JOINT OPERATING COMMITTEE MEETING

Minutes of the September 25, 2019

1. Call to Order, Roll Call

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

Present at the meeting were: Mr. Bold, Mr. Byrd, Mr. Champagne, Ms. Cunningham, Ms. Facchiano, Mr. Fedorcha, Mr. Frankenfield, Mr. Hein, Mr. Kennedy, Dr. Levinson, Ms. Maritch, Ms. Mathison, Ms. Parsons, Mr. Rex, Ms. Roth, 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, Ms. Weigman, Ms. Garcia, Ms. Class, Mr. Class, Ms. Barkley, Mr. Baylog, Mr. Doll, Mr. Geist, Mr. Midgett, Mr. Troxell, Mr. Staack

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 August 28, 2019 Meeting Minutes

Mr. Bold moved, seconded by Mr. R. Smith to approve the minutes from the August 28, 2019 JOC meeting.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, 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, negotiations, and legal issues.
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   Also present at the meeting were: Dr. Rushton, Mrs. Bader, Mr. Miller, Ms. Brna, Mr. Adam, Dr. Greenawalt, Ms. Loeffler, Mr. Kapadia, Mr. Serfass, Ms. Weigman, Ms. Garcia, Ms. Class, Mr. Class, Ms. Barkley, Mr. Baylog, Mr. Doll, Mr. Geist, Mr. Midgett, Mr. Troxell, Mr. Staack

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   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, negotiations, and legal issues.
6. **Student Representative’s Report**
   Dr. Rushton introduced September Student Representative Alexandria Garcia to the JOC. Ms. Garcia is a senior from William Allen High School enrolled in our Marketing & Business Education lab and is the Vice President of Finance for DECA.

7. **Administrative Report**

   **Dr. Rushton:**

   Dr. Rushton informed the JOC that tonight was Mr. Frankenfield’s final meeting as JOC Chair and as a JOC Member. He will be transitioning to the next phase of his life after having serviced for over 12 years on the JOC and Salisbury Township Board. He thanked him for his many years of service to public education and career and technical education and stated he truly appreciated his leadership, teamwork and analytical skillset.

   **A. Cabot Oil and Gas/Commonwealth Charitable Management Scholarship Fund**

   Dr. Rushton explained that the $15,000 Scholarship that will provide LCTI high school students financial assistance for uniforms, lab jackets, cosmetology kits, tools, books, and other items needed by the students for success in their CTE program.

   **B. Century Fund Participatory Costs for ASD Students**

   Dr. Rushton is working with the Century Fund to cover participatory costs for Allentown School District students.

   **Mrs. Pat Bader:**

   **A. JOC Seat Calculation**

   Mrs. Pat Bader reviewed the method of the 2020 JOC membership allocation calculation to the JOC.

   **Mr. Dipal Kapadia**

   **A. New Phone System**

   Mr. Kapadia informed the JOC that the current phone system was originally installed in 2006 and is outdated. Microsoft will end support on January 14, 2020, therefore, he is recommending a new phone system. The bids will open October 4th and will ask for JOC approval at the next board meeting.
Ms. Grace Loeffler

A. Mark Perna Update:

Ms. Loeffler informed the JOC that Mark Perna was here on 9/16, 9/17, and 9/18 working with the “LCTI Team Perna” implementing his step-by-step strategies for recruitment and retention. Ms. Loeffler indicated that Mark Perna would be giving a presentation at the Counselor’s Breakfast on November 18, 2019. The invitation was sent to elementary and middle schools, Workforce Board Lehigh Valley, businesses, industry, and administrative staff.

Mr. Kurt Adam

A. Recognition of Ken Midgett, Plumbing & Heating Teacher

Mr. Adam recognized Kenneth Midgett for receiving the National Plumber Instructor of the Year award from Plumbing Heating-Cooling Contractors Association (PHCC).

Dr. Greenawalt:

A. Comprehensive Plan/339 Corrective Action Plan

Dr. Greenawalt indicated that LCTI has a 28-day public review of the modified LCTI Comprehensive Plan and is asking for approval tonight on that motion. The full plan is due March 2020. Dr. Greenawalt also reviewed the Chapter 339 corrective action plan and is asking for JOC approval tonight.

Mr. Travis Serfass:

A. Welding Lab Update

Completed or in-progress work:
- Continue to install HVAC, welding fume ductwork, and welding fume extraction arms.
- Roof curbs installed, rooftop HVA units have been lifted and being installed.
- Window frames and glass installed
- Theory room window frames installed
- Curtain wall glass framework installed (glass 12 weeks)
- Welding booth masonry is nearly complete
- Continuing to finish point the interior

Two weeks look ahead:
- Install ductwork in grinding room, theory room & locker room
- Complete roofing (95% at this time)
- Install glass on north and south walls in 2 weeks
- Continue installation of welding gas lines
Lehigh Career & Technical Institute (LCTI)

- Continue to install metal wall panels and associated trim work
- Set exterior metal doors and roll up garage door
- Begin exterior concrete work, exterior stucco after concrete

8. **Grants**

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

A. 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.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

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

A. 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.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

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

10. **Adult Workforce Education: Personnel**

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

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

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

11. **Personnel Action: Suspension**

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

   B. A three-day suspension without pay for employee #007575 beginning September 25, 2019.

12. **Personnel Action: Severance**

   A. 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.

   B. 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**

   A. 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**

   A. Matthew Pirolli to the position of Part-time .44 Social Studies Teacher, effective on or about October 7, 2019, no benefits. Mr. Pirolli 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. Pirolli meeting all the requirements of the hiring process.

15. **Personnel Action: Support Staff**

   A. 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.
B. 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

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

B. 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

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

B. 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.

C. 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. Faust supervised Mr. Bernadyn, Mr. Ferenchak and Mr. Sikora and Mr. VanNorman supervised Mr. Staack. Costs to be paid by the General Fund.
D. 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. Grace Loeffler will supervise Ms. Kromer.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

18. **Curriculum**

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

A. To approve 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey Dool</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>
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<tr>
<td>Alicia Levan</td>
<td>SOC Food Services Teacher</td>
<td>$34.00</td>
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<tr>
<td>Donna Lobach-Berger</td>
<td>SOC Hospitality Teacher</td>
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<tr>
<td>Vicki Lynch</td>
<td>Supply Chain Management &amp; Logistics Teacher</td>
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<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>
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</tr>
<tr>
<td>Lou Pachella</td>
<td>Electrical Teacher</td>
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</tr>
<tr>
<td>Steven Ring</td>
<td>CAP Building Trades Teacher</td>
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</tr>
<tr>
<td>Christopher Ruben</td>
<td>Computer Aided Drafitng &amp; Design Teacher</td>
<td>$34.00</td>
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<tr>
<td>John Shaner</td>
<td>Supply Chain Management &amp; Logistics Teacher</td>
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<tr>
<td>Garrett Tweed</td>
<td>Masonry Teacher</td>
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<tr>
<td>James Wabals</td>
<td>Heavy Equipment &amp; Preventative Maintenance Teacher</td>
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<tr>
<td>John Wynn</td>
<td>SOC Building Maintenance Teacher</td>
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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>
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</thead>
<tbody>
<tr>
<td>Kelly Cahoon</td>
<td>Instructional Coach</td>
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<tr>
<td>Stacie Knehr-Kutz</td>
<td>Instructional Technology Specialist</td>
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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>
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</thead>
<tbody>
<tr>
<td>Mark Covelle</td>
<td>Academic Center Principal</td>
<td>$34.00</td>
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<tr>
<td>Brian Faust</td>
<td>Supervisor of Career &amp; Technical Education</td>
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</tr>
<tr>
<td>Sean Will</td>
<td>Supervisor of Career &amp; Technical Education</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

B. To approve 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>
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<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>
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<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>
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<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 Sickonic</td>
<td>Biology Teacher</td>
<td>$34.00</td>
</tr>
</tbody>
</table>
C. To approve 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.

D. 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.

E. 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.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

19. Committee Reports: Personnel & Salary

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

A. The Executive Director, Dr. Thomas J. Rushton’s 2019-2020 salary in the amount of $172,225.06 effective July 1, 2019.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

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

   Mr. Kennedy stated there was an in-depth review of the JOC Seats Calculation.

21. **Committee Report: Policy Committee**

   1. The following policies are for review:

      A. **Policy #006** – Meetings

      B. **Policy #247** – Hazing
         - 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** – Gifts, Grants, Donations
      B. **Policy #103.1** – Fitness Center
      C. **Policy #717** – Fitness Center

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

   3. The following policy is for Second Reading and approval:

      A. **Policy #702** – Gifts, Grants and Donations

   The motion was unanimously approved as follows:

   In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

   Opposed: (0) ...

22. **Committee Report: Public Relations**

   Ms. Facchiano gave the Public Relations report.

   A. We are making slow, but steady progress in the push to grow LCTI’s social media presence. Teachers and other staff members have been boosting this effort by submitting photos of students in action.
Lehigh Career & Technical Institute (LCTI)

B. The Open House invitations are in production and we are on track to send out invitations by October 4, 2019. LCTI’s community outreach coordinator and counselors have already begun sharing information about Open House at our partner schools’ events.

C. We plan to hose the Welding Technology Center grand opening on the afternoon of Wednesday, January 15, 2010 with a “rain date” of Friday, January 17, 2020.

D. LCTI is the 2019 Morning Call Reader’s Choice winner for “Vocational Technical School”. For the next year, we are welcome to display the Readers’ Choice logon on our marketing material. A complete list of winners will be published on September 29, 2019.

E. LCTI is a winner in the 2019 Lehigh Valley Business Reader Rankings for “Career/Trade School”.

23. Committee Report: Education Committee

Ms. Parson gave the Education Committee Report.

A. LCTI received “The Commonwealth Charitable Management Scholarship for $15,000 for students in financial need.

B. Mark Perna was here on 9/16, 9/17, and 9/18 working with the “LCTI Team Perna”.

C. The Student Ambassador Training will be held on November 4 and November 8, 2019.

D. The Showcase tours will be held on November 11, 12, 13 and 14, 2019.

E. The Open House is scheduled for November 14, 2019.

24. Occupational Advisory Council Members

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

A. 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
  - Laura Wechtner

B. To remove the following members effective September 25, 2019:

- Criminal Justice
  - Joseph Gallo

- Pre-Engineering
  - Harold Scholz
Lehigh Career & Technical Institute (LCTI)

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

25. **Conferences**

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

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorch, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Mr. Bold moved, seconded by Ms. Cunningham to approve:

26. Budget Transfers
   A. Approval of 2018-2019 Final Budget Transfers (Attachment)

27. List of Bills
   A. The List of Bills (Attachment)
   B. List of Bills – 2017B Proceeds

28. 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)

The motion was approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorch, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Abstain: (1) ... Rex (Item #27B, #28J)
29. **Miscellaneous**

Mr. Fedorcha moved, seconded by Ms. Facchiano to approve:

**Textbook/Instructional Media**

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

<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>

B. 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</td>
<td>Z.A. Prust and Peggy B. Deal</td>
<td>Goodheart Wilcox Company</td>
<td>978-1-63126-880-9</td>
<td>$119.97</td>
<td>10</td>
<td>$1199.70</td>
</tr>
<tr>
<td>Digital Bundle</td>
<td>Z.A. Prust and Peggy B. Deal</td>
<td>Goodheart Wilcox Company</td>
<td>978-1-63126-878-6</td>
<td>$19.98</td>
<td>10</td>
<td>$199.80</td>
</tr>
</tbody>
</table>

C. 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></td>
<td></td>
<td>$1,795.00</td>
</tr>
</tbody>
</table>
Lehigh Career & Technical Institute (LCTI)

Cafeteria Plan

A. 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.

Comprehensive Plan

A. 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>
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</table>

<table>
<thead>
<tr>
<th>Community Representatives</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ann Bieber</td>
<td>Kurt Adam</td>
</tr>
<tr>
<td>Don Cunningham</td>
<td></td>
</tr>
<tr>
<td>Elaine Eib</td>
<td></td>
</tr>
<tr>
<td>Mark Emerick</td>
<td></td>
</tr>
<tr>
<td>Kerianne Gelinas</td>
<td></td>
</tr>
<tr>
<td>Kathy Mackey</td>
<td></td>
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<tr>
<td>Richard Sniscak</td>
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</table>

<table>
<thead>
<tr>
<th>Parents</th>
<th>Business Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamara Karabinus</td>
<td>Nancy Dischinat</td>
</tr>
<tr>
<td>Nicole Schaffer</td>
<td>Christopher Donigan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board Members</th>
<th>MRC President &amp; CEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Frankenfield</td>
<td>Scott Unger</td>
</tr>
<tr>
<td>David Hein</td>
<td></td>
</tr>
<tr>
<td>David Kennedy</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 339

A. The Chapter 339 Corrective Action Plan responses and implementation timelines to address areas of noncompliance identified during the on-site Approved Program Evaluation (APE). The Corrective Action Plan, reviewed and accepted by the Bureau of Career and Technical Education, is presented to the JOC for review and approval.

Mark Perna

A. 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.

B. 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.

C. Mark C. Perna, Tools For Schools (TFS)/GO2 Partners for the Career Trees Initial development Education with Purpose and Online Resources-Portal Access for School Year 2019-2020 with expiration of June 30, 2020 in the amount of $4,800.00. Costs to be paid by the General Budget.

Commonwealth Charitable Management

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

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

31. New Business

No new business to report.
32. **Adjournment**

Mr. Hein moved, seconded by Mr. Bold to adjourn the meeting at 8:43 p.m.

The motion was unanimously approved as follows:

In favor: (18) ... Bold, Byrd, Champagne, Cunningham, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, A. Smith and R. Smith.

Opposed: (0) ...

Respectfully submitted,

[Signature]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary