JOINT OPERATING COMMITTEE MEETING

Minutes of the May 22, 2019

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

   The meeting was called to order by Joint Operating Committee Vice Chairperson, Frank Frankenfield, at 7:30p.m. in the JOC Board Room.

   Present at the meeting were: Mr. Bold, Mr. Byrd, Mr. Champagne, Mr. Fedorcha, Mr. Frankenfield, Dr. Levinson, Ms. Mathison, Ms. Parsons, Mr. Rex, Mr. Shields, Mr. Adam Smith and Mr. R. Smith.

   Also present at the meeting were: Dr. Rushton, Mrs. Bader, Mr. Miller, Ms. Brna, Mr. Adam, Dr. Greenawalt, Ms. Loeffler, Ms. Barkley, Mr. Geist, Mr. Baylog, Mr. Tweed, Mr. Doll, Mr. Staack, Mr. Bremsinger, Ms. Hell, Mr. Midgett, Mr. Shaner, Ms. Weigman, Ms. Maletsky and Student Representative Laury Gonzalez and her parents.

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 April 24, 2019 Meeting Minutes**

   Mr. Bold moved, seconded by Mr. R. Smith to approve the minutes from the April 24, 2019 JOC meeting.

   The motion was unanimously approved as follows:

   In favor: (12)  Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

   Opposed: (0) ...

5. **Chairperson Report – Frank Frankenfield**

   Mr. Frankenfield reported that Personnel and Salary, Business and Finance, Public Relations, Education Committee, Policy Committee, JOC Seat Calculation committees met prior to the meeting and an Executive Session was held to discuss personnel items.
6. **Student Representative’s Report**
   Dr. Rushton introduced May Student Representative Laury Gonzalez to the JOC.
   Ms. Gonzalez is a senior from Dieruff High School enrolled in our CAP Health Occupations program and is a representative of HOSA.

7. **Administrative Report**
   Dr. Rushton:
   
   A. **Welding Lab Update**
      
      Dr. Rushton gave the group an update on the welding lab:
      
      - Shop drawings, submittals and preconstruction is 99% complete
      - Concrete foundations and foundation walls are complete.
      - Electrical and Plumbing tie-in installed.
      - Plumbing under slab complete
      - Underground storm water system, building excavation and compaction is complete.
      - Masonry walls/fire walls in progress
      - Pre-engineering building steel frame erection the week of 5/22
      - Most equipment and material ordered and in production/fabrication

   B. **Senior Recognition – May 30, 2019 – 6:30pm at PPL Center**
      
      Ms. Petty reviewed the specifics of the Senior Recognition Night event and handed tickets to anyone that was interested.

   Mr. Adam:
   
   A. **NOCTI Update:**
      
      - NOCTI advanced/competent scores rose from 86% in 2017/2018 to 88% 2018/2019
      - This year 15 programs scored 100% advanced/competent, last year only 12
      - This year 6 programs scored 100% advanced, last year only 2
      - 251 students scored 100% advanced
      - 12 program areas increased their respective scores from last year
      - Strategies: LCTI Coaches, Best Practices shared among staff weekly, using data from NOCTI Pretest, student assembly, NOCTI T-shirts, celebrating NOCTI with students

8. **Grants**
   
   Mr. Bold moved, seconded by Mr. R. Smith Bold to approve:
   
   A. Submission and acceptance of the 2019 Gene Haas Foundation Grant in the amount of $18,000.
B. Acceptance of the 2019 Bosch Community Fund Grant - Robot Trainers in the amount of $14,375.

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

A. The Adult & Workforce Education Department to enter into an agreement with **Tri-County WIA** for individual training account services under the Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2019 to June 30, 2020.

B. The Adult Workforce Education Department to enter into an agreement with **Pocono Counties WIA** for individual training account services under the Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2019 to June 30, 2020.

10. **Adult Workforce Education: Miscellaneous**

A. Course tuition increases on the following programs in Adult Workforce Education Department effective August 1, 2019:

<table>
<thead>
<tr>
<th>Program</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL/A Tractor Trailer Driver Training-150 hrs.</td>
<td>$5,500</td>
<td>$5,600</td>
</tr>
<tr>
<td>CDL/B Truck Driver Training-50 hrs.</td>
<td>$3,155</td>
<td>$3,185</td>
</tr>
<tr>
<td>CDL/A Refresher-40hrs.</td>
<td>$3,055</td>
<td>$3,085</td>
</tr>
<tr>
<td>Logistics &amp; Forklift Safety-60 hrs.</td>
<td>$975</td>
<td>$990</td>
</tr>
<tr>
<td>CDL/A Tractor Trailer/Logistics Forklift Training-210 hrs.</td>
<td>$6,425</td>
<td>$6,495</td>
</tr>
<tr>
<td>CDL/B Truck Driver/Logistics Forklift Training-110 hrs.</td>
<td>$4,030</td>
<td>$4,075</td>
</tr>
<tr>
<td>Logistics/Trans Technology-CDL/A Training-460 hrs.</td>
<td>$9,875</td>
<td>$9,975</td>
</tr>
<tr>
<td>Logistics/Trans Technology-CDL/B Training-360 hrs.</td>
<td>$7,480</td>
<td>$7,560</td>
</tr>
<tr>
<td>Heavy Equipment Operations-184 hrs.</td>
<td>$6,655</td>
<td>$6,720</td>
</tr>
<tr>
<td>HEO &amp; Logistics/Forklift Safety Training-244 hrs.</td>
<td>$7,530</td>
<td>$7,610</td>
</tr>
<tr>
<td>HEO, CDL/B &amp; Dump Truck Training-274 hrs.</td>
<td>$11,760</td>
<td>$11,920</td>
</tr>
<tr>
<td>HEO &amp; CDL/A Training-334 hrs.</td>
<td>$12,105</td>
<td>$12,225</td>
</tr>
<tr>
<td>HEO, CDL/A, Dump Truck, Low-boy/Tag Trailer-404 hrs.</td>
<td>$15,575</td>
<td>$15,805</td>
</tr>
<tr>
<td>HEO, CDL/A, DT, Low-boy/Tag Trailer &amp; Forklift-464 hrs.</td>
<td>$16,450</td>
<td>$16,700</td>
</tr>
<tr>
<td>Dump Truck Operator &amp; CDL/B Training-90 hrs.</td>
<td>$5,205</td>
<td>$5,295</td>
</tr>
<tr>
<td>Dump Truck Operator &amp; CDL/A Training-200 hrs.</td>
<td>$8,160</td>
<td>$8,290</td>
</tr>
<tr>
<td>Diesel Truck Technician-835 hrs.</td>
<td>$9,815</td>
<td>$9,910</td>
</tr>
<tr>
<td>Diesel Truck Technician w/ CDL/A Training-985 hrs.</td>
<td>$15,265</td>
<td>$15,410</td>
</tr>
<tr>
<td>Heating, Ventilation &amp; Air Conditioning (HVAC)-180 hrs.</td>
<td>$3,530</td>
<td>$3,575</td>
</tr>
<tr>
<td>*Residential Wiring &amp; Electricity-200 hrs.</td>
<td>$3,670</td>
<td>$3,920</td>
</tr>
<tr>
<td>CNC/Prec. Machine Tool Technology-RSN-600 hrs.</td>
<td>$9,110</td>
<td>$9,235</td>
</tr>
<tr>
<td>Electromechanical/Mechatronics Technology-1350 hrs.</td>
<td>$19,670</td>
<td>$19,985</td>
</tr>
<tr>
<td>Industrial Electrical Maintenance Technology-625 hrs.</td>
<td>$9,485</td>
<td>$9,615</td>
</tr>
<tr>
<td>Electromechanical Machine Tool Technology-1115 hrs.</td>
<td>$14,100</td>
<td>$14,230</td>
</tr>
<tr>
<td>Welding Technology-150 hrs.</td>
<td>$3,500</td>
<td>$3,550</td>
</tr>
</tbody>
</table>
Lehigh Career & Technical Institute (LCTI)

<table>
<thead>
<tr>
<th>Small Gas Engines-30 hrs.</th>
<th>$830</th>
<th>$835</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emissions Certification</td>
<td>$250</td>
<td>$175</td>
</tr>
<tr>
<td>State Safety Inspection CAT I</td>
<td>$225</td>
<td>$225</td>
</tr>
<tr>
<td>State Safety Inspection CAT II</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>State Safety Inspection CAT III</td>
<td>$110</td>
<td>$110</td>
</tr>
<tr>
<td>State Safety Inspection CAT IV</td>
<td>$45</td>
<td>$45</td>
</tr>
</tbody>
</table>

The motion was unanimously approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

11. **Personnel Action: Adult Workforce Education**

A. The appointment of Sean Will, Supervisor of Career and Technical Education, as Program Coordinator for the 2019 Summer Jobs Program for Youth, for a maximum of 240 hours at his approved hourly rate from a date to be determined through September 30, 2019. Costs to be reimbursed by the 2019 Summer Jobs Program for Youth grant through the Workforce Board Lehigh Valley.

B. The appointment of Vicki Lynch, Supply Chain Management/Logistics Technology Teacher, as the Employability Skills Instructor for the Summer Jobs Program for Youth for a maximum of 48 hours at the rate of $34.00 per hour from June 10, 2019 to June 30, 2019. Costs to be reimbursed by the 2019 Summer Jobs Program for Youth grant through the Workforce Board Lehigh Valley.

C. The appointment of Vicki Lynch, Supply Chain Management/Logistics Technology Teacher and Wendy Harris, School-to-Career Coordinator, as the Worksite Coordinators for the Summer Jobs Program for Youth, for a combined total of 72 hours at the rate of $34.50 per hour from July 1, 2019 to August 23, 2019. Costs to be reimbursed by the 2019 Summer Jobs Program for Youth grant through the Workforce Board Lehigh Valley.

D. The following School-to-Career Coordinators to work a combined total of 12 days as assigned by their supervisor, Janice M. Brna, at their per diem rate for worksite development and mentoring students on summer internships. All work is to be completed by June 30, 2019. The cost will be covered by the 2018/2019 General Fund.

- Joseph Baylog
- Stephen Ferguson
- Wendy Harris
12. **Personnel Action: Transfers**

   A. The transfer of Audra Horwith from the position of Long-term Substitute Instructional Assistant to the position of Instructional Assistant – General Lab Aide (Part-time) effective May 6, 2019 at an hourly rate of $15.99, no benefits. For this position, 85% of Ms. Horwith’s hours will be charged to the Perkins budget and 15% will be charged to the general fund budget.

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

   A. Continuation of unpaid leave for Edward Rodriguez, Custodian, effective May 10, 2019 through June 30, 2019. (This leave is not covered under FMLA).

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

   A. Regular status for Jordan Glykas, Instructional Assistant – General Lab Aide (part-time), effective April 28, 2019. Mr. Glykas successful completed his 90-day probationary period.

15. **Personnel Action: Support Staff**

   A. The appointment of Stacy Eisenhard to the position of Secretary to the Director of Curriculum and Instruction effective May 28, 2019 at an hourly rate of $19.62.

16. **Personnel Action: Work Study**

   A. The following work study students at the rate of $9.00 per hour, not to exceed 28 hours/week for up to 10 weeks ending no later than August 23, 2019:

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake Sterner</td>
<td>Maintenance/Landscaping</td>
<td>Sean Will</td>
</tr>
<tr>
<td>Johnny Rizzotto</td>
<td>Maintenance/Landscaping</td>
<td>Sean Will</td>
</tr>
<tr>
<td>Keaira Lutz</td>
<td>Maintenance/Landscaping</td>
<td>Sean Will</td>
</tr>
<tr>
<td>Elizabeth Kremposky</td>
<td>Painting</td>
<td>Keith Lyons</td>
</tr>
<tr>
<td>Sierra Gross</td>
<td>Painting</td>
<td>Keith Lyons</td>
</tr>
<tr>
<td>Dylan Beadle</td>
<td>Distribution Center (max 20 hours)</td>
<td>Kyle Waibert</td>
</tr>
<tr>
<td>Tyler Miller</td>
<td>Distribution Center</td>
<td>Kyle Waibert</td>
</tr>
<tr>
<td>Gregg Castillo Maldonado</td>
<td>Distribution Center</td>
<td>Dipal Kapadia</td>
</tr>
<tr>
<td>Nicholas Gerancher</td>
<td>Information Technology</td>
<td>Dipal Kapadia</td>
</tr>
<tr>
<td>Robert Julian</td>
<td>Information Technology</td>
<td>Dipal Kapadia</td>
</tr>
<tr>
<td>Noah Myers</td>
<td>Information Technology</td>
<td>Dipal Kapadia</td>
</tr>
<tr>
<td>Michael DeSimone</td>
<td>Information Technology</td>
<td>Dipal Kapadia</td>
</tr>
</tbody>
</table>

   B. To re-appoint the following work study students at the rate of $9.00 per hours, not to exceed 28 hours/week for up to 10 weeks ending no later than August 23, 2019. These students are returning to their summer positions from last year.
Lehigh Career & Technical Institute (LCTI)

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnny Nuttall</td>
<td>Maintenance/Landscaping</td>
<td>Sean Will</td>
</tr>
<tr>
<td>Joshua Sandholm</td>
<td>Maintenance/Landscaping</td>
<td>Sean Will</td>
</tr>
<tr>
<td>Austin Lederer</td>
<td>Distribution Center</td>
<td>Kyle Walbert</td>
</tr>
<tr>
<td>Dominick DiMaggio</td>
<td>Distribution Center</td>
<td>Kyle Walbert</td>
</tr>
<tr>
<td>Tyler Butler</td>
<td>Painting</td>
<td>Keith Lyons</td>
</tr>
</tbody>
</table>

17. **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 appointments of the following personnel to be added to the 2018/2019 Substitute Custodian list effective May 23, 2019 at the approved hourly rate.

- Angela Darlymple
- CarolAnn Adams
- Todd Weber

B. The appointment of the following personnel to be added to the 2018/2019 Substitute Teacher list effective May 17, 2019 at the approved daily rate.

- Lisa Bolton

C. The appointment of Alicia Levan to the position of Category C Long Term Substitute SOC Food Services Teacher, effective for the 2019/2020 school year. Ms. Levan is continuing to temporarily transfer into this position from a full-time Instructional Assistant position. Ms. Levan will be placed on Step 2 of the BS/VOC II column of the 2019/2020 LCTIEA/PSEA/NEA salary guide with benefits specified under Policy 305, with the exception that she shall retain her current health, dental and prescription benefits and premium share as offered to LCTI full-time ESPA Instructional Assistant employees.

D. Resignation of the following substitutes and removal from all corresponding substitute lists effective May 23, 2019:

- Susan LaBrie Substitute Teacher
- Kelly Frear Substitute Teacher
- Harriet Kirkland Substitute Teacher, Substitute Instructional Assistant

E. The appointment of the following personnel to be added to the 2018/2019 Substitute Secretary list effective May 17, 2019 at the approved daily rate.

- Jissell Marmolejos
18. **Personnel Action: Summer Staff**

A. The following Guidance Counselors to work for a combined maximum of 50 days for the scheduling of student June 20, 2019 through August 19, 2019. The counselors will be paid at their per diem rates and supervised and scheduled by Ms. Grace Loeffler:

- Regina Naradko
- Cory Schnaufer
- Daniel Snyder
- Christine Luey
- Katrina Sparozic

B. Dr. Mark Covelle, Academic Center Principal, to work 10 days during the summer months in the 2019/2020 school year to work on the Academic Center schedule and prepare the Academic Center for the 2019/2020 school year. Dr. Covelle will be paid as his per diem rate.

C. Kristin Jachowicz, Supervisor of Special Education, to work 10 days during the summer months in the 2019/2020 school year to work on special education compliance and enrollment and support staff preparation for the 2019/2020 school year. Ms. Jachowicz will be paid at her per diem rate.

D. Pamela Hittinger, Cafeteria Supervisor, to work up to nine additional summer days (maximum 8 hours/day) to complete 2019/2020 menu planning for compliance with the Healthy, Hunger-Free Kids Act (HHFKKA) of 2010 and for professional development at her approved hourly rate. Mrs. Hittinger will be supervised by Mrs. Bader.

19. **Personnel Action: Miscellaneous**

A. Kimberly Miley, Secretary to the Supervisor of Career and Technical Education, to complete clerical work during 1.5 hour at Camp LCTI 2019 Open House on June 13, 2019. 1 hour of orientation and during Camp LCTI 2019 for 21 hours from June 26 – 28, 2019 at her JOC-approved hourly rate. Mrs. Miley will be supervised by Mr. Monastra.

B. Danielle Sidl, Health Officer, to attend Camp LCTI 2019 orientation for 1 hour at her JOC-approved hourly rate.

C. Frank Dibilio, Intervention Assistant to the Principal, to work up to an additional 20 hours for the purpose of LCTI Asset Inventory from May 23, 2019 through June 30, 2019. Mr. Dibilio will be paid at his approved Intervention Assistant to the Supervisor hourly rate designated when school is not in session). Mr. Dibilio will be supervised by Mr. Kurt Adam.

D. Martha Figueroa, Bilingual Support Coordinator, to contact graduates for the Post Graduate Survey as required by Perkins up to 65 hours at her JOC approved hourly rate effective May 25, 2019 through June 30, 2019. Ms. Figueroa will be supervised by Ms. Grace Loeffler. The cost will be covered by the Perkins Grant.
The motion was approved as follows:

In favor: (11) ... Bold, Byrd, Champagne, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Abstain: (1) ... Fedorcha (Item #3)

Opposed: (0) ...

20. **Curriculum**

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

A. Payment to Kelly Cahoon for facilitating and preparing the Induction Workshops held on May 13, 2019. A total of 1.5 hours will be paid at the facilitator rate of $45.00 per hour. Cost to be paid by the Curriculum Budget.

The motion was unanimously approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

Mr. R. Smith had no report tonight.

22. **JOC Seats Calculation Committee**

A. Mr. Fedorcha reported that committee have met since December and the committee members have enlisted professional services to review the calculation method and prepare a report for the JOC.

**Professional Services**

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

B. The payment to Professor Daniel Conus, not to exceed $595.00, for the review of the calculation method for determining the Joint Operating Committee boards seats and preparation of the report to the Joint Operating Committee.

The motion was unanimously approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0)
23. **Committee Reports: Business & Finance**

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

**2019-2020 Proposed Capital Projects – Facility Budget**

A. The 2019-2020 Proposed Capital Projects - Facility Budget

**Proposed Capital Projects – Technology Budget**


**Proposed Technical School Student Organization Budget**

C. The 2019-2020 Proposed Technical School Student Organization Budgets

**PNC Benefit Administrative Service Agreement**

D. The PNC Benefit Administrative Services Agreement as the Third Party Administrator of Section 125 cafeteria plan benefits effective September 1, 2019 through August 31, 2022 in the amount of $3.50 per participant per month for the Flexible Spending Account administration (Dependent Care or Full Medical) or $3.95 per participant per month for the stacked Flexible Spending Account administration (Dependent Care and Full Medical).

*Note: LCTI has terminated the agreement with the current Third Party Administrator, Alternative Benefit Systems effective 8/31/2019 that includes a three-month runout period as required by the IRS at a rate of $4.25 per participant per month.*

The motion was unanimously approved as follows:

In favor: (12) ...  
Bold, Byrd, Champagne, Fedorchia, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

24. **Committee Report: Policy Committee**

Mr. Champagne gave the Policy Committee report.

A. The following policies are for review only:

- Policy #702 — Gifts, Grants, Donations
- Policy #717 — Fitness Center
B. The following policies are for First Reading:

- Policy #004 — Membership
- Policy #249 — Bullying/Cyberbullying

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

C. The following policies are for Second Reading:

- Policy #626.2 — Allowability of Costs – Federal Program (NEW)
- Policy #626.3 — Cash Management – Federal Programs (NEW)
- Policy #626.4 — Costs Obligations Property – Federal Programs (NEW)
- Policy #626.5 — Procurement – Federal Programs
- Policy #626.6 — Subrecipient Monitoring – Federal Programs (NEW)

The motion was unanimously approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

25. **Committee Report: Public Relations**

There was no report tonight.

26. **Committee Report: Education Committee**

Ms. Parsons gave the Education Committee report.

A. Student Ambassador Recognition luncheon event was May 21, 2019 and a breakfast event was May 22, 2019 with 177 students.

B. LCTI to LCCC Recognition Event was May 22, 2019 at 2pm with a 146 students going to LCCC.

C. Student Services Advisory Council meeting will be June 6, 2019 at 8:30am in the LCTI restaurant.

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

27. **Occupational Advisory Council Members**

A. To add the following new members effective May 22, 2019:

- Auto Body Collision Repair
  - Thomas Hornberger
Lehigh Career & Technical Institute (LCTI)

- Cosmetology
  - Deborah Stauffer

- Emerging Health Professionals
  - Jennifer Aquila

- Exercise Science and Rehabilitation Services
  - Benjamin Long

- Supply Chain Management & Logistics
  - Alexis Reyes

B. To remove the following members effective May 22, 2019:

- Supply Chain Management & Logistics
  - Michael Serafin

C. The following OAC members will be removed at the JOC meeting on May 22, 2019:

  - None at this time.

28. **Extended Day and/or Overnight Field Trips**


29. **Conferences**

A. Stacie Knehr Kutz to attend the Bold Educators Activate Change ISTE 2019 conference at the Pennsylvania Convention Center in Philadelphia, PA on June 23 – 26, 2019. The total cost of the conference to LCTI will be $2,273.75 for registration, hotel and travel expenses. Cost to be paid by the Curriculum Budget.

B. Kristin Applegate and Michaelina Greenawalt to attend the HOSA International Leadership Conference at Disney’s Coronado Springs Resort in Orlando, Florida on June 17 -23, 2019. The total cost of the conference to LCTI will be $3,887.88 for registration, hotel and travel expenses. Cost to be paid by the General Fund Budget.

C. Jillian Maletsy, CAP Health Occupations Instructor, to attend the PDE-Training the Educator on July 24-25, 2019 at Harrisburg Area Community College, Harrisburg, PA. The
total cost of the conference to LCTI is $386.59. A substitute is not needed. The LCTI General Fund will cover all costs.

D. Joseph Peregrin, FLBA Advisors, to attend the FBLA National Leadership Conference in San Antonio, Texas from June 27 to July 3, 2019. The total cost to LCTI for this conference is $2,365. A substitute is not needed for either Advisor. The LCTI General Fund will cover all costs.

E. Cyndee Barkley, DECA Advisor, to attend the PA DECA State Officer and Chapter Officer Training/Planning Conference from June 17 to 19, 2019 at the Hershey Lodge and Convention Center. The total cost to LCTI is $468.28. A substitute is not needed. The LCTI General Fund will cover all costs.

30. **Bond Fund – Change Orders**

A. The Change Order GC-02 dated May 17, 2019 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Uhrig Construction, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $3,012.45 resulting in an increase of the previous contract amount of $2,128,044.01 to a new contract amount of $2,131,056.46. The Change Order is for the cost of materials and labor and related costs for additional costs to furnish and install one custom LM roof curb for the OAF-1 equipment and saw cut and remove existing concrete to install new HC ramp curb. A deduction is included for the removal of LVT tile in corridor and for installing 12x12 VCT in corridor 101. (Attachment)

31. **Bid Recommendations**

A. Approval of Bid Recommendations (Attachment)

32. **Insurance Recommendations**

A. Approval of Insurance Recommendations (Attachment)

The motion was unanimously approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

33. **List of Bills**

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

A. The List of Bills (Attachment)

B. The List of Bills – 2017B Proceeds (Attachment)
The motion was approved as follows:

In favor: (11) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Shields, A. Smith and R. Smith.

Abstain: (1) ... Rex (item #8)

Opposed: (0) ... 

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

34. 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)
J. Welding Lab Construction Detail Report (Attachment FR #10)
K. Bond Fund Budget Sources & Uses by Month – 2017B Proceeds (Attachment FR #11)

35. Miscellaneous

Kiker Learning Instructional Technology & Design

A. Payment to Kiker Learning Instructional Technology & Design for a presentation, Google Certification Boot Camp scheduled for June 10, 2019. Participants will be eligible to earn their Level 1 Google Certified Educator certificate. Total cost for the presentation is $2,750.00 that will be paid by the Curriculum Budget.

Perkins Participatory Planning Committee

B. To add the following members to the Perkins Participatory Planning Committee, effective May 22, 2019

- Ron Jerdon
- Thomas Reilly
Lehigh Career & Technical Institute (LCTI)

KRE Security, LLC

C. KRE Security, LLC of Hamburg, PA to provide security services to LCTI for 7 hours a day for 185 days at the rate of $22.00 an hour. The total cost for one security officer for the 2019/2020 school year is $28,490.

Textbook/Instructional Media

D. The purchase of new textbooks and resources for the Culinary Arts Program. Costs to be paid from the General Fund.

<table>
<thead>
<tr>
<th>Title</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>The Culinary Professional, 3rd Ed. Bundle</td>
<td>Draz/Koetke</td>
<td>Goodhart</td>
<td>9781631264</td>
<td>$132.75</td>
<td>60</td>
<td>$7,965</td>
</tr>
<tr>
<td>(electronic)</td>
<td></td>
<td>Wilcox</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Culinary Professional Study Guide</td>
<td>Draz/Koetke</td>
<td>Goodhart</td>
<td>978-1631264399</td>
<td>$19.50</td>
<td>2</td>
<td>$39.00</td>
</tr>
<tr>
<td>(electronic)</td>
<td></td>
<td>Wilcox</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Culinary Professional Online Instructor</td>
<td>Draz/Koetke</td>
<td>Goodhart</td>
<td>NA</td>
<td>$392</td>
<td>2</td>
<td>$792</td>
</tr>
<tr>
<td>Resource, 6-year subscription (electronic)</td>
<td></td>
<td>Wilcox</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Culinary Professional Laboratory</td>
<td>Draz/Koetke</td>
<td>Goodhart</td>
<td>NA</td>
<td>$21</td>
<td>2</td>
<td>$41</td>
</tr>
<tr>
<td>Manual (electronic)</td>
<td></td>
<td>Wilcox</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institute of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>America</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Surplus Inventory Auction Equipment

E. 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)

- The additional equipment for the public auction on July 19, 2019. (new items are in bold)
- The following items are to be removed from the auction listing and are not for sale:
  - #101 Lot of 20 Student Desks
  - #102 Lot of 16 Student Chairs
Lehigh Career & Technical Institute (LCTI)

Fee Schedule for Rental of Facilities

F. The attached Fee Schedule for the Rental of Facilities, effective July 1, 2019. The Executive Director shall maintain the authority to deviate from this schedule for cooperative joint programs with the CLIU21, LCCC and Sponsoring School Districts. (Attachment)

Contracted Rate of Flex Students

G. The contracted rate of flex students at $10.00 per hour for the 2019 - 2020 school year.

Student Lunch Debt

H. The write-off of student lunch balances effective May 23, 2019 not to exceed $549.13 for net negative balances remaining in inactive student lunch accounts as of June 30, 2018. (Attachments)

2019-2010 Cafeteria Prices

I. The following 2019 -2020 cafeteria prices, effective August 27, 2019:

(1) $.40 Reduced Student Lunch Price
(2) $2.30 Paid Student Lunch Price

Note: The Paid Student Lunch Price and the Reduced Student Lunch Price for school years 2015-2016 through 2018-2019 were $2.20 and $.40.

2019-2010 Tuition/Enrollment Agreement – PA Cyber Charter

J. To approve a 2019-2020 tuition/enrollment agreement between PA Cyber Charter, 652 Midland Avenue, Midland, PA 15059 and Lehigh Career & Technical Institute. (Attachment)

Note: Charters schools may send their students to LCTI only in programs that have a vacancy and only after our sending districts have assigned their students. Tuition is paid by the Charter school for each student and the Charter school is responsible for busing.

Western Pest Services

K. The three-year contract with Western Pest Services, PO Box 259, Spring House, PA beginning July 1, 2019 through June 30, 2022 to provide pest elimination services at a cost of $108.00 per month (Attachment)
Lehigh Career & Technical Institute (LCTI)

Note: there is no price increase from the prior three-year contract. A second price was obtained for $105.00 per month but the vendor did not meet the LCTI insurance requirements.

The motion was unanimously approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Nominating Committee Report

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

L. Treasurer Appointment – To approve the appointment of Mr. Champagne as Treasurer to the Joint Operating Committee for the term of July 1, 2019 - June 30, 2020.

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

The motion was approved as follows:

In favor: (11) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, and A. Smith.

Opposed: (1) ... R. Smith

36. New Business

No new business to report.

37. Adjournment

Mr. Bold moved, seconded by Mr. R. Smith to adjourn the meeting at 7:59 p.m.

The motion was unanimously approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Fedorcha, Frankenfield, Levinson, Mathison, Parsons, Rex, Shields, R. Smith and A. Smith.

Opposed: (0) ...

Respectfully submitted,

[Signature]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary