application fee of $1,366.00, escrow account review fees of $10,000 or more if escrow is spent, recreation fee of $3,414.50, traffic impact fee of $5,666.67 (which is one-third of a total fee of $20,000 shared equally by Lehigh Carbon Community College and the Township) and the cost (estimated at $100 for a Bond) of providing financial security (maximum security amount is $55,000) that secures the construction of public improvements (storm water controls, erosion controls, and landscaping) having an estimated cost of $50,000, if not otherwise waived by the Township.

34. **Miscellaneous**

**Max Teaching**

A. Payment to MAX Teaching, Inc. to provide one (1) day staff development on August 23, 2018 In-Service Day and two (2) days of embedded coaching on October 22 & 23, 2018. Cost not to exceed $6,800.00 plus travel expenses. To be paid from the 2018-19 Perkins Grant.
B. The purchase of new textbooks for the Health and Human Services Academy are listed below: Cost 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>Emergency Vehicle Driver Training, Participant Manual</td>
<td>VFIS</td>
<td>Item #C10:258</td>
<td>$ 0.00</td>
<td>25</td>
<td>$ 0.00</td>
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</tr>
<tr>
<td>Basic Life Support Instructor Manual</td>
<td>American Heart Association</td>
<td>American Heart Association</td>
<td>Item # 15-1009</td>
<td>$34.42</td>
<td>2</td>
<td>$68.84</td>
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<td>Basic Life Support Manual/Workbook</td>
<td>American Heart Association</td>
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<td>Item # 15-1010</td>
<td>$12.59</td>
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<td>$314.75</td>
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<td>Emergency, Care and Transportation, the Sick and Injured, Bundle, Textbook &amp; Workbook</td>
<td>American Academy of Orthopaedic Surgeons</td>
<td>Jones &amp; Bartlett</td>
<td>9781284116557</td>
<td>$159.71</td>
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<td>$3,992.75</td>
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<td>Emergency Medical Responder, Your First Response in Emergency</td>
<td>American Academy of Orthopaedic Surgeons</td>
<td>Jones &amp; Bartlett</td>
<td>9781284107272</td>
<td>$96.71</td>
<td>25</td>
<td>$2,417.75</td>
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</tbody>
</table>

Cafeteria Prices

C. To approve the following cafeteria prices, effective August 23, 2018:

(1) $.40 Reduced Type A Meal
(2) $2.20 Student Type A Meal

Note: The Student Type A Meal and the Reduced Type A Meal prices remains unchanged for the third year.

Transportation Contracts

D. Entering into the transportation contracts for the 2018-2019 school year. Selection of the career during the 2018-2019 school year will be based on the specific trip details and availability.
Lehigh Career & Technical Institute (LCTI)

2018-2019 Busing Transportation Contract Quotes

<table>
<thead>
<tr>
<th>Company</th>
<th>Location</th>
<th>Rate Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Student - Allentown, PA</td>
<td></td>
<td>Field Trip Quote: $68.00/hour - driver rate (2 hour minimum)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$30.00/hour - driver layover rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2.60/mile - cost per mile (over 50 miles) (includes all field trip costs; such as fuel, tolls, etc.)</td>
</tr>
<tr>
<td>Norman's Bus Services - PA - East Greenville, PA</td>
<td></td>
<td>Field Trip Quote: $68.00/hour - driver rate (2 hour minimum)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$34.00/hour - driver layover rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.75/ mile - cost per mile (over 50 miles) (includes all field trip cost; such as fuel, tolls, etc.)</td>
</tr>
<tr>
<td>Parkland School District - Allentown, PA</td>
<td></td>
<td>Field Trip Quote: $17.97/hour - driver rate (2 hour minimum)</td>
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<tr>
<td></td>
<td></td>
<td>$17.97/hour - driver layover rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2.52/mile - cost per mile (over 50 miles) (includes all field trip costs; such as fuel, tolls, etc.)</td>
</tr>
<tr>
<td>Student Transportation of America, (STA) - Macungie, PA</td>
<td></td>
<td>Field Trip Quote: $55.00/hour - driver rate *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Note: STA quoted on a flat rate only, with no driver rate (2 hour minimum), no driver layover rate and no cost per mile (over 50 miles) (which would include all field trip costs; such as fuel, tolls, etc.)</td>
</tr>
</tbody>
</table>

Technical Assistance Program (TAP) MOU

E. The Technical Assistance Program (TAP) Memorandum of Understanding with the Pennsylvania Department of Education assuring participation in the listed TAP activities. (Attachment)

KRE Security

F. KRE Security LLC. of Hamburg, PA to provide security services to LCTI for seven hours a day for 185 days during School Year 2018/2019 at the rate of $22.00 an hour for a total cost of $28,490.00.

The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.
35. **New Business**

No new business to report.

36. **Next Meeting Date**

The next meeting of the Joint Operating Committee will be **Wednesday, September 26, 2018**

37. **Adjournment**

Mr. R. Smith moved, seconded by Ms. Facchiano to adjourn the meeting at 8:45 p.m.

The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Gerlach, Hein, Kennedy, Maritch, Mathison, Parsons, Rex, A. Smith and R. Smith.

Opposed: (0) ...

Respectfully submitted,

\[Signature\]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary