JOINT OPERATING COMMITTEE MEETING

Minutes of the February 27, 2019

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

   The meeting was called to order by Joint Operating Committee Chairperson, Frank Frankenfield, at 7:42 p.m. in the JOC Board Room.

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

   Also present at the meeting were: Mrs. Bader, Mr. Miller, Ms. Brna, Mr. Adam, Dr. Greenawalt, Ms. Loeffler, Ms. Beam, Mr. Antonio Smith, Mr. Brian Smith, Mrs. Linda Smith, Mr. Shaner and 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 January 23, 2019 Meeting Minutes**

   Mr. Bold moved, seconded by Mr. R. Smith to approve the minutes from the January 23, 2019 JOC meeting.

   The motion was unanimously approved as follows:

   In favor: (16) ...  Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Mathison, Parsons, Rex, Roth, A. Smith and R. Smith.

   Opposed: (0) ...

5. **Chairperson Report – Frank Frankenfield**

   Mr. Frankenfield reported that Personnel and Salary, Business and Finance, Education Committee, Policy Committee, JOC Seat Calculation committees met prior to the meeting and an Executive Session was held to discuss personnel items and legal issues.
6. **Student Representative’s Report**
   Dr. Rushton introduced February Student Representative Antonio Smith to the JOC. Mr. Smith is a senior from Parkland High School enrolled in our Computer & Networking Technology lab and is a representative of FBLA.

7. **Administrative Report**
   Dr. Rushton:

   A. **Welding Lab Ground Breaking Invitation (handout)**
      Dr. Rushton invited the JOC to our Welding Lab groundbreaking ceremony on March 14, 2019 at 1pm.

   B. **Letter to Tom Traud’s Family (handout)**
      Dr. Rushton shared with the group his letter to the Family of Thomas Traud, who had passed away recently. Mr. Traud had served LCTI for more than 40 years and we were grateful for his service to LCTI and the Lehigh Valley.

   C. **FESTO Didactic, Inc. Visit**
      FESTO Didactic, Inc. came to LCTI for a school tour and will be returning to discuss an Industry 4.0 system for LCTI. FESTO Didactic, Inc. is the world-leading provider of equipment and solutions for technical education.

   D. **Student Participation/Lab Uniform (handout)**
      A lab uniform requirement handout was given so the JOC can see the cost involved for each student in his or her respective lab.

   E. **PAsmart Grant**
      There is a motion on the agenda for the acceptance of the PAsmart Registered Apprenticeship grant award with a projected amount of $149,896.

   F. **SkillsUSA Signing Day – May 10, 2019 - DeSales University at 8am**
      Dr. Rushton asked the JOC to “Save the Date” for the SkillsUSA Signing Day. A formal invitation will follow.

   G. **Cyndee Barkley – DEC Advisor of the Year (handout)**
      Dr. Rushton informed the JOC that Cyndee Barkley, Marketing & Business Education teacher won the Pennsylvania DECA Advisor of the Year award.
Mr. Adam:

A. **OAC Member Demographic (handout)**

   Based on the JOC’s request last month, a biography handout was given for all the new OAC members. We will continue to supply this information each month to the JOC.

B. **“What's So Cool About Manufacturing?” — MRC Video Contest**

   Mr. Kurt Adam shared with the board the winners from each school district.

Dr. Greenawalt:

A. **Schoology**

   Dr. Greenawalt shared a brief power point presentation on Schoology and communicated to the board that there is a motion for approval on tonight’s agenda.

Ms. Loeffler:

A. **“Tools for Schools” — Mark Perna Engagement**

   Ms. Loeffler presented a handout to JOC members regarding Mark Perna and spoke briefly about this initiative.

Mrs. Patricia Bader:

A. **Career & Technical Education Subsidy (handout)**

   Mrs. Bader provided a handout from Pennsylvania Association of Career & Technical Administrators on the Legislative Update dated February 20, 2019.

**NOTATION:** Ms. Mathison left the meeting at 8:15pm.

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

8. **Grants**

   A. Acceptance of the PAsmart Registered Apprenticeship Grant Award for the 2018-2019 SY with the projected amount of $149,896.
9. **Adult Workforce Education: Customized Program Proposals**

   A. The Adult Workforce Education Department to enter into an agreement with *Samuel Adams PA Brewery Co.*, to administer electrical troubleshooting assessments, five employees, at LCTI, January 25, 2019 to June 30, 2019.

   B. 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, February 4, 2019 to December 31, 2019.

   C. The Adult Workforce Education Department to enter into an agreement with *NFI Transportation* for CDL/A Driver Training and Testing, 150 hours, at LCTI, three evening classes, 6-8 employees per class, March 11, 2019 to December 31, 201

   D. The Adult Workforce Education Department to enter into an agreement with *Lehigh Northampton Airport Authority* to administer and evaluate custom assessments for the position of Maintenance Master Mechanic: Plumber, at LCTI, one employee, March 28, 2019.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorchka, Frankenfield, Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) ...

Mr. Bold moved, seconded by Mr. Fedorchka to approve:

10. **Personnel Action: Resignations**

   A. Resignation of Stephen Boone, Pre-Engineering Technology Teacher, effective February 1, 2019.

   B. Resignation, due to retirement, of Barbara Bechtold, Food Service Worker, effective February 15, 2019.

   C. Resignation of Dale Phillips, Intervention Assistant to the Supervisor (Full-time) effective February 21, 2019.

   D. Resignation, due to retirement, of Elaine Beam, Administrative Office Technology/Accounting Teacher, effective the last day of the 2018/2019 School Year.

   E. Resignation, due to retirement, of Claude Kohl, Criminal Justice Teacher, effective the last day of the 2018/2019 School Year.
F. Resignation, due to retirement, of James G. Bennett, Jr., Social Studies Teacher, effective the last day of the 2018/2019 School Year.

11. **Personnel Action: Tenure Contract**

   A. A tenure contract for Katrina Sparozic, Guidance Counselor, effective February 17, 2019.

12. **Personnel Action: Advancement on the Salary Scale**

   A. The horizontal move on the salary scale for Kelly Cahoon, Instructional Coach, from MS+24/BEQ+24 to MS+36/BEQ+36 on the LCTI/PSEA/NEA salary guide, effective February 1, 2019.

   B. The horizontal move on the salary scale for Patrick Maley, Advertising Design/Commercial Art Teacher, from M/MEQ/BEQ to MS+12/BEQ+12 on the LCTIEA/PSEA/NEA salary guide, effective February 1, 2019.

   C. The horizontal move on the salary scale for Daniel Snyder, Guidance Counselor, from M/MEQ/BEQ to MS+12/BEQ+12 on the LCTIEA/PSEA/NEA salary guide, effective February 1, 2019.

13. **Personnel Action: Leave of Absence**

   A. Shannon Williams, School and Community Outreach Coordinator, effective on or before April 1, 2019 until the end of the 2018-2019 school year. (Most of this leave is considered FMLA leave.)

   B. Larry Gross, Tractor Trailer Program Instructor, effective February 13, 2019 until approximately April 12, 2019. (This leave is considered FMLA leave.)

   C. Robert Hudoka, Culinary Arts Teacher, effective February 1, 2019 approximately March 29, 2019. (This leave is considered FMLA leave.)

   D. The continuation of a leave of absence for Barbara Bechtold, Food Service Worker (Part-time), through February 15, 2019. This leave is not covered by FMLA.

   E. Edward Rodriguez, Custodian, effective January 23, 2019 through at least March 28, 2019. (Qualification as FMLA shall be dependent upon receipt of required FMLA documentation)

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

   A. Regular status for Kyle Ebel, Instructional Assistant – Trade Experienced Aide (HEO), effective January 25, 2019. Mr. Ebel successfully completed his 90-day probationary period.

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 Rickey Glispy to the position of Category B Short Term Substitute Culinary Arts Teacher, effective February 1, 2019 until approximately March 29, 2019. Mr. Glispy will be paid at the substitute rate of $210.00 per day with no fringe benefits.

B. Resignation of Matthew Frinzi, Substitute Teacher, due to non-renewal of expired clearances, effective February 21, 2019.

C. The following personnel as Substitute Teachers at the approved Substitute Teacher rate and to add to the Substitute Teacher list for School Year 2018/2019:

- Rickey Glispy - effective February 1, 2019

16. **Personnel Action: Curriculum**

A. Payment to the following teachers and facilitators for participation in a professional development workshop, Collins Writing PLC held on February 6, 2019. Teachers will be paid one (1) hour at the hourly curriculum rate of $34.00 for a total payment of $68.00. Facilitators will be paid one and one half (1.5) hours at the hourly facilitator rate of $45.00 for a total payment of $135.00. The cost of the workshop will be paid by the Curriculum Budget.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Rate</th>
<th>Credit Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith Lyons</td>
<td>$34.00</td>
<td>1.00</td>
<td>$34.00</td>
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<tr>
<td>Patricia Murray</td>
<td>$34.00</td>
<td>1.00</td>
<td>$34.00</td>
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<tr>
<td><strong>Total Teacher Cost</strong></td>
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<td></td>
<td>$68.00</td>
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<tr>
<td>Facilitator</td>
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<td></td>
<td></td>
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<tr>
<td>Kathy Khanuja</td>
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<td>1.50</td>
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<tr>
<td>John Loeper</td>
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<td>$67.50</td>
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<tr>
<td><strong>Total Facilitator Cost</strong></td>
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<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td></td>
<td><strong>$203.00</strong></td>
</tr>
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</table>
The motion was unanimously approved as follows:

In favor: (15) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) ... 

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

17. **Personnel Action: CAMP LCTI**

   A. The following personnel to teach Camp LCTI 2019 (Session #1 June 17th – 21st and/or Session #2 June 24th – 28th) as well as attending Camp LCTI 2019 Open House on June 13th 2019 and a maximum of 1 hour preparation time per session. Instructors may not be needed depending upon enrollment.

   - Donna Lobach-Berger
   - Melanie Hoderewski
   - James Geist
   - Louis Pachella
   - Lori Driesbach
   - Shirley Chanitz
   - Dale Phillips
   - Nicole Schaffer
   - Jennifer Jones
   - Thomas Lesisko
   - Lisa Heineman
   - Mary Katherine Citera

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) ...

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

Mr. Robert E. Smith, Jr. stated there is nothing to report.

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

Mr. Kennedy reviewed the following chart on participating district votes.
A. Participating District votes on the 2019 – 2020 General Operating Fund and Academic Center Fund budgets as follows:

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<th>District</th>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
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<tr>
<td>Allentown</td>
<td>0</td>
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<td>Catasauqua</td>
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<td>East Penn</td>
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<tr>
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<tr>
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</tr>
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<td>1</td>
<td>0</td>
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<td>0</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

20. **Committee Report: Policy Committee**

A. The following policy is for review:

- Policy #626.5 – Procurement-Federal Programs

B. The following policy is for a First Reading:

- Policy #801 – Public Records

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

C. The following policies are for a Second Reading and approval:

- Policy #210.1 – Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
- Policy #304.1 – Pre-Employment Drug Testing

D. The following policies have been combined with Policy #304.1 and should be deleted from LCTI’s Policy manual.

- Policy #404.1 – Pre-Employment Drug Testing-Support Employees
- Policy #504.1 – Pre-Employment Drug Testing-Professional Employees

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.
21. **Committee Report: Public Relations**

There was no Public Relations report this evening.

22. **Committee Report: Education Committee**

Ms. Parsons gave the Education Committee report.

A. LCTI proposes to work with Mark Perna on a yearlong project called “Strategic Enrollment and Retention Development”. LCTI plans to submit this proposal under the Perkins Grant.

B. There are 175 LCTI senior students pursuing LCCC as a post-secondary plan.

C. Thirty-seven students 11th and 12th grade ELL students will be going to LCCC on March 20, 2019 and will meet with the Director of the ESL Department. The students will become familiar with the ESL department and services that will be available to them.

23. **Occupational Advisory Council Members**

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

A. To add the following new members effective February 27, 2019:

- **Cosmetology**
  - Jamie Schellenberg

- **Dental Technology**
  - Tina Tynecki

- **Electrical Technology**
  - Charles Bashore

- **Electromechanical/Mechatronics**
  - Eric Deibert

- **Exercise Science & Rehabilitation Services**
  - Michelle Ceci
  - Nicole Covely
  - Christine Coxe
  - Kaley Ebling
  - Steven Fariss
  - Anthony Fragassi
  - Steve Hullgren
Lehigh Career & Technical Institute (LCTI)

- Matthew Kalinchok
- Melissa Kalinchok
- Robert Kurzweg
- Kate McNally
- Cindy Rifenburg
- Jennifer West

- Painting & Decorating
  - Amy Bloom Coleman

- SOC Family & Consumer Sciences/Human Sciences, Other Hospitality
  - Jessica Knopp

- Welding Technology
  - Donald Barndt
  - Terry Snyder

B. To remove the following members effective February 27, 2019:

- Commercial Photography/Electronic Imaging
  - Heather Gogal

- Exercise Science & Rehabilitation Services
  - Benjamin Aydin

- Marketing & Business Education
  - Brian Case

24. Conferences

A. To approve, Cyndee Barkley, Kathleen Cser, and Vicki Lynch, DECA Advisors, to attend the PA DECA Career Development Conference from February 20 – 22, 2019 at the Hershey Lodge and Convention Center, Hershey, PA. The total cost of the conference to LCTI is $1,345.50. A substitute is needed for three (3) days, for two instructors, at a total cost of $870.00.

B. To approve Jennifer Jones and Jan Lucas, FCCLA Advisors, to attend the FCCLA State Conference from March 20-22, 2019 at the Seven Springs Resort, PA. The total cost of the conference to LCTI is $904. A substitute is needed for three (3) days for each instructor, at a total cost of $870.00.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.
Lehigh Career & Technical Institute (LCTI)

Opposed: (0) ...

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

25. **Bond Fund – Change Orders**

A. The Change Order GC-01 dated February 27, 2019 attached hereto under the Contract dated December 14, 2018 awarded for General Construction to Uhrig Construction, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $9,844.01 resulting in an increase of the original contract amount of $2,118,200.00 to a new contract amount of $2,128,044.01. The Change Order is for the cost of materials and labor and related costs for the application of a slab sealer (L & M Seal Hard) to cover the new 10,484 sq. ft. concrete floor. (Attachment)

The motion was approved as follows:

In favor: (14) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Parsons, Roth, A. Smith and R. Smith.
Abstain: (1) Rex
Opposed: (0) ...

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

26. **Bid Recommendations**

A. Approval of Bid Recommendations (Attachment)

27. **Budget Transfers**

A. 2018-2019 Budget Transfers (Attachment)

28. **List of Bills**

A. The List of Bills (Attachment)

29. **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)
   (Attachment FR#9)
J. Welding Lab Construction Detail Report (Attachment FR#10)
K. Bond Fund Budget Sources & Uses by Month – 2017B Proceeds (Attachment FR#11)

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, 
   Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.
Opposed: (0) ...

30. **Miscellaneous**

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

A. **Limited Procedures Engagement Report July 1, 2013 through June 30, 2017**
   1. The Limited Procedures Engagement Report by the PA Department of the Auditor 
      General’s Office for the period July 1, 2013 through Jun 30, 2017. (Attachment)

B. **Right To Know Law/Office of Open Records Fee Schedule**
   1. The fees permitted under the Right To Know Law and in accordance with the Office of 
      Open Records Fee Schedule that may be imposed for duplication and postage when 
      processing a request for records. (Attachment)

C. **Restore Consulting**
   1. Payment to Restore Consulting to provide four sessions of a workshop titled, 
      Avoiding Power Struggles and De-Escalation during the March 8, 2019 In-service at a 
      cost of $1,850. The cost of the workshop will be paid by the Curriculum Budget. 
      (Attachment)

D. **Moriarty Entertainment, Inc.**
   1. Payment to Moriarty Entertainment Inc. to provide eight sessions of a workshop 
      titled, Improv for Educators during the March 8, 2019 In-service at a total of cost of 
      $2,500. The cost of the workshop will be paid by the Academic Center Budget. 
      (Attachment)

E. **Schoology, Inc. Contract**
   1. The attached Agreement between Lehigh Career & Technical Institute (LCTI) and 
      Schoology, Inc. (Schoology) for the purchase of services in connection with
Schoolology's web-based learning management system (LMS) for a term beginning July 1, 2019 and ending June 30, 2020 at a cost of $2,100 for Enterprise Services and $10,000 for the Enterprise Subscription for a total cost of $12,100. The Subscription is based on 2,000 students at $5.00 per student. The Agreement provides for automatic renewals for one-year terms unless written notice of termination is provided at least thirty (30) days prior to the end of the relevant Term. For each renewal term Schoolology may charge a rate increase not to exceed five (5%) annually conditioned upon Schoolology providing LCTI with no less than sixty (60) days prior written notice of any fee increases for the renewal term. Costs to be paid by the Curriculum Budget. (Attachment)

F. Tangent Energy Solutions, Inc. – Renewal Contract

1. The three year contract beginning June 1, 2019 through May 31, 2022 with Tangent Energy Solutions, Inc., 206 Gale Lane, Suite C, Kennett Square, PA 19348 for participation in the PJM Synchronized Reserve Program (SRP) with the savings payment shared 70% LCTI/30% Tangent and Peak Load Contribution (PLC) and Network Service Peak Load (NSPL) monitoring and alerts for $285.67 per month. (Attachment)

Notes:

- Enrollment in the SRP allows LCTI to participate in energy savings when a "grid event" is announced by reducing electricity usage for a short period of time. The PLC monitoring and NSPL alerts allows LCTI to regulate the electricity usage during times of stress on the "grid" which generates energy savings.

- No change to contract price since June 1, 2016 through May 31, 2022.

The motion was unanimously approved as follows:

In favor: (15) … Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) …

31. New Business

No new business to report.

32. Next Meeting Date

The next meeting of the Joint Operating Committee will be **Wednesday, March 27, 2019.**
33. **Adjournment**

Mr. Bold moved, seconded by Mr. R. Smith to adjourn the meeting at 8:35 p.m.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Champagne, Conover, Cunningham, Desai, Fedorcha, Frankenfield, Hein, Kennedy, Leiner, Parsons, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) ...

Respectfully submitted,

[Signature]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary