LCTI's Joint Operating Committee (JOC) Meeting
7:30 p.m. in the JOC Board Room
Lehigh Career & Technical Institute
4500 Education Park Drive
Schnecksville, PA 18078

4:45 p.m. - 5:30 p.m. - Policy Committee - Main Office Conference Room
5:00 p.m. - 5:45 p.m. - Business & Finance/Personnel and Salary Committees - E108
5:00 p.m. - 5:45 p.m. - Public Relations Committee - JOC Boardroom
5:45 p.m. - 6:30 p.m. - Education Committee - LCTI Restaurant
5:45 p.m. - 6:30 p.m. - Dinner - LCTI Restaurant
6:30 p.m. - 7:30 p.m. - Executive Session - JOC Board Room
7:30 p.m. - Joint Operating Committee Meeting - JOC Board Room

1. Call To Order/Roll Call

Subject: A. Call to Order by Chairperson and Roll Call Taken
Meeting: Sep 25, 2019 - Joint Operating Committee Meeting
Category: 1. Call To Order/Roll Call
Access: Private
Type: Procedural

Admin Content
The Chairperson will call the meeting to order and roll call will be taken.

2. Pledge of Allegiance

Subject: A. Chairperson leads the group in the Pledge of Allegiance.
Meeting: Sep 25, 2019 - Joint Operating Committee Meeting
Category: 2. Pledge of Allegiance
Access: Private
Type: Procedural

Admin Content
The Chairperson will lead the group in the Pledge of Allegiance.

3. Courtesy of the Floor

Subject: A. Courtesy of the Floor
The Chairperson will welcome guests and asks if anyone has anything to bring to the attention of the Board.

4. Approval of the Minutes

Subject  A. Approval of the August 28, 2019 Meeting Minutes

The Chairperson will ask for a motion to approve the Minutes from the August 28, 2019 JOC Meeting.

5. Chairperson Report

A. Chairperson Report

The Chairperson will give his report.

6. Student Representative's Report

A. Student Representative's Report

1. September Student Representative from DECA, Alexandra Garcia, William Allen High School, will give her report.
7. Administrative Report

Dr. Rushton - Executive Director's Report
- Cabot Oil and Gas/Commonwealth Charitable Management Scholarship Fund
- Century Fund Participatory Costs for ASD Students

Ms. Pat Bader:
- JOC Seat Calculation

Mr. Dipal Kapadia:
- New Phone System

Ms. Grace Loeffler:
- Mark Perna Update

Mr. Kurt Adam:
- Recognition of Ken Midgett, Plumbing & Heating Teacher

Dr. Lisa Greenawalt:
- Comprehensive Plan/339 Corrective Action Plan

Mr. Travis Serfass:
- Welding Lab Update

8. Grants

The Joint Operating Committee (JOC) will be asked to approve the following:

1. Accepting the 2019 Lehigh County Community Development Block grant in the amount of $19,500 for CDL and Heavy Equipment Operations training, effective October 1, 2019 to September 15, 2020.

Administrative File Attachments
CDBG Contract LCTI 10.1.2019.pdf (152 KB)
9. Adult Workforce Education: Customized Program Proposals

The Adult Workforce Education Department to enter into an agreement with Upper Macungie Township for PA CDL/B Permit Training and Skills Testing, 2 days per student, 8 hours classroom training, separate testing date per student, maximum 8 students per class, at LCTI, dates TBD.

10. Adult Workforce Education: Personnel

The resignation, due to retirement, of Kevin Hansen, Heavy Equipment Operator Program Instructor and Tractor Trailer Program Instructor (Part-time positions), effective December 20, 2019.

John Jacobs as Adult Workforce Education Instructor – Precision Machine at a rate of $34 per hour effective September 26, 2019.

Craig Taylor as Adult Workforce Education Instructor - Building Trades at a rate of $28.75 per hour effective September 23, 2019.

Accept the resignation of Patrick McAuliffe, Heavy Equipment Operator Program Instructor (part-time position), effective September 26, 2019.

11. Personnel Action: Suspension

A one-day suspension without pay for Employee #005797 beginning September 13, 2019.

A three-day suspension without pay for employee #007575 beginning September 25, 2019.
### 12. Personnel Action: Severance

**Subject**  
A. Personnel Action: Severance

**Meeting**  
Sep 25, 2019 - Joint Operating Committee Meeting

**Category**  
12. Personnel Action: Severance

**Access**  
Private

**Type**  
Action

**Recommended Action**  
The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin Content**  
1. A total severance amount of $27,805.63 to be deposited into a 403B account on behalf of Daniel Kotran 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.

2. Severance payment in the amount of $468.75 for Linda Stankas in accordance with Article XVII.B of the LCTIEA/PSEA/NEA negotiated agreement.

### 13. Personnel Action: Administration Staff

**Subject**  
A. Personnel Action: Administration Staff

**Meeting**  
Sep 25, 2019 - Joint Operating Committee Meeting

**Category**  
13. Personnel Action: Administration Staff

**Access**  
Private

**Type**  
Action

**Recommended Action**  
The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin Content**  
1. The appointment of Regina Naradko to the position of Supervisor of Career and Technical Education/Coordinator of Special Projects, a 10-month, Act 93 position at a salary of $86,000 (prorated), effective on or about October 15, 2019, pending receipt of qualifying certifications.

### 14. Personnel Action: Professional Staff

**Subject**  
A. Personnel Action: Professional Staff

**Meeting**  
Sep 25, 2019 - Joint Operating Committee Meeting

**Category**  
14. Personnel Action: Professional Staff

**Access**  
Private

**Type**  
Action

**Recommended Action**  
The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin Content**  
1. Matthew Pirollo to the position of Part-time .44 Social Studies Teacher, effective on or about October 7, 2019, no benefits. Mr. Pirollo is to be placed on Step 1 the BS+12/VOC II+12 column of the 2019/2020 LCTIEA/PSEA/NEA salary guide. Approval is pending Mr. Pirollo meeting all the requirements of the hiring process.
15. Personnel Action: Support Staff

Subject: A. Personnel Action: Support Staff

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 15. Personnel Action: Support Staff

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content:

1. Jissell Marmolejos to the position of Main Office Administrative Assistant (full-time, 10-month position) effective September 5, 2019 at a rate of $18.35 per hour.

2. The appointment of Antonio Smith to the position of Technology Assistant (Part-time position) effective October 1, 2019 at an hourly rate of $13.25, no benefits. Approval is pending Mr. Smith meeting all the requirements of the hiring process.

16. Personnel Action: Substitutes

Subject: A. Personnel Action: Substitutes

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 16. Personnel Action: Substitutes

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee will be asked to approve/accept the following:

Admin Content:

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.

1. Matthew Boehm as a Substitute Teacher at the approved Substitute Teacher rate effective September 16, 2019.

2. Resignation of the following substitutes for not responding to reasonable assurance requests effective September 26, 2019:

   - Albert Jibilian Substitute Teacher, Substitute Instructional Asst.
   - Brian Norvick Substitute Teacher
   - David Transue Substitute Teacher
   - Gary Blockus Substitute Teacher
   - Gregory Hafler Substitute Teacher
   - Judith Russo Substitute Teacher
   - Kenneth Reiter Substitute Teacher
   - Leslie Tobin Smeltz Substitute Teacher
   - Mary Buerkle Substitute Teacher
   - Miranda Dangler Substitute Teacher
   - Wendy Gornicz Substitute Teacher
17. Personnel Action: Miscellaneous

Subject: A. Personnel Action: Miscellaneous

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 17. Personnel Action: Miscellaneous

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content:

1. To accept the resignation of Jillian Maletsky as Health Occupations Students of America (HOSA) Co-Advisor, effective September 10, 2019.

2. The appointment of Michaelina Greenawalt as Health Occupations Students of America (HOSA) Co-Advisor for a stipend of $825.00 (prorated), effective September 11, 2019 for the 2019/2020 school year.

3. To approve Michael Bernadyn, Kevin Ferenchak, Richard Sikora, Auto Technology Teachers, and Joshua Staack, CAP Auto Specialization Teacher, for ten (10) hours each from August 6 to August 19, 2019 to complete NATEF Certifications at the professionally related duties rate per the current contract. Mr. Bernadyn, Mr. Ferenchak and Mr. Sikora were supervised by Mr. Faust and Mr. Staack were supervised by Mr. VanNorman. Costs to be paid by the General Fund.

4. Keri Kromer, Pupil Services Administrative Assistant, to work up to 10 additional hours for the purpose of completing the DCO application process between September 26, 2019 and October 25, 2019, at her JOC approved hourly rate, plus overtime as required. Ms. Kromer will be supervised by Grace Loeffler.

18. Curriculum

Subject: A. Curriculum

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 18. Curriculum

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content:

1. Payment to the following teachers, administrators and coaches for extra hours worked completing activities (e.g. curriculum writing, industry visits, etc) for The Teacher in the Workplace Grant: Digital Badges/Micro-Credentials for Continuous Learning Program #5192. Costs to be covered by the grant for a total maximum of 630 hours (not to exceed $21,420.00) for teachers; a total maximum of 125 hours (not to exceed $4,250.00) for administrators; and a total maximum of 78 hours (not to exceed $2,652.00) for coaches.
### Digital Badges/Micro Credentials for Continuous Learning Program:
Grant #5192 – Teachers $21,420.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey Doll</td>
<td>SOC Indoor/Outdoor Maintenance Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Randy Eck</td>
<td>Supply Chain Management &amp; Logistics Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>James Geist</td>
<td>Carpentry Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Kevin Keeler</td>
<td>Heating/Air Conditioning &amp; Refrigeration Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Alicia Levan</td>
<td>SOC Food Services Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Donna Lobach-Berger</td>
<td>SOC Hospitality Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Vicki Lynch</td>
<td>Supply Chain Management &amp; Logistics Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Keith Lyons</td>
<td>Painting &amp; Decorating Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Kenneth Midgett</td>
<td>Plumbing &amp; Heating Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Michael Monkiewicz</td>
<td>CAP Electrical Technology Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Lou Pachella</td>
<td>Electrical Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Steven Ring</td>
<td>CAP Building Trades Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Christopher Ruben</td>
<td>Computer Aided Drafting &amp; Design Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>John Shaner</td>
<td>Supply Chain Management &amp; Logistics Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Garrett Tweed</td>
<td>Masonry Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>James Wabals</td>
<td>Heavy Equipment &amp; Preventative Maintenance Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>John Wynn</td>
<td>SOC Building Maintenance Teacher</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

### Digital Badges/Micro Credentials for Continuous Learning Program:
Grant #5192 – Coaches $2,652.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Cahoon</td>
<td>Instructional Coach</td>
<td>$34.00</td>
</tr>
<tr>
<td>Stacie Knehr-Kutz</td>
<td>Instructional Technology Specialist</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

### Digital Badges/Micro Credentials for Continuous Learning Program:
Grant #5192 – Administrators $4,250.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Covelle</td>
<td>Academic Center Principal</td>
<td>$34.00</td>
</tr>
<tr>
<td>Brian Faust</td>
<td>Supervisor of Career &amp; Technical Education</td>
<td>$34.00</td>
</tr>
<tr>
<td>Sean Will</td>
<td>Supervisor of Career &amp; Technical Education</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

2. Payment to the following teachers and coaches for extra hours worked completing activities (e.g. curriculum writing, industry visits, etc) for The Teacher in the Workplace Grant: Health and Human Services Academy Development Program #5187. Costs to be covered by the grant for a total maximum of 738 hours (not to exceed $25,092.00) for teachers; and a total maximum of 78 hours (not to exceed $2,652.00) for coaches.
Health & Human Services Academy Development Program:
Grant #5187 – Teachers $25,092.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Applegate</td>
<td>Emerging Health Professionals Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Kelly Bracetty</td>
<td>Wellness &amp; Fitness Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Donald Brensinger</td>
<td>Wellness &amp; Fitness Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Marina Busuek</td>
<td>Chemistry Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Brock Cahoon</td>
<td>Culinary Arts Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Veronica DeBlois</td>
<td>Emerging Health Professionals Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Michaelina Greenawalt</td>
<td>Exercise Science Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Travis Hontz</td>
<td>CAP Wellness &amp; Fitness Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>David Houck</td>
<td>Wellness &amp; Fitness Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Jonelle Kiechel</td>
<td>Exercise Science Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Aaron Korty</td>
<td>Criminal Justice Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Jillian Maletsky</td>
<td>CAP Health Occupations/Health Related Technology Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Heather Mariotti</td>
<td>Exercise Science Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Charlene Rarick-Knauss</td>
<td>Wellness &amp; Fitness Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Van Scott</td>
<td>Criminal Justice Teacher</td>
<td>$34.00</td>
</tr>
<tr>
<td>Kathleen Siekonic</td>
<td>Biology Teacher</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

Health & Human Services Academy Development Program:
Grant #5187 – Coaches $2,652.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Kelly Cahoon</td>
<td>Instructional Coach</td>
<td>$34.00</td>
</tr>
<tr>
<td>Stacie Knehr-Kutz</td>
<td>Instructional Technology Specialist</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

3. Payment to Doug Troxell, English Teacher, for developing curriculum & learning activities to implement dual enrollment with Lehigh Carbon Community College for English 105 & English 106. Mr. Troxell will be paid for a maximum of 20 hours at the professional related duties rate for the 2019/2020 school year. Work commenced on August 11, 2019 and will conclude no later than June 10, 2020. Costs to be paid by the Curriculum Budget.

4. Payment to Kelly Cahoon, Instructional Coach, for facilitating the Induction Program for a maximum of fifteen (15) hours at the facilitator rate of $45.00 an hour effective through June 10, 2020. Costs to be paid by the Curriculum Budget.

5. Payment to Cassandra Frantz and James Kochie, Special Education Facilitators, for presenting “An Introduction to Special Education” to the new teachers at the September 16, 2019 Induction Meeting. Teachers will be paid for one hour each at the facilitator rate of $45.00 an hour. Costs to be paid by the Curriculum Budget.

19. Committee Reports: Personnel & Salary

Subject: A. Personnel & Salary - Robert E. Smith, Jr., Co-Chair

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 19. Committee Reports: Personnel & Salary

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee will be asked to approve/accept:
20. Committee Reports: Business & Finance

Subject: A. Business & Finance - David M. Kennedy, Co-Chair

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 20. Committee Reports: Business & Finance

Access: Private

Type: Action

Recommended Action: Business & Finance Committee will report and the JOC will be asked to approve the following:

21. Policy Committee

Subject: A. Policy Committee

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 21. Policy Committee

Access: Private

Type: Action, Information

Recommended Action: The Joint Operating Committee will review and be asked to approve the second reading policies:

1. The following policies are for review:

   a. Policy #006 - Meetings
   b. Policy #247 - Hazing

      • Procedures for Policy 247
       ○ Procedure for Reporting Hazing
       ○ Report Form for Complaints of Hazing
       ○ Notice to Complainant and/or Parents/Guardians of Complainant
       ○ Investigative Fact Sheet

2. The following policies are for First Reading:

   a. Policy #103 - Nondiscrimination in School and Classroom Practices
   b. Policy #103.1 - Nondiscrimination Qualified Students with Disabilities
   c. Policy #717 - Fitness Center

3. The following policies are for Second Reading and approval:

   a. Policy #702 - Gifts, Grants, and Donations

Administrative File Attachments
Policy #006-PSBA Meetings.pdf (3,596 KB)
Policy #247 Hazing.pdf (3,327 KB)
247-AR-0 Procedure for Reporting Hazing.pdf (2,001 KB)
247-AR-2 Notice to Complainant and–or Parents/Guardians of Complainant (Hazing) 9.19.2019.pdf (866 KB)
247-AR-3 Investigative Fact Sheet (Hazing) 9.19.2019.pdf (851 KB)
Policy #103 Nondiscrimination-Discriminatory Harassment-School and Classroom Practices.pdf (3,863 KB)
Policy 103.1 Nondiscrimination-Qualified Students with Disabilities.pdf (5,078 KB)
Policy #717 Fitness Center.pdf (1,455 KB)
Policy #702-Gifts, Grants, Donations.pdf (994 KB)
22. Committee Report: Public Relations

The Public Relations Committee will give their report.

23. Committee Report: Education Committee

The Education Committee will give their report.

24. Occupational Advisory Council Members

The Joint Operating Committee (JOC) will be asked to approve the following Occupational Advisory Council members:

1. To add the following new members effective September 25, 2019:
   - Cabinetmaking & Millwork
     - Justin Strasser
   - Exercise Science & Rehabilitation Services
     - Mary Kay McMahon
   - SOC Hospitality
     - Debra Mauser
     - Laurie Wechtner

2. To remove the following members effective September 25, 2019:
   - Criminal Justice
     - Joseph Gallo
   - Pre-Engineering
     - Harold Scholz
### 25. Conferences

**Subject** | **A. Conferences**
---|---
**Meeting** | Sep 25, 2019 - Joint Operating Committee Meeting
**Category** | 25. Conferences
**Access** | Private
**Type** | Action

**Recommended Action**
The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin Content**
1. Joseph Baylog, School-to-Career Coordinator, to attend the Pennsylvania Cooperative Education Association/Pennsylvania Association of Career & Technical Administrators Conference (PCEA/PACTA) in State College, PA October 15-16, 2019. The cost of the conference to LCTI is $561.00. There are no substitute costs.

2. Stephen Ferguson, School-to-Career Coordinator, to attend the Pennsylvania Cooperative Education Association/Pennsylvania Association of Career & Technical Administrators Conference (PCEA/PACTA) in State College, PA October 15-16, 2019. The cost of the conference to LCTI is $561.00. There are no substitute costs.

3. Wendy Harris, School-to-Career Coordinator, to attend the Pennsylvania Cooperative Education Association/Pennsylvania Association of Career & Technical Administrators Conference (PCEA/PACTA) in State College, PA from October 15-16, 2019. The cost of the conference to LCTI is $561.00. There are no substitute costs.

4. Brock Cahoon, Culinary Arts Instructor, to attend the PA DMA/ANFP Fall Workshop on September 19 & 20, 2019 in Lancaster, PA. The total cost of the conference to LCTI is $294.00. A substitute will be needed for two days at the rate of $310.00. The LCTI General Fund will cover all costs.

5. Jillian Maletsky, CAP Health Occupations/Health Related Technology Instructor, to attend the Strategies: Educational Excellence for Health Care Providers and Educators 2019 from October 31 – November 1, 2019 in State College, PA. The total cost of the conference to LCTI is $758. A substitute is needed for two days at the rate of 310.00. The LCTI General Fund will cover all costs.

6. Kenneth Midgett, Plumbing & Heating Instructor, to attend the PHCC National Convention October 3 – 5, 2019 in Indianapolis, Indiana. Mr. Midgett is receiving an award at the conference, PHCC’s 2019 Plumbing Instructor of the Year. The total cost of the conference to LCTI is $756.66. The LCTI General Fund will cover all costs.

7. Heather Mariotti, Exercise Science and Rehabilitation Services Teacher, to attend Anatomy in Clay Professional Development in Portland, Maine on October 13-16, 2019. The total cost to LCTI will be $1,663.98 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget. Substitute costs of $390.00 to be paid by the General Fund.

8. Lisa Heineman, Mechatronics Teacher, to attend the statewide Program of Study (POS) workshop in State College, PA on September 30-October 1, 2019. The workshop will not cost to LCTI and PDE will reimburse substitute costs.

### 26. Budget Transfers

**Subject** | **A. Budget Transfers**
---|---
**Meeting** | Sep 25, 2019 - Joint Operating Committee Meeting
**Category** | 26. Budget Transfers
**Access** | Private
**Type** | Action

**Admin Content**
1. Approval of 2018-2019 Final Budget Transfers (Attachment)

Administrative File Attachments

27. List of Bills

Subject   A. List of Bills
Meeting   Sep 25, 2019 - Joint Operating Committee Meeting
Category  27. List of Bills
Access    Private
Type      Action

Recommended Action
The Joint Operating Committee will be asked to approve the following:

Admin Content
1. The List of Bills (Attachment)

Administrative File Attachments
Sept 2019 List of Bills.pdf (191 KB)

Subject   B. List of Bills - 2017B Proceeds
Meeting   Sep 25, 2019 - Joint Operating Committee Meeting
Category  27. List of Bills
Access    Private
Type      Action

Recommended Action
The Joint Operating Committee will be asked to approve the following:

Admin Content
1. The List of Bills - 2017B Proceeds (Attachment)

Administrative File Attachments
Sept 2019 List of Bills 2017B Proceeds.pdf (65 KB)

28. Financial Reports

Subject   A. Financial Reports
Meeting   Sep 25, 2019 - Joint Operating Committee Meeting
Category  28. Financial Reports
Access    Private
Admin Content

1. Combined Treasurer’s Report (Attachment FR#1)
2. Investment Report (Attachment FR#2)
3. Term Investment Detail Report (Attachment FR#3)
5. Revenue Summary Report - General Operating Fund (Attachment FR#5)
7. Revenue Summary Report - Academic Center Fund (Attachment FR#7)
8. Expenditure Summary Report - Academic Center Fund (Attachment FR#8)
10. Welding Lab Construction Detail Report (Attachment FR#10)
11. Bond Fund Budget Sources & Uses by Month - 2017B Proceeds (Attachment FR#11)

29. Miscellaneous

Subject: A. Textbook/Instructional Media

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 29. Miscellaneous

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee will be asked to approve:

Admin Content

1. Purchase of the following textbook for a Biology course integrated into the HHS Academy and taught by Kathleen Siekonic:

<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>
</table>
2. Purchase of the following textbooks for the CAP Communications Course taught by James Scott:

<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>Graphic Communications: Digital Design and Print Essentials Digital Bundle</td>
<td>Z.A. Prust and Peggy B. Deal</td>
<td>Goodheart Willcox Company</td>
<td>978-1-63126-880-9</td>
<td>$119.97</td>
<td>10</td>
<td>$1199.70</td>
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</table>

3. Purchase of the following online textbook for the Marketing & Business Education Course taught by Cyndee Barkley:

<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>Virtual Business Personal Finance Site License – Five years</td>
<td>Knowledge Matter, Inc</td>
<td>Online Resource</td>
<td>Site License</td>
<td>$1,795.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject  B. Cafeteria Plan
Meeting     Sep 25, 2019 - Joint Operating Committee Meeting
Category    29. Miscellaneous
Access       Private
Type         Action
Recommended Action  The Joint Operating Committee (JOC) will be asked to approve the following:

Adm Content
1. The Restated Cafeteria Plan effective September 1, 2019 including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective September 1, 2019. (Attachments)

   Note: Beginning September 1, 2019, LCTI is utilizing a new Third Party Administrator (TPA), PNC Benefits Plus for the Flexible Spending Accounts administration. This IRS required Plan Document and Plan Summary is another step in the conversion process to the new TPA and replaces the previous Plan Document and Plan Summary in place with our former TPA. This is a premium Only Plan (POP) and is separate from the Health Saving Account and Dependent Saving Account approved last month.

Administrative File Attachments
Sept 2019 LCTI Section 125 Premium Only Plan.pdf (86 KB)

Subject  C. Comprehensive Plan
Meeting     Sep 25, 2019 - Joint Operating Committee Meeting
Category    29. Miscellaneous
Access       Private
1. The list of members participating on the Lehigh Career & Technical Institute Comprehensive Planning Committee:

<table>
<thead>
<tr>
<th>Teachers</th>
<th>Education Specialists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyndee Barkley</td>
<td>Kelly Cahoon</td>
</tr>
<tr>
<td>Wendy Harris</td>
<td>Stacie Knehr Kutz</td>
</tr>
<tr>
<td>Kathy Khanuja</td>
<td>Regina Naradko</td>
</tr>
<tr>
<td>Charlene Rarick-Knauss</td>
<td>Joshua Herzog</td>
</tr>
<tr>
<td>Thomas Shirkness</td>
<td></td>
</tr>
<tr>
<td>Garrett Tweed</td>
<td></td>
</tr>
</tbody>
</table>

| Community Representatives                     |                                          |
| Dr. Ann Bieber                                | Patricia Bader                            |
| Don Cunningham                                | Jan Brna                                  |
| Elaine Eib                                    | Mark Covelle                              |
| Mark Emerick                                  | Lisa Greenawalt                           |
| Kerianne Gelinas                              | Dipal Kapadia                             |
| Kathy Mackey                                  | Grace Loeffler                            |
| Richard Sniscak                               | Dr. Thomas Rushton                        |
|                                              | Sean Will                                 |

| Parents                                       | Business Representatives                   |
| Tamara Karabinus                              |                                           |
| Nicole Schaffer                               | Nancy Dischinat                           |
|                                                | Christopher Donigan                       |

| Board Members                                 |                                           |
| Frank Frankenfield                            | Frank Facchiano                           |
| Frank Frankenfield                            | MRC President & CEO                       |
| David Hein                                    | Scott Unger                               |
| David Kennedy                                 |                                           |

2. The 28-day public review of the required components of the modified LCTI Comprehensive Plan. The full comprehensive plan is due March 2020. (Attachment)
Subject: E. Mark Perna

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 29. Miscellaneous

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content:
1. Mark C. Perna, Tools For Schools (TFS)/GO2 Partners for New Client Set Up costs on May 12, 2019, for the amount of $1,106.25. Costs to be paid by the General Budget.

2. Mark C. Perna, Tools for Schools (TFS)/GO2 Partners for Enrollment and Retention Strategic Planning including preparation, scheduling, planning, process support, meetings, and travel from July 10, 2019 to September 18, 2019 in the amount of $12,820.89. Costs to be paid by the Perkin's Grant.


Subject: F. Commonwealth Charitable Management

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 29. Miscellaneous

Access: Private

Type: Action

Recommended Action: The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content:
1. To accept the EITC Scholarship program administered by Commonwealth Charitable Management for up to $15,000 in total scholarship funding for LCTI students.

30. New Business

Subject: A. New Business

Meeting: Sep 25, 2019 - Joint Operating Committee Meeting

Category: 30. New Business

Access: Private

Type
### 31. Adjournment

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Meeting Adjourned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Sep 25, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>31. Adjournment</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

**Recommended Action**  
The Joint Operating Committee meeting will be adjourned.

**Admin Content**  
Meeting adjournment.

### 32. Next Meeting

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Next Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Sep 25, 2019 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>32. Next Meeting</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

**Admin Content**  
The next meeting of the Joint Operating Committee will be Wednesday, October 23, 2019.