JOINT OPERATING COMMITTEE MEETING

Minutes of the June 26, 2019

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

   The meeting was called to order by Joint Operating Committee Chairperson, Frank Frankenfield, at 8:00 p.m. in the JOC Board Room.

   Present at the meeting were: Mr. Bold, Mr. Byrd, Mr. Champagne, Ms. Cunningham, Ms. Facchiano, Mr. Fedorcha, Mr. Frankenfield, Dr. Levinson, Ms. Maritch, Ms. Mathison, Ms. Parsons, Mr. Rex, Mr. Shields, Mr. A. 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, Mr. Kapadia, Mr. Serfass, Mrs. Beam, Mr. Beam, Mrs. Stankas, Mr. Stankas, Mr. Randy Schock, Mrs. Schock, Mr. Sean Schock and Mr. Doll.

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 May 22, 2019 Meeting Minutes**

   Mr. Bold moved, seconded by Mr. R. Smith to approve the minutes from the May 22, 2019 JOC meeting.

   The motion was unanimously approved as follows:

   In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, 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, and Policy Committees met prior to the meeting and an Executive Session was held to discuss personnel items, legal issues and the required Act 44 - LCTI Safe Schools report.
Lehigh Career & Technical Institute (LCTI)

6. **Administrative Report**

Dr. Rushton:

A. **Perfect Attendance – Iron Person Award**

Each year LCTI presents an award to those individuals who qualify for the Iron Person Award. Guidelines are as follows:

A. No absences for sick days, personal and emergency days and days due to disciplinary action. Bereavement, jury duty and approved military service are exempt from the No Absences requirement.

B. Persons on Leave of Absence, Sabbatical, Career Related Sabbatical or Furlough are not eligible.

C. Persons eligible must attend Open House and both Occupational Advisory meetings, if applicable.

**A W A R D S**

<table>
<thead>
<tr>
<th>Years</th>
<th>Award</th>
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</thead>
<tbody>
<tr>
<td>1 Year</td>
<td>$250.00</td>
</tr>
<tr>
<td>2 Consecutive Years</td>
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<tr>
<td>3 Consecutive Years</td>
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<tr>
<td>4 Consecutive Years</td>
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<tr>
<td>6 to 9 Consecutive Years</td>
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<td>10 or More Consecutive Years</td>
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</tr>
</tbody>
</table>

**2018/2019 PERFECT ATTENDANCE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Lichty</td>
<td>Information Technology Programmer – 20 years</td>
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</tr>
<tr>
<td>Carey Troxell</td>
<td>Auto Body/Collision Repair Instructor – 5 years</td>
<td>$400.00</td>
</tr>
<tr>
<td>Karin Stark</td>
<td>Accounts Payable Clerk – 3 years</td>
<td>$325.00</td>
</tr>
<tr>
<td>Regina Naradko</td>
<td>Guidance Counselor – 2 years</td>
<td>$300.00</td>
</tr>
<tr>
<td>David Aretz</td>
<td>Commercial Photography - 1 year</td>
<td>$250.00</td>
</tr>
<tr>
<td>Joseph Peregrin</td>
<td>Web Design - 1 year</td>
<td>$250.00</td>
</tr>
<tr>
<td>Veronica DeBlois</td>
<td>Emerging Health Professionals – 1 year</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

B. **Recognition of 2018/2019 Retirees**

The JOC recognized the 2018/2019 retirees. Dr. Rushton introduced retirees, Elaine Beam, Linda Stankas and Randy Schock. Dr. Rushton thanked them for their years of service to the school. Mr. Bennett, Mr. Kohl, Mr. Kotran, and Mr. Nestor were not able to attend this evening.

- Elaine Beam – Administrative Office Technology – Start date August 2003
Lehigh Career & Technical Institute (LCTI)

- James Bennett – Academic Center Teacher – Start date October 1988
- Claude Kohl – Criminal Justice Teacher – Start date August 2007
- Dan Kotran – Facilities Engineer – Start date January 1998
- Stan Nestor – Supervisor of Technology – Start date November 2003
- Randy Schock – Diesel Medium & Heavy Truck Technology – Start date August 1999
- Linda Stankas – Early Care & Education of Young Children – Start date September 1988

Dr. Rushton:

Dr. Rushton gave the group an update on the welding lab:

- Masonry walls and fire walls are being constructed
- Steel for mezzanine is being installed, slab over grinding room scheduled to be poured 7/1 & 7/2
- Welding fume collection equipment is on site, scheduled to be placed in building around 7/9 or 7/10.
- Metal roof and wall panels are on-site, scheduled to install after fume collection equipment is on the mezzanine
- Electrical rough-in’s are progressing
- Concrete slab scheduled to be installed toward end of July.
- Project is delayed approximately 2 weeks due to extend of rain.

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

7. **Grants**

   A. Accepting the Workforce Board Lehigh Valley 2019 TANF Summer Youth Program Grant in the amount of $83,108.37; $42,122.37 to LCTI and $40,986.00 to pay youth participant wages. The Workforce Board Lehigh Valley is employer of the youth participants. (Attachment)

   B. The submission of the 2019-2020 Perkins Secondary Local Application (380) Grant in the amount of $909,040.00.

   C. The submission of the 2019-2020 Professional Development (094) Grant in the amount of $306,000.00

   D. The submission of the 2019-2020 Perkins Leadership Activities (119) Grant in the amount of $53,295.00.

F. The Agreement Number 5187 “Teacher in the Workplace: Health and Human Services Academy Development Program” entered into by and between Workforce Board Lehigh Valley and Lehigh Valley and Lehigh Career & Technical Institute (Sub-Recipient of grant) for program years 2018-2019 and 2019-2020 in accordance with the federal award dated June 5, 2019 from the U.S. Department of Labor in the total amount of $44,946.72. (Attachment)

G. The Agreement Number 5192 “Teacher in the Workplace: Digital Badges/Micro-Credentials for Continuous Learning Program” entered into by and between Workforce Board Lehigh Valley and Lehigh Career & Technical Institute (Sub-Recipient of grant) for program years 2018-2019 and 2019-2020 in accordance with the federal award dates June 6, 2019 from the U.S. Department of Labor in the total amount of $44,925.61. (Attachment)

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

   A. The Adult Workforce Education Department to enter into an agreement with Fed Ex Ground for Allen Bradley Control Logix PLC Training, two employees, June 17 to September 19, 2019.

   B. The Adult Workforce Education Department to enter into an agreement with Great Western Services, Inc. for CDL/A Classroom and Driver Training and Testing, 6 to 10 students per class, June 10, 2019 to December 31, 2019.

   C. The Adult Workforce Education Department to enter into an agreement with Delaware River Joint Toll Bridge Commission to develop customized written and practical assessments for seven trade areas, June 27, 2019 to October 31 2019.

9. **Adult Workforce Education: Personnel**

   A. Transfer of Larry Gross from Tractor Trailer Program Instructor (PT) and Third Party Examiner for Commercial Driver’s License (CDL) to Tractor Trailer Program Instructor (PT) effective July 1, 2019. Mr. Gross shall remain at his current hourly rate of $28.06 for the 19-20 school year rather than receiving his annual raise to make up for the change in status.

   B. The following Adult Workforce Education Instructors for the following positions and rates effective for the 2019/2020 school year.

   - Kristin Applegate Home Health $36.19/hr
   - Bradley Brandmeir Welding $35.66/hr
   - Vicki Lynch Fork Lift Safety $39.43/hr
   - Steven Ring Building Trades $35.66/hr
   - Aaron Schock Precision Machine $34.00/hr
   - Thomas Uff Welding $35.66/hr
Lehigh Career & Technical Institute (LCTI)

C. The following Instructors for the Pennsylvania State Official Vehicle Safety Inspector and/or Official Emission Inspector Certification classes for the 2019/2020 school year, effective July 1, 2019 at the rate of $34.00 per hour.
   - Michael Bernadyn - Safety Inspection
   - Joshua Staack - Emissions

D. The Master Plumbers Apprenticeship Instructors at the following rates for the 2019/2020 school year
   - Eric Danner $60.00/hour
   - Kevin Keeler $60.00/hour
   - Kenneth Midgett $60.00/hour
   - Kenneth Monaco $60.00/hour
   - Larry Shoemaker $60.00/hour
   - Thomas Uff $60.00/hour
   - Angel Berrios $60.00/hour
   - Amy Esterly - Assistant Instructor - $30.00/hour

E. Thomas Shirken, Carpentry Teacher, to work on curriculum for an adult education project at a rate of $34.00 per hour for a total of five hours from April 22 to May 31, 2019.

F. Resignation of Richard Baciocco, Adult Workforce Education Teacher - Precision Machine, effective June 21, 2019.

G. Resignation of Thomas Hartnett, Master Plumber Apprenticeship Instructor, effective June 24, 2019.

10. Adult Workforce Education: Miscellaneous

A. The Adult Workforce Education Department to enter into a Training Vendor Agreement with Educational Data Systems, Incorporated for the Workforce Board Lehigh Valley to provide training services under the Workforce Innovation and Opportunity Act (WIOA), effective June 27, 2019 until such time either party modifies or terminates the agreement. (Attachment)

B. The Adult Workforce Education Department to enter into a provider agreement with Pennsylvania Office of Vocational Rehabilitation (OVR) to provide Pre-employment Transition Services (PETS), effective June 27, 2019 to June 30, 2024. (Attachment)

C. The Financial Aid Consulting Agreement with Lancaster County Career and Technology Center, Willow Street, PA for consultation services for the Adult Workforce Education
11. **Personnel Action: Resignations**

A. The resignation of Kyle Ebel, Instructional Assistant – Trade Experienced (Heavy Equipment Operator), effective June 14, 2019.

B. The resignation, due to retirement, of Sally Grim, Operational/School-To-Work/Postsecondary and Workforce Education Secretary, effective September 10, 2019.


D. The resignation of Shannon Williams, School and Community Outreach Coordinator, effective June 30, 2019.


F. The resignation of Cindy Heil, Dental Technology Teacher, effective June 19, 2019.

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

A. Regular status for Rebecca Rozycki, Instructional Assistant - General Lab Aide (Part-time), effective May 21, 2019. Ms. Rozycki has successful completed her 90-day probationary period.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

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

A. Extending Dawn Bandle’s statewide union officer’s leave of absence, effective September 1, 2019 to August 31, 2021.

B. Unpaid leave for Robin Chappelear, Secretary to the Director of Postsecondary and Workforce Education, effective June 5, 2019 through June 30, 2019. (A portion of this leave is covered under FMLA.)
The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

C. Continuation of unpaid leave for Edward Rodriguez, Custodian, effective July 1, 2019 through July 31, 2019. (This leave is not covered under FMLA.)

The motion was unanimously opposed and the motion was defeated as follows:

In favor: (0) ...

Opposed: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

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

14. Personnel Action: Administrative Staff

A. The appointment of Travis Serfass to the position of Supervisor/Facilities Engineer, a 12-month, Act 93 position, effective no later than August 1, 2019 at a salary of $100,000 (prorated) for the 2019/2020 school year.

15. Personnel Action: Professional Staff

A. The appointment of Haidy Soto to the position of Pre-Engineering/Engineering Technology Teacher effective the first day of the 2019/2020 School year providing she meets the work experience requirements within the Temple University Occupational Competency Assessment application process. Ms. Soto will be placed on Step 5 of the BS/VOC II column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

B. The appointment of Robert Salim to the position of Cosmetology Teacher effective the first day of the 2019/2020 school year. Mr. Salim will be placed on Step 4 of the BS/VOC II column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

C. The appointment of Kyle Kremposky to the position of Diesel Medium/Heavy Truck Technology Teacher effective the first day of the 2019/2020 School year. Mr. Kremposky will be placed on Step 9 of the BS/VOC II column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.
Lehigh Career & Technical Institute (LCTI)

D. The appointment of Aaron Kory to the position of Criminal Justice Teacher effective the first day of the 2019/2020 School year. Mr. Kory will be placed on Step 9 of the BS/VOC II column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

E. The appointment of Christopher Ruben to the position of Computer Aided Drafting and Design Teacher effective the first day of the 2019/2020 School year. Mr. Ruben will be placed on Step 8 of the M/MEQ/BEQ column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

F. The appointment of Kathleen Siekon to the position of Biology Teacher effective the first day of the 2019/2020 School year. Ms. Siekon will be placed on Step 2 of the BS+24/VII+24 column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

16. Personnel Action: Mentors

A. The appointments of the following personnel as Mentor Teachers for one calendar year beginning August 20, 2019 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):
   - Joseph Peregrin (Robert Salim – Cosmetology Teacher)
   - Joshua Staack (Kyle Kremposky - Diesel Medium/Heavy Truck Technology Teacher)
   - Thomas Lesisko (Aaron Kory – Criminal Justice Teacher)
   - Kathy Khanuja (Kathleen Siekon – Biology Teacher)

17. Personnel Action: Severance

A. Severance payment in the amount of $693.75 for Randy Schock in accordance with the Article XVII.B of the LCTIEA/PSEA/NEA negotiated agreement.

B. Severance payment in the amount of $10,896.25 for Elaine Beam in accordance with the Article XVII.B of the LCTIEA/PSEA/NEA negotiated agreement.

C. Severance payment in the amount of $581.25 for James Bennett in accordance with the Article XVII.B of the LCTIEA/PSEA/NEA negotiated agreement.

D. Severance payment in the amount of $8,797.50 for Claude Kohl in accordance with the Article XVII.B of the LCTIEA/PSEA/NEA negotiated agreement.

E. A total severance amount of $29,558.98 to be deposited into a 403B account on behalf of Stan Nestor as per the current Act 93 agreement Item #6.K (Retirement/Severance Plan) in monthly payments of $1,500 until total severance amount is paid in full.
18. **Personnel Action: Support Staff**

   A. The appointment of Sarah Andrews to the position of Benefits/Personnel Specialist effective June 17, 2019 at a salary of $47,000 (prorated) for the 2018/2019 school year.

   B. The appointment of Christian Kingsley to the position of Technology Assistant (Part-time position) effective June 25, 2019 at an hourly rate of $13.25, no benefits.

19. **Personnel Action: Work Study**

   A. To rescind the appointments of the following Work Study students effective May 22, 2019:

   - Austin Lederer - Distribution
   - Elizabeth Kremposky - Painting

   B. To approve the following additional 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>Dylan Orta</td>
<td>Printing</td>
<td>Will Purcell</td>
</tr>
<tr>
<td>Madisen Desh</td>
<td>Printing</td>
<td>Will Purcell</td>
</tr>
</tbody>
</table>

20. **Personnel Action: Substitute**

   *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. Beverly Shegina as Substitute Food Service Worker, effective June 3, 2019 at the rate of $11.00 per hour.

   B. Adam Boyd as Substitute Custodian, effective June 27, 2019 at the approved 2019/2020 hourly rate.

   C. Shannon Williams as Substitute School and Community Outreach Coordinator, effective June 29, 2019 at the hourly rate of $29.37.

   D. The resignation of the following substitutes and to have them removed from the current corresponding 2018/2019 substitutes lists effective on the dates indicated:

   - Justine Bower, Substitute Teacher - 6/5/19
   - Ruth Tobia, Substitute Teacher, Substitute Instructional Assistant and Substitute Secretary - 6/10/19
21. **Personnel Action: Miscellaneous**

A. Grace Loeffler, Director of Academic and Special Programs, as Title IX Section 504 Coordinator for the 2019/2020 school year for high school student related issues.

B. Gretchen Boyer, Human Resource Manager, as Title IX Section 504 Coordinator for the 2019/2020 school year for employee related issues.

C. Payment to each of the following 10-month administrators for the equivalent of two days at their per diem rate for attending PACTA events from July 24 through 26, 2019:

- Sean Will, Supervisor of Career & Technical Education
- Darin VanNorman, Principal of CAP/Supervisor of Career & Technical Education
- Brian Faust, Supervisor of Career & Technical Education
- Kristin Jachowicz, Supervisor of Special Education
- Mark Covelle, Principal of the Academic Center

D. Payment to Carey Troxell, Auto Body/Collision Repair Technology Teacher, for additional work on the Parkland Foundation Project for 24 hours at the professionally related duties rate for the 2018/2019 school year effective April 29, 2019 through May 10, 2019. Costs to be paid by the General Fund.

E. Payment to Douglas Troxell, English Teacher, for work done on the Academic Center Ledger for 17 hours at the 2018/2019 professionally related duties rate of $34.00 per hour per the LCTIÉA/PSEA/NEA negotiated agreement for a total of $578.00. Costs to be covered by the Academic Center Budget.

F. Payment to Kristin Applegate and Veronica DeBlois, Emerging Health Professionals Teachers, and Jillian Maletsky, CAP Health Occupations Teacher, for CNA reorganization updates and program corrections to comply with PDE Corrective Actions from the Spring 2019 Audit for a maximum of 60 hours to be shared by the three teachers at the professionally related duties rate for the 2019/2020 school year effective July 1, 2019 through October 1, 2019. Costs to be paid by the General Fund.

G. Payment to Kristin Jachowicz for July 11, July 23, and August 6, 2018 for interviews and review of special education information for the 2018/2019 school year. Mrs. Jachowicz will be paid at her approved per diem rate.

H. Payment to Sean Will, Supervisor of Career & Technical Education, for duties performed in the capacity of Interim Supervisor/Facilities Engineer for up to 170 hours from June 27 through August 12, 2019 at his 2019/2020 approved hourly rate.
Lehigh Career & Technical Institute (LCTI)

I. Payment to Frank Dibilio, Intervention Assistant to the Principal, to work up to an additional 80 hours for the purpose of LCTI Asset Inventory from June 21, 2019 through June 30, 2019. Mr. Dibilio will be paid at his approved Intervention Assistant hourly rate (rate designated when school is not in session). Mr. Dibilio will be supervised by Mr. Kurt Adam.

The motion was approved as follows:

In favor: (14) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

22. Curriculum

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

A. Payment to Donald Brensinger and Charlene Rarick-Knauss, Wellness and Fitness Teachers, and Van Scott, Criminal Justice Teacher for preparation of materials and completion of documentation for CPR workshops held on June 5, June 17, and June 18, 2019. Each teacher will be paid one (1) hour at the facilitator rate of $45.00 per hour. Costs, not to exceed $135, will be paid by the Curriculum Budget.

B. Payment to Donna Miller, English Teacher, Donald Brensinger, Wellness and Fitness Teacher, Stacie Knehr Kutz, Instructional Technology Specialist, and Kelly Cahoon, Instructional Coach to update Levels 1 and 2 Professional Development Program (PDP) for a maximum of 40 hours to be shared by the four teachers at the professional related duties rate for the 2019/2020 school year effective July 1, 2019 through June 30, 2020. Costs to be paid by the Curriculum Budget.

C. Payment to Thomas Uff, Welding Technology Teacher for aligning curriculum and preparing instructional materials for a maximum of 14 hours at the professionally related duties rate for the 2019/2020 school year effective July 1, 2019 through September 30, 2019. Costs to be paid by the Curriculum Budget.

D. Payment to Kevin Keeler, Heating/ Air Conditioning and Refrigeration Teacher for aligning curriculum with the HVAC Excellence Accreditation standards and preparing instructional materials for the start of the 2019/2020 school year at the professionally related duties rate for the 2019/2020 school year effective July 1, 2019 through September 30, 2019. Costs to be paid by the Curriculum Budget.

E. Payment to Kelly Cahoon, Instructional Coach; Michaelina Greenawalt and Jonell Kiechel, Exercise Science & Rehabilitation Teachers; and Kristin Applegate, Emerging Health
Lehigh Career & Technical Institute (LCTI)

Professionals Teacher, for hours worked on the Health and Human Services Academy on June 25 and 26, 2019 for a total of 13 hours each at the hourly rate of $34.00. Cost to be paid out of the Teacher in the Workforce Grant for the HHS Academy.

F. Payment to Heather Mariotti, Exercise Science & Rehabilitation Teacher, for hours worked on the Health and Human Services Academy on June 25 and 26, 2019 for a total of 6.5 hours at the hourly rate of $34.00. Cost to be paid out of the Teacher in the Workforce Grant for the HHS Academy.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

23. Committee Reports: Personnel & Salary

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

A. To approve the 2019/2020 ACT 93 Administrator salaries effective July 1, 2019. (Handout)

B. To approve the 2019/2020 Non-Classified and Confidential Personnel salaries effective July 1, 2019. (Attachment)

C. The following Benefit Schedules for the 2019/2020 fiscal year effective July 1, 2019.

- Schedule I (Attachment)
- Schedule II (Attachment)
- Schedule III (Attachment)
- Schedule IV (Attachment)
- Schedule V (Attachment)
- Schedule VI (Attachment)
- Schedule VII (Attachment)
- Schedule VIII (Attachment)
- Schedule IX (Attachment)
- Schedule X (Attachment)

D. To approve the 2019/2020 Lehigh Career & Technical Institute Education Support Personnel Association, ESPA/PSEA/NEA, hourly rate increases effective July 1, 2019. (Attachment)
E. To approve the 2019/2020 Lehigh Career & Technical Institute Teamsters Local No. 773 hourly rate increases effective July 1, 2019 (Attachment)

F. To approve Patricia T. Bader, Business Administrator's 2019/2020 salary in the amount of $124,732 effective July 1, 2019 and employer contribution into a 403(b) in the amount of $1,203.98. (Handout)

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

G. To approve the employment agreement between Lehigh Career & Technical Institute and Gretchen A. Boyer for five years commencing on July 1, 2019.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

24. **JOC Seats Calculation Committee**

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

A. The Joint Operating Committee (JOC) “Membership Allocation Calculation Method” which implements the Articles of Agreement, Section III, Subsection 3.2 that provides for each Participating School District to elect member(s) of their respective school boards to serve on the JOC. The Membership Allocation Calculation Method shall be included in the LCTI Operational Procedure Handbook as an administrative procedure to be followed by the LCTI administration for allocating JOC membership among the Participating School Districts. (Attachments)

Mr. Smith and Ms. Mathison stated that it is not a fair system and are disappointed in the outcome.
The motion was approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Parsons, Rex, and A. Smith.

Opposed: (3) ... Mathison, Shields and R. Smith

25. Committee Reports: Business & Finance

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

2019-2020 Proposed Capital Projects – Facility Budget

A. The following employees to use the LCTI procurement cards during 2019 -2020 school year as per Policy #625.

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<thead>
<tr>
<th>Procurement Card Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria:</td>
</tr>
<tr>
<td>Pamela Hittinger</td>
</tr>
<tr>
<td>Joseph Albright</td>
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<tr>
<td>Timothy Bauer</td>
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<tr>
<td>Jody Blose</td>
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<tr>
<td>John McCarroll</td>
</tr>
<tr>
<td>Travis Serfass</td>
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<tr>
<td>Maintenance:</td>
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<tr>
<td>Kay Paul</td>
</tr>
<tr>
<td>Pat Bader</td>
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<tr>
<td>Business Office:</td>
</tr>
<tr>
<td>Joseph Baylog</td>
</tr>
<tr>
<td>Stephen Ferguson</td>
</tr>
<tr>
<td>Wendy Harris</td>
</tr>
</tbody>
</table>

School-to-Career Office:  

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

26. Committee Report: Policy Committee

The following policies are for First Reading:

A. Policy #702 - Gifts, Grants, Donations
B. Policy #717 – Fitness Center
Lehigh Career & Technical Institute (LCTI)

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

2. The following policies are for Second Reading:

   A. **Policy #004** – Membership

The motion was approved as follows:

In favor: (12) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Parsons, Rex, A. Smith.

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

   B. **Policy #249** - Bullying/Cyberbullying

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

27. **Committee Report: Public Relations**

   A. Dipal Kapadia, the new Supervisor of Technology will be joining the Public Relations committee.


   C. Camp LCTI 2019 attendees were 155 this year, which is down from last year’s total of 211. Losing some of our computer classes, most likely hurt our numbers.

   D. The final touches on the latest set of marketing videos with Digital Feast and expect to have them within a week or so.

28. **Committee Report: Education Committee**

Ms. Parsons gave the Education Committee report.

   A. The LCTI Student Services Plan was discussed and includes Chapter 339 – CTE regulations, Chapter 12 – Student Services Regulations and Chapter 4 – Academic Standards. This has to be approved by the JOC every 5 years.

   B. The Eduready 360 is a new company specializing in the CTE market with applications that address a mechanism to track completed tasks and connect these with PA Core Academic
Lehigh Career & Technical Institute (LCTI)

Standards in a standardized lesson plan. LCTI is recommending a one-year contract with options to renew at the end of the school year.

C. The Communities in School Lehigh Valley Site Coordinator helps students who need additional support to be successful in school and prepares the for post high school.

D. The first group meeting dates with Mark Perna are September 16, 17, and 18, 2019.

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

29. **Occupational Advisory Council Members**

   A. To add the following new members effective June 26, 2019:

   - Electromechanical/Mechatronics
     - Paul Heckert
   - Safety Occupational Advisory Council:
     - Matthew Nicklin

   B. To reinstate the following OAC members at the JOC Meeting on June 26, 2019:

   - Culinary Arts/SOC Foods
     - Jeffrey Frank

   C. The following OAC members will be removed at the JOC Meeting on June 26, 2019:

   - Natalie Kriner - Diversified Career Occupations
   - Johanna Anderson - Early Care & Education of Young Children
   - Allison Austin - Early Care & Education of Young Children
   - Jai Hoover - Heating/Air Conditioning and Refrigeration (HVAC)
   - Mario Savinelli - Masonry
   - Edward Braunig - Precision Machine Technology

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

   A. LCTI students to DECA Chapter Officer Training at the Hershey Lodge and Convention Center, PA June 17-19, 2019.

31. **Conferences**

   A. William Purcell, Print Technology/Graphic Imaging Instructor, to attend the Graphic Communications Education Association and PrintEd Conference from July 28 to August 1, 2019 in Clemson, SC. The total cost of the conference is $965.00. A substitute is not needed. The LCTI General Fund will cover all costs.
B. Stacie Knehr Kutz to attend the Schoology NEXT 2019 conference in Boca Raton, Florida on July 9 – 12, 2019. The total cost of the conference to LCTI will be $2,307.67 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget.

C. Regina Naradko and Daniel Snyder, School Counselors, to attend the PACTA 2019 Fall Workshop for CTE Counselors sponsored by Pennsylvania Association of Career & Technical Administrators (PACTA) in State College, PA. The cost of the conference to LCTI is $696.92 for registration and hotel accommodations for 1 night. No substitutes are needed. The LCTI General Fund will cover all costs.

32. **Bid Recommendations**

A. Approval of Bid Recommendations (Attachment)

33. **Budget Transfers**

A. Approval of Budget Transfers (Attachment)

34. **List of Bills**

A. The List of Bills (Attachment)

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Mr. Bold moved, seconded by Fedorcha to approve:

B. List of Bills – 2017B Proceeds (Attachment)

The motion was approved as follows:

In favor: (14) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Shields, A. Smith and R. Smith

Opposed: (0) ...

Abstain: (1) ... Rex (Only Item 34B)

35. **Financial Reports**

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

A. Combined Treasurer’s Report (Attachment FR #1)
B. Investment Report (Attachment FR #2)
Lehigh Career & Technical Institute (LCTI)

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)

The motion was approved as follows:

In favor: (14) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorchia, Frankenfield, Levinson, Maritch, Mathison, Parsons, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Abstain: (1) ... Rex (Only Item #35 - J)

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

36. **Miscellaneous**

Student Services Advisory Council Members

A. The Members of the Student Services Advisory Council:

**LCTI Members**
- Dr. Thomas Rushton
- Ms. Grace Loeffler
- Ms. Regina Naradko
- Mr. Cory Schnaufer
- Ms. Christina Luey
- Ms. Katrina Sparozic
- Mr. Daniel Snyder
- Ms. Martha Figueroa
- Ms. Susan Badu

**Community and Parent Representative Members**
- Ms. Carol Adukaitis- Bloomsburg University
- Ms. Cindy Evans - Workforce Board Lehigh Valley
- Ms. Jennifer Aquila - Lehigh Carbon Community College
- Ms. Jessica Ortiz - Lehigh Carbon Community College
- Mr. Kenneth Kuhns - William Allen High School
Lehigh Career & Technical Institute (LCTI)

- Mr. Richard LaDuke - Whitehall High School
- Mr. Richard Cory - Bosch Rexroth Corporation
- Mr. David Kennedy - JOC Board Member
- Mr. Garrett Tweed - Parent Representative/LCTI Instructor
- Ms. Emily Tweed - (former student representative) Business and Industry Representative
- Ms. Sara Burk - Emmaus High School
- Ms. Christina Piascik - Southern Lehigh High School

Communities in School of the Lehigh Valley

B. The contract between Lehigh Career & Technical Institute and Communities in Schools of the Lehigh Valley (CISLV) to provide an on-site coordinator to work with students and staff from July 1, 2019 to June 30, 2020. The CISLV Coordinator shall be supervised by Ms. Grace Loeffler. Costs covered by the Perkins Grant.

Chapter 339 School Counseling Plan

C. The LCTI Chapter 339 School Counseling Plan as required by the Pennsylvania Department of Education.

Participation Agreement for Enrollment for Education Solutions

D. The attached Participation Agreement for Enrollment for Education Solutions (the Participation Agreement) which entitles LCTI to sublicense licenses for Microsoft products licensed to the Lancaster Lebanon Intermediate Unit 13 under a Microsoft Campus and School Agreement (the Microsoft/IU Agreement). LCTI by entering into Participation Agreement shall also be bound by the Microsoft/IU Agreement. The enrollment period under Participation Agreement shall commence on August 1, 2019 and terminate on July 31, 2024. The cost under Participation Agreement is computed annually based upon the number of staff members and student enrollments for each contract year.

2019/2020 Student Parent Handbook

E. The 2019/2020 Student/Parent Handbook. (Due to the size of the handbook, hard copies will not be mailed out. You can view the handbook on BoardDocs). (Attachment)

School Depositories

F. To approve the following school depositories for the 2019-2020 fiscal year:

- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- Pennsylvania Local Government Investment Trust (PLGIT)
- US Bank National Association
Lehigh Career & Technical Institute (LCTI)

**Signature Authorization Resolution**


*Note: For online security reasons, the document details were not included on the attachment on BoardDocs. A handout with the details can be found in your folder.*

**Sweet, Stevens, Katz, and Williams LLP**

H. The appointment of Sweet, Stevens, Katz and Williams LLP as Attorneys for the 2019-2020 fiscal year at the rate for non-routine matters of $195 per hour. The rate for routine or general advice will be $160 per hour.

*Note: The rates listed above remain unchanged from 2018-2019.*

**C. Steven Miller, Esq. – School Solicitor**

I. The appointment of C. Steven Miller, Esq. as School Solicitor for the 2019-2020 fiscal year at the rate of $170 per hour and a meetings rate of $340 per meeting.

*Note: The rates listed above remain unchanged from 2018-2019.*

**Kings, Spry, Herman, Freund & Faul, LLC**

J. The appointment of King, Spry, Herman, Freund & Faul, LLC as Special Education Counsel for the 2019-2020 fiscal year at the hourly rate of $185 per hour for attorneys and $95 per hour for paraprofessionals.

*Note: The rates listed above remain unchanged from 2018-2019*

**Surplus Inventory**

K. 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)

- To approve the additional equipment listed on the attachment for the public auction on July 19, 2019. This is the final auction listing for the 2018/2019 School Year. (New listings are in bold beginning with #529)
Lehigh Career & Technical Institute (LCTI)

Public Auction – Zero Velocity Items

L. To approve the following additional items to be sold at the public auction for surplus equipment:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Condition</th>
<th>Current Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Various Zero Velocity items from LCTI Distribution Center</td>
<td>New</td>
<td>$488.84</td>
</tr>
</tbody>
</table>

(Attachment)

Xerox Corporation

M. The 60 month fair market value lease with Xerox Corporation beginning July 2019 in the amount of $1,268.67/month.

Note: The monthly lease payment includes all supplies (except for staples) and maintenance for the D95CP/H and no additional per print fee will be charged. Pricing is as per PEPPM Major Account Contract #528897-300. This new machine will replace the current Xerox D95CP located in the copy center that has exceeded 11,908,000 copies in five years and has a monthly increase of $8.79. (Attachment)

Sargent Enterprises, Inc.

N. Sargent Enterprises, Inc. 732 Center Street, Jim Thorpe, PA to remove approximately 3,000 sf of (VAT) vinyl asbestos tile and mastic adhesive from the main corridor in Wings B and C in the amount of $25,600.00. (Attachment)

Spotts, Stevens, and McCoy

O. Spotts, Stevens and McCoy 1047 N. Park Road, Reading, PA to provide Asbestos Abatement Oversight Services for the removal of (VAT) vinyl asbestos tile and mastic adhesive from the main corridor in Wings B and C in the amount of $6,500.00. (Attachment)

Max Teaching, Inc.

P. Max Teaching, Inc. to provide one (1) day of professional development on August 21, 2019. Costs, not to exceed $3,693.60, include the workshop, required textbook plus travel, will be paid by the 2019/2020 Perkins Grant. (Attachment)

LJ Coaching and Consulting

Q. Lisa Lucas, LJ Coaching and Consulting to provide two (2) days of on-site professional development on Collins Writing and Practicing Presence on August 21 and 22, 2019 at a
rate of $1,850 per day plus travel expenses. Costs to be paid by the 2019/2020 Perkins Grant.

Mark W. Cheramine Walz

R. Mark W. Cheramie Walz, Partner with Sweet, Stevens, Katz & Williams, LLC to provide one-half day of professional development on the topic, What You Need to Know About Technology Law, on August 20, 2019. Costs, not to exceed $1,500, to be paid by the Curriculum Budget.

Program Changes

S. The following program changes effective with the 2019/2020 School Year:

- Reduce CIP Code 52.0401 from two teachers to one teacher. The Administrative Office Technology Program teacher is retiring; the CAP Administrative Office Program will continue to be offered.

- Add Emerging Digital Media & Social Communications Program—(CIP Code 10.9999), Replaces Administrative Office Technology (AOT) - (CIP Code 52.0401) Program; the AOT teacher is retiring and the program will be updated with content related to digital marketing and social media. Emerging Digital Media & Social Communications is one of four programs included in the IT Academy.

- To expand the Exercise Science and Rehabilitation Services program by adding CIP Code 51.2604 Rehabilitation Aide to its course sequence. This CIP Code focuses specifically on the therapeutic treatments in health care and sports medicine/athletic training.

- Continue to evaluate the following CIP Codes at LCTI and place them “on hold” with PDE by not enrolling students into these pathways. Each of these programs has a similar program approved by PDE with a different CIP Code.
  
  o Health Occupations/Health Related Technology Program (CIP 51.0899) – This program focuses on pre-nursing skills and includes curriculum for the Certified Nurse Assistant certification. These concepts are all included in the more diverse programs operating under CIP 51.9999 and offered as Emerging Health Professionals, Exercise Science & Rehabilitation Services, and CAP Health Occupations/Health Related Technology.

  o Drafting/Computer Aided Design (CIP 15.1303) – This program focuses on architectural drafting singularly whereas the Computer Aided Drafting & Design program (CIP 15.1301) includes architectural, mechanical and civil drafting in its scope and sequence.
Memorandum of Understanding – Pennsylvania State Police

T. Entering into a 2019/2021 Memorandum of Understanding (MOU) between Lehigh Career & Technical Institute (LCTI) and the Pennsylvania State Police (PSP) to provide on-site assistance to work with students and staff as needed from July 1, 2019 to June 30, 2021. There is no cost to LCTI.

Textbook/Instructional Media

U. The purchase of new textbooks and resources for the Academic Center to support dual enrollment option for students. Costs to be paid from the Academic Center Budget.

<table>
<thead>
<tr>
<th>Title of Book</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN#</th>
<th>Cost per</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Writer (7th Edition)</td>
<td>Andrea A. Lunsford</td>
<td>Bedford/St. Martins</td>
<td>9781319149</td>
<td>$24.06</td>
<td>50</td>
<td>$1,203.00</td>
</tr>
<tr>
<td>Subject and Strategy: A Writer’s Reader (15th Edition)</td>
<td>Paul Eschholz; Alfred Rosa</td>
<td>Bedford/St. Martins</td>
<td>9781319131</td>
<td>$72.03</td>
<td>50</td>
<td>$360.50</td>
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<tr>
<td>Cat’s Cradle</td>
<td>Kurt Vonnegut</td>
<td>Paw Prints</td>
<td>9781439501</td>
<td>$23.00</td>
<td>25</td>
<td>$575.00</td>
</tr>
</tbody>
</table>

Superintendent of Record

V. To reappoint Richard Sniscak as Lehigh Career & Technical Institute’s Superintendent of Record for a two-year term effective July 1, 2019 to June 30, 2021.

CTE-360 1-Year Contract

W. The attached WEB Application Services Agreement effective July 15, 2019 for a one year term entered into between LCTI and Eduready360, LLC for the services described in Exhibit A of the Agreement. The Agreement is renewable for one-year terms upon LCTI providing notice to renew at least 60 days prior to the end of the term. The cost of the Agreement for the first year is $5,500 for a one-time set-up fee and $2,750 for an annual maintenance and support fee covering eleven (11) PDE approved CIP Codes for multiple LCTI programs. The Agreement is subject to approval of LCTI’s application for a Perkins grant.

Note: The product will be used for improved task tracking, lesson planning, identifying Pennsylvania Core Standards, and other academic standards that are integrated into the programs as required by Chapter 339 Regulations.
Lehigh Career & Technical Institute (LCTI)

**Alternative Benefit Systems**

X. LCTI provides a medical related benefit for employees commonly known as “Section 125 Flexible Spending Account” (the Medical Benefit Plan). LCTI has contracted with Alternative Benefit Systems to administer the Medical Benefit Plan. In the event Alternative Benefit Systems fails to pay employee claims that are eligible for payment for the Medical Benefit Plan year September 1, 2018 through August 31, 2019, the JOC hereby authorizes the LCTI administration to pay the employee the amount of the claim.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

36. **New Business**

No new business to report.

35. **Adjournment**

Mr. Bold moved, seconded by Mr. R. Smith to adjourn the meeting at 9:05 p.m.

The motion was unanimously approved as follows:

In favor: (15) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Levinson, Maritch, Mathison, Parsons, Rex, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Respectfully submitted,

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary
Alternative Benefit Systems

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Opposed: (0) ...

Respectfully submitted,

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary