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

   The meeting was called to order by Joint Operating Committee Chairperson, Frank Frankenfield, at 7:59 p.m. in the JOC Board Room.

   Present at the meeting were: Mr. Byrd, Mr. Champagne, Ms. Cunningham, Ms. Desai, Ms. Facchiano, Mr. Fedorcha, Mr. Frankenfield, Mr. Hein, Mr. Kennedy, Mr. Leiner, Ms. Mathison, Ms. Parsons, Mr. Rex, Ms. Roth, Mr. Shields, Mr. A. Smith and Mr. R. Smith.

   Also present at the meeting were: Ms. Bader, Mr. Miller, Ms. Brna, Mr. Adam, Dr. Greenawalt, Ms. Loeffler, Mr. Kotran, Mr. Biehn, Mr. Shaner, Ms. Barkley, Ms. Stalsitz, 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 October 24, 2018 Meeting Minutes**

   Mr. R. Smith moved, seconded by Mr. Kennedy to approve the minutes of the October 24, 2018 meeting minutes.

   The motion was unanimously approved as follows:

   In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

   Opposed: (0) ...

5. **Chairperson Report – Frank Frankenfield**

   Mr. Frankenfield reported that an Executive Session was held prior to the meeting to discuss personnel items. There was no committee meeting this evening. Mr. Frankenfield welcomed the new JOC members: Mr. William Leiner and Mr. Joseph Shields, both from Whitehall School District.
6. **Student Representative’s Report**
Dr. Rushton introduced December Student Representative Breanna Stalsitz to the JOC. Ms. Stalsitz is a senior from Southern Lehigh School District enrolled in our Marketing and Business Education and is a representative on DECA.

7. **Administrative Report**

Dr. Rushton:

**A. Recognitions**

Dr. Rushton thanked Ms. Roth for bringing in the hydrogen car to LCTI for the day. He also thanked Mr. Fedorcha, Mr. Frankenfield, Mr. Hein, and Mr. Kennedy for attending the ACTE conference in San Antonio, Texas.

Mr. Adam:

**B. PSP Vulnerability Study**

Mr. Kurt Adam discussed the PSP Vulnerability Study and shared there will be an onsite audit visit at LCTI on December 18 and 18, 2018. The Pennsylvania State Police will send a written report to LCTI within 30 days with their recommendations, changes, improvements, etc.

Ms. Brna:

**C. Cooperative Education - Employer listing in your folder**

Per the JOC request, Ms. Brna gave a list of our Co-op employers to utilize should they need their services.

**D. Jeff Biehn**

Mr. Biehn, Watkins Architects reviewed the Welding Lab budget based on the bids with the JOC.

8. **Grants**

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

**A. Submission and acceptance of the PDE Professional Development Grant (094) for 2018-2019 School Year in the amount of $306,000.**
B. Submission and acceptance of the PDE Perkins Leadership Activities Grant (119) for 2018-2019 School Year in the amount of $53,295.

C. Submission of the Commonwealth of Pennsylvania Teacher in the Workplace Grant (1) for 2018-2019 School Year in the amount of $49,925.61.

D. Submission of the Commonwealth of Pennsylvania Teacher in the Workplace Grant (2) for 2018-2019 School Year in the amount of $49,946.72.

E. Acceptance of the PDE Supplemental Equipment Grant for 2018-2019 School Year with the projected amount of $97,500.

F. Acceptance of the PDE Competitive Equipment Grant (122) for 2018-2019 School Year with the amount of $50,000.

The motion was approved as follows:

In favor: (16) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Roth, Shields, A. Smith and R. Smith.

Abstain: (1)... Rex

Opposed: (0) ...

9. **Adult Workforce Education: Customized Program Proposals**

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

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

The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...
Mr. Fedorcha moved, seconded by Mr. Champagne to approve:

10. **Adult Workforce Education: Personnel**

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

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

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

11. **Adult Workforce Education: Miscellaneous**

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

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

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

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

   D. The Adult Workforce Education Department to enter into a Master Agreement for Occupational Skills Training with Educational Data Systems, Incorporated for the Berks County Workforce Development Board for training services under the Workforce Innovation and Opportunity Act (WIOA), effective December 6, 2018 to June 30, 2020. This contract is retroactive to allow students to access funding for LCTI adult education programs. Contracts are not issued until a participant requests to attend a program at LCTI. (Attachment)

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

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

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

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

D. The resignation of Ryan Van Norman, Social Studies Teacher, effective January 8, 2019.

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

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

Personnel Action: Tenure Contract

A. A tenure contract for Marina Busuek, Chemistry Teacher, effective November 14, 2018.

Personnel Action: Transfers

A. Adam Boyd from Substitute Custodian to Part-time Custodian at the rate of $18.95 per hour effective November 15, 2018.

B. Rebecca Rozycki from Substitute Instructional Assistant to Instructional Assistant – General Lab Aide (Part-time position) effective November 27, 2018 at an hourly rate of $15.99, no benefits. For this position, 100% of Ms. Rozycki’s hours will be charged to the general fund.

Personnel Action: Suspension

A. A two-day suspension without pay for employee #004430 beginning December 11, 2018.

Personnel Action: Leave of Absence

A. A leave of absence for Barbara Bechtold, Food Service Worker (Part-time), effective October 23, 2018 until at least January 2, 2019. This leave is not covered by FMLA.
17. **Personnel Action: Support Staff**

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

18. **Personnel Action: Substitutes**

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

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

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

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

    E. The following personnel as Substitute Teachers at the approved Substitute Teacher rate and to be added to the 2018/2019 Substitute Teacher list:

        1. Yoanny Medrando De Falcon - Effective October 25, 2018
        2. Jordan Glykas - Effective November 21, 2018
        3. Rebecca Rozycki - Effective November 27, 2018
        4. Kyle Ebel - Effective October 10, 2018
        5. Marcy Owens – Effective December 11, 2018

19. **Personnel Action: Miscellaneous**

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

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

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

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Rate</th>
<th>Credit Hours</th>
<th>Total</th>
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<tbody>
<tr>
<td>Cyndee Barkley</td>
<td>$34.00</td>
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<td>$34.00</td>
</tr>
<tr>
<td>Donald Brensinger</td>
<td>$34.00</td>
<td>1.00</td>
<td>$34.00</td>
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<tr>
<td>Marina Busuek</td>
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<td>$34.00</td>
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<tr>
<td>James Dawson</td>
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<td>1.00</td>
<td>$34.00</td>
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<tr>
<td>James Geist</td>
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<td>1.00</td>
<td>$34.00</td>
</tr>
<tr>
<td>Cindy Heil</td>
<td>$34.00</td>
<td>1.00</td>
<td>$34.00</td>
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<tr>
<td>Travis Hontz</td>
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<td>$34.00</td>
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<td>Robert Hudoka</td>
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<td>1.00</td>
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<td>Tamara Karabinus</td>
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<td>1.00</td>
<td>$34.00</td>
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<tr>
<td>Donna Lobach</td>
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<td>$34.00</td>
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<tr>
<td>Keith Lyons</td>
<td>$34.00</td>
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<td>Laura McGrath</td>
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<td>$34.00</td>
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<td>Kenneth Midgett</td>
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<td>Donna Miller</td>
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<tr>
<td>Van Scott</td>
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<td>$34.00</td>
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<tr>
<td>Kelly Cahoon</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$577.50</strong></td>
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</table>

C. Payment to the following teachers for a maximum of thirty (30) hours each to complete required documentation necessary for the American Culinary Federation (ACF) Endorsement of their respective program. Teachers will be paid at the hourly curriculum rate of $34.00 per hour and costs will be covered by the Curriculum Budget.

- Brock Cahoon – Culinary Arts
- Janice Lucas – Commercial Baking
The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ... 

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

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

A. To approve the settlement agreement and irrevocable resignation of Ronald C. Storch II effective December 12, 2018.

The motion was approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, A. Smith.

Opposed: (3) ... Roth, R. Smith, Shields 

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

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

A. **2017/2018 Excess Revenues**

1. To approve the utilization of the General Operating Fund excess revenues in the amount of $263,508.91 from the 2017-2018 fiscal year as an adjustment to the January 2019 Member District billing. *(Attachment)*

2. Resolution: To approve the utilization of the Academic Center Fund excess revenues in the amount of $72,537.84 from the 2017-2018 fiscal year as an adjustment to the January 2019 Member District billing. *(Attachment)*

3. Resolution: To approve the use of Assigned Fund balance accounts in each school’s name for future Academic Center funding. The schools proportionate share of the excess revenues held by LCTI in the amount of $24,179.28 will be placed in each school’s Assigned Fund Balance account *(Same Attachment as #B above)*

The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.
Lehigh Career & Technical Institute (LCTI)

Opposed: (0) …

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

B. Single Audit Report


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

The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) …

C. 2019-2020 Budget Presentation – Dr. Thomas J. Rushton and Mrs. Patricia Bader – General Fund Budget

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

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

D. 2019-2020 Budget Presentation – Dr. Thomas J. Rushton and Mrs. Patricia Bader – Academic Center Budget

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

2. General Operating Fund Budget
   1) Executive Summary (Attachment GF#2)
   2) Budget Increase/Major Object Comparison (Attachment GF#3)
   3) Personnel Review (Attachment GF#4)
   4) Budget Document (Attachment GF#5)
   5) Fund Balance (Attachment GF#6)
23. **Committee Report: Policy Committee**

There was no committee meeting this evening.

24. **Committee Report: Public Relations**

Ms. Facchiano stated there was no committee meeting; however, she did report that Open House 2018 was a success. The building was absolutely packed with prospective student and their families. The inaugural Academic Center showcase was a success, as well.

25. **Committee Report: Education Committee**

There was no committee meeting tonight.

26. **Occupational Advisory Council Members**

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

A. To add the following members effective December 12, 2018:

- Criminal Justice
  - Jeffrey Dreas
- Diesel /Medium & Heavy Truck Technology
  - Robert McGeehan
- Electrical Technology
  - Lonnie Hill
- Exercise Science & Rehabilitation Services
  - Ginevra Grant
- Plumbing & Heating
  - Marco Arias

B. To remove the following members effective September 26, 2018:

- Carpentry
  - Leonidas Acevedo
  - John Lewis
  - Kevin Lott
  - Ryan Smith
  - Ricky Yost
- Exercise Science & Rehabilitation Services
  - Jane Knepp

C. To add the following members effective October 24, 2018:

- Chip Hausman - Auto Body Collision Repair Technology
• Nicole Schaffer - Cosmetology
• Mark Muszynski - Culinary Arts
• Kimberly Pultorak - Exercise Science and Rehabilitation Services

D. To remove the following members effective September 26, 2018:

• Daniel Miller - Diesel
• Zach Wehr – Masonry

The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

27. **Conferences**

Ms. Cunningham moved, seconded by Ms. Mathison to approve:

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

B. Garrett Tweed, Keith Lyons and Kathy Khanuja, SkillsUSA Advisors, to attend the SkillsUSA Professional Development Conference from April 4-5, 2019 at Camelback Resort, Tannersville, PA. The total cost of the conference to LCTI is $700.00. Substitute costs estimated at $145.00, per instructor, not to exceed $870.00.

C. Stephen Monastra, Supervisor of Career & Technical Education/Coordinator of Special Projects, to attend the Perkins V Workshop, “Where We Are and Where We Are Going” on December 13, 2018 in State College, PA. There is no cost to LCTI, all charges are paid through Pennsylvania Department of Education.

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

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

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

G. David Kennedy, JOC Member to attend the ACTE Conference in San Antonio, Texas on 11/27/18 - 12/2/18. Total expenses are $2,326.72. (Attachment)

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

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>David Kennedy Expenses</th>
<th>David Hein Expenses</th>
<th>Gary Fedorcha Expenses</th>
<th>Frank Frankenfield Expenses</th>
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</thead>
<tbody>
<tr>
<td>Conference Registration &amp; Membership</td>
<td>$ 445.00</td>
<td>$ 495.00</td>
<td>$ 495.00</td>
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<tr>
<td>Airfare</td>
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<td>$ 468.50</td>
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<td>Baggage Fees</td>
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<td>$ 25.00</td>
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<td>$2,326.72</td>
<td>$2,023.37</td>
<td>$2,172.89</td>
<td>$2,056.92</td>
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</tbody>
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The motion was approved as follows:

In favor: (13) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Abstain: (4) ... Fedorcha, Frankenfield, Hein, Kennedy

28. **Bond Funds**

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

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

The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

29. **Bid Recommendations – Bond Funds**

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

1. **Background information:**

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

Present for the opening of the bids were the following individuals representing LCTI.

- Dr. Thomas Rushton, Executive Director LCTI, Mr. Daniel Kotran, LCTI Facility Engineer and Patricia T. Bader, LCTI Business Administrator
- Jeff Biehn and George Fields representing LCTI’s architect, Watkins Architect LTD.

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

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

B. HVAC Construction

- Heisey Mechanical represented by Damian Smith and Jeff Frey
- KC Mechanical represented by Joan Corren
- Leibold, Inc. represented by Rick Wade
- Master Mechanical Corp represented by Cory Derr
- Shannon A. Smith represented by Nikki Brossman

C. Plumbing Construction

- JBM Mechanical represented by Dwight Eisenhauer
- KC Mechanical represented by Joan Corren

D. Electrical Construction

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

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

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

The lowest responsible bid meeting all specifications is identified with an asterisk placed next to the bidder’s company name along with a recommendation for approval and award of the bid.
A. General Construction (LCTI accepts alternate deducts for #1,4,5,6,7,8 & 11)

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<tr>
<th>Company</th>
<th>Amount</th>
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<td>Bracy Construction</td>
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<td>Caliber Construction</td>
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<td>CMG of Easton</td>
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<td>Dolan</td>
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<td>Mohawk</td>
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<td>Skepton Construction</td>
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<td>SMJ Construction</td>
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<td>Uhrig Construction, Inc.</td>
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* Uhrig Construction, Inc. is recommended for approval and award.

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

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

* Master Mechanical Corp is recommended for approval and award.

C. Plumbing Construction (no deducts)

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

* Vision Mechanical, Inc. is recommended for approval and award.

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

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billitier Electric, Inc.</td>
<td>$429,092.00</td>
</tr>
<tr>
<td>George J Hayden, Inc.</td>
<td>$492,950.00</td>
</tr>
<tr>
<td>Shannon A. Smith</td>
<td>$619,445.00</td>
</tr>
<tr>
<td>Yates Electrical</td>
<td>$592,500.00</td>
</tr>
</tbody>
</table>

* Billitier Electric, Inc. is recommended for approval and award.
The motion was approved as follows:

In favor: (16) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Abstain: (1) ... Rex

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

30. **Budget Transfers**

   A. 2018-2019 Budget Transfers (Attachment)

31. **List of Bills**

   A. The List of Bills (Attachment)

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)
   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)

33. **Miscellaneous**

   **Lease Agreement with Lehigh Carbon Community College**

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

   *Note: the current 10 year lease will expire on June 30, 2019. LCCC does not anticipate remaining in the space for the entire term of the new lease since a building project is underway to house the Vet Tech program.*
Lehigh Career & Technical Institute (LCTI)

**E-rate Receipt**

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

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

**Cetronia Ambulance Corp**

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

**Program/Student Participation:**

- CAP Health Occupations 3 students
- Criminal Justice 11 students
- Exercise Science & Rehabilitation Services 10 students

The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

34. **New Business**

No new business to report.

35. **Next Meeting Date**

The next meeting of the Joint Operating Committee will be **Wednesday, January 23, 2019**
36. **Adjournment**

Mr. Kennedy moved, seconded by Mr. R. Smith to adjourn the meeting at 9:15 p.m.

The motion was unanimously approved as follows:

In favor: (17) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Respectfully submitted,

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary