JOINT OPERATING COMMITTEE MEETING

Minutes of the April 2020

1. **Call to Order, Roll Call**
   
The meeting was called to order by Joint Operating Committee Member Chairperson, Gary Fedorcha, at 6:30 p.m. remotely via Zoom. The meeting time was modified due to comply with the Lehigh County “Stay at Home” order to mitigate the spread of COVID 19.

   Present at the meeting were: Mr. Byrd, Mr. Champagne, Ms. Conover, Ms. Cunningham, Ms. Desai, Ms. Facchiano, Mr. Fedorcha, Mr. Hein, Mr. Kennedy, Ms. Koren, Dr. Levinson, Ms. Maritch, Ms. Mathison, Ms. Parsons, Mr. Rex, Ms. Roth, Mr. Shields, Mr. Smith, Ms. Johnson-Watts, Ms. Ziegler

   Also present at the meeting were: Dr. Rushton, Mrs. Bader, Ms. Brna, Dr. Greenawalt, Ms. Loeffler, Mr. Miller, Mr. Kapadia, Mr. Serfass, Ms. Conway, Ms. Weigman, Mr. Midgett, Mr. Shaner, Mr. Biel, Ms. Johnson, Ms. Hanlon, Mr. Hanlon, Paige Knowles (student), Ian Larous (student), and Austin Schwartz (student)

2. **Pledge of Allegiance**
   
   We did not have a pledge of allegiance.

3. **Courtesy of the Floor**
   
   Guests had no comment.

4. **Approval of the March 25, 2020 Minutes**
   
   Ms. Roth moved, seconded by Dr. Levinson to approve the minutes from the March 25, 2020 minutes.

   The motion was unanimously approved as follows:

   In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

   Opposed: (0) ...

5. **Chairperson Report — Gary Fedorcha**
   
   Mr. Fedorcha reported that there were no committee meetings tonight and thanked everyone for attending the meeting.
6. **Administrative Report**

**Dr. Rushton – Executive Directors Report**

Dr. Rushton briefed the JOC on how we are handling Phase II of the closure of LCTI. There are daily and weekly zoom meetings for all the directors and supervisors. Every Wednesday there is an update from the CLIU – emergency management team on the lockdown status of Lehigh County and Northampton County. We are working with the school districts as well as keeping the staff informed of updates.

**Mr. Kurt Adam**

Mr. Adam informed the board that we are in the process of buying equipment with a supplemental grant we received for $115K.

**Mrs. Bader**

Mrs. Bader reviewed a power point addressing the resolution to our surplus in the operating fund (item #15).

**Ms. Brna**

Ms. Brna stated the Electro-mechatronics Class has an on-line format and everything else has been cancelled. All the coordinators and secretaries are working.

**Dr. Greenawalt**

Dr. Greenawalt addressed the JOC with several items:

- The PPL contract is cancelled and we will provide a virtual experience to recognize the students.
- The contract for CTE360 is up for renewal.
- The Continuity of Education Plan is on the JOC for approval.

**Mr. Kapadia**

Mr. Kapadia is taking care of distributing Chromebook to students from the Allentown school district.

**Ms. Loeffler**

Ms. Loeffler reviewed the Cabot Oil Scholarship for $18K.

**Mr. Serfass:**

Mr. Serfass stated that the maintenance building checks are done daily. Social distancing is mandatory as well as facemasks if you are entering the building. We had (3) proposals or Engineer of Record, interviewed all of them and choose D’Huy Engineering.
Mr. Champagne moved, seconded by Dr. Levinson to approve:

7. **Adult Workforce Education: Miscellaneous**

   A. The Adult Workforce Education Department to enter into an agreement with Pennsylvania Department of Labor & Industry for individual training account services under the Trade Adjustment Assistance Master Agreement, effective July 1, 2020 to June 30, 2025.

8. **Adult Workforce Education: Personnel**

   A. Lori Dreisbach to be approved as an Adult Education Instructor at $37.00 per hour, effective April 23, 2020.

The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

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

9. **Personnel Action: Resignations**

   A. The resignation of Edward Rodriguez in accordance with the agreement.

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

    A. To extend the unpaid leave of absence for John McCarroll, Utility, through no later than May 3, 2020 (This leave is not covered by FMLA).

11. **Personnel Action: Furlough**

    A. Michael Hanlon, CDL Instructor, furlough beginning April 29, 2020 and ending June 30, 2020. Health insurance will be paid by LCTI during the furlough.

    B. Matthew Hanlon, CDL Instructor, furlough beginning May 12, 2020 and ending June 30, 2020. Health insurance will be paid by LCTI during the furlough.

12. **Personnel Action: Miscellaneous**

    A. Regina Naradko, Career & Technical Supervisor/Special Projects Coordinator to work five (5) day during the summer months in the 2020/2021 school year for the purpose of grant work for the 2020/2021 school year. Mrs. Naradko will be paid at her per diem rate.
B. Frank Dibilio, Intervention Assistant to the Principal, to collect and organize materials that were to be sold at this summer’s auction, effective July 1, 2020 to August 20, 2020, as needed for a maximum of 100 hours at his JOC approved Intervention Assistant hourly rate (rate designated when school is not in session) per hour. Mr. Dibilio will be supervised by Mr. Kurt Adam.

C. John Shaner, Material Handling Teacher, to operate a forklift to collect and organize materials that were to be sold at this summer’s auction for up to 14 hours at the JOC approved Non-Instructional Duties Rate Level 1 for 2020/2021 (rate TBD). Mr. Shaner will be supervised by Mr. Kurt Adam.

D. Jeffrey Doll, Indoor-Outdoor Maintenance Teacher, to complete landscape maintenance assignments and supervise summer work study students for a maximum of 252 hours at the JOC approved Non-Instructional Duties Rate — Level 2 for 2019/2020 of $34.67 per hour effective June 20 – June 28, 2020 and the JOC approved Non-Instructional Duties Rate — Level 2 (rate TBD) effective July 1, 2020 – August 16, 2020. Mr. Doll will be supervised by Mr. Sean Will.

E. Keith Lyons, Painting & Decorating Teacher, to complete painting assignments and supervise summer work study students for a maximum of 252 hours at the JOC Approved Non-Instructional Duties Rate — Level 2 for 2019/2020 of $34.67 per hour effective June 20 – June 28, 2020 and the JOC approved Non-Instructional Duties Rate — Level 2 (rate TBD) effective July 1, 2020 – August 16, 2020. Mr. Lyons will be supervised by Mr. Sean Will.

F. Will Purcell, Print Technology/Graphic Imaging Teacher, to complete print production assignments and supervise work study students for a maximum of 252 hours at the JOC approved Non-Instructional Duties Rate — Level 1 for 2019/2020 of $34.67 per hour effective June 20, 2020 – June 28, 2020 and the JOC Approved Non-Instructional Duties Rate — Level 1 2020/2021 (rate TBD) effective July 1 – August 16, 2020. Mr. Purcell will be supervised by Mr. Kurt Adam.

G. Motion to ratify the payment of wages for all employees of LCTI for the period from March 15th to March 28th due to the unprecedented circumstances caused by the Pandemic.

H. To rescind the following motions from last month due to the cancellation of Camp LCTI:

- Regina Naradko, Supervisor of Career and Technical Education/Coordinator of Special Projects, to coordinate and supervise Camp LCTI 2020 from June 17 - 19, 2020 at her JOC-approved per diem rate. Ms. Naradko will be supervised by Mr. Adam.
- Kimberly Miley, Secretary to the Supervisor of Career and Technical Education, to complete clerical work for 1.5 hours at Camp LCTI 2020 Open House on June 11, 2020 and during Camp LCTI 2020 for 21 hours from June 17 - 19, 2020 at her JOC-approved hourly rate. Mrs. Miley will be supervised by Ms. Naradko.
Lehigh Career & Technical Institute (LCTI)

- Danielle Sodl, Health Officer, to complete Health Room Services during Camp LCTI 2020 Open House on June 11, 2020 for 1.5 hours at her JOC-approved hourly rate. Mrs. Sodl will be supervised by Ms. Naradko.
- The following personnel to teach Camp LCTI 2020 (June 15 – 19, 2020) as well as attending Camp LCTI 2020 Open House on June 11th 2020 and a maximum of 1 hour preparation time. Some Instructors may not be needed depending upon enrollment.
  - Donald Brensinger
  - Brock Cahoon
  - Shirley Chanitz
  - Mary Katherine Citera
  - Lori Dreisbach
  - Melanie Hoderewski
  - Kathy Khanuja
  - Thomas Lesisko
  - Donna Lobach
  - Diane Rarick
  - Robert Salim
  - Nicole Schaffer

The motion was approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Abstain: (1) ... Fedorcha (Item #12B)

Opposed: (0) ...

13. **Curriculum**

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

1. Kelly Cahoon, Instructional Coach and Stacie Knehr Kutz, Instructional Technology Specialist for time to prepare a series of professional development virtual workshops to engage teachers in curriculum writing activities and development of unit plans. Each coach will be paid a maximum of 40 hours of time at the professional related duties rate of $37.00 per hour. Work will be completed by June 30, 2020. Costs to be paid by the Curriculum Budget.

The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...
14. Committee Reports: Personnel & Salary

There was no Personnel & Salary meeting tonight.

15. Committee Reports: Business & Finance – Mr. David Kennedy

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

Move to adopt the following Resolution:

Whereas, Sections 4.5, provides in relevant part that any surplus in the operating fund of the Joint Board at the end of any fiscal year shall be credited to the accounts of the Participating School Districts for the following year;

Whereas, Section 4.6 d. of the Articles of Agreement provides in relevant part that the Joint Operating Committee may establish a fund balance that shall not exceed five (5%) per cent of the General Fund Budget to provide for, inter alia, an unreserved/undesignated Fund Balance to be made available for appropriation within the General Fund budgeting cycle;

Whereas, LCTI’s budget for the fiscal year 2020-2021 was finally approved by all Participating School Districts by March 25, 2020, following action by the Participating School Districts respective Board of School Directors which took place during the preceding three month period;

Whereas, the approved 2020-2021 budget for LCTI provides for an increase of 2.47% in the participating school districts’ contributions;

Whereas, since the approval of the LCTI budget by the Participating School Districts, the budgeting for the Participating School Districts 2020-2021 fiscal year has changed in that proposed budgets will have no increase or smaller increases than what was anticipated at the time that the LCTI budget was approved; and

Whereas, the Participating School Districts’ budget adjustments became necessary to provide relief to the taxpayers of the Participating School Districts who have sustained economic hardships caused by the COVID-19 pandemic and the Commonwealth’s actions to combat COVID-19 which included the Governor’s proclamation of a disaster emergency followed by orders closing businesses that are not life sustaining, requiring residents to stay home, and closing schools for the duration of the school year 2019-2020;

Resolved, That in accordance with the Articles of Agreement, Sections 4.5 and 4.6 d, LCTI shall appropriate $750,000 from 2019-2020 excess revenues (and unreserved/undesignated fund balance as may be needed) for payment to each Participating School District in the form of a credit on the Participating School District’s monthly invoice sent for the months of July 2020 through June 2021, in an amount to be determined by LCTI in accordance with each Participating School District’s proportionate share of the operating budget.
The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...


A. There was no Facility meeting tonight.

17. Committee Report: Policy Committee

Ms. Roth gave the Policy Report

A. There are no policies for a Second Reading and approval.

B. There are no polices for review.

C. The following policy is for First Reading:

• Policy #006 - Meeting

18. Committee Report: Public Relations

There was no Public Relation meeting tonight.

19. Committee Report: Education Committee

There was no Education meeting tonight.

20. Occupational Advisory Council Members

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

A. To add the following new members effective April 22, 2020:

• Precision Machine
  o Toby Borcoman

The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...
Dr. Levinson moved, seconded by Mr. Smith to approve:

21. **Bid Recommendations**
   A. Approval of the Bid Recommendations.

22. **Budget Transfers**
   A. Approval of 2019-2020 Budget Transfers

23. **List of Bills**
   A. The List of Bills

24. **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)
   L. Student Activity Report (Attachment FR#12)

The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

25. **Miscellaneous**

Mr. Kennedy moved, seconded by Dr. Levinson to approve:

**Textbook/Instructional Media**

A. Purchase of the following textbooks for Academic Center Math Courses:
### Lehigh Career & Technical Institute (LCTI)

<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>Big Ideas Math Algebra 2</td>
<td>Larson &amp; Boswell</td>
<td>Big Ideas Learning</td>
<td>9781642088052</td>
<td>$88.40</td>
<td>60</td>
<td>$5,304.00</td>
</tr>
<tr>
<td>Big Ideas Math Geometry</td>
<td>Larson &amp; Boswell</td>
<td>Big Ideas Learning</td>
<td>9781642087611</td>
<td>$88.40</td>
<td>30</td>
<td>$2,652.00</td>
</tr>
<tr>
<td>Precalculus with Limits: A Graphing Approach</td>
<td>Larson &amp; Battaglia</td>
<td>Larson Texts</td>
<td>9781337904285</td>
<td>$150.20</td>
<td>60</td>
<td>$9,012.00</td>
</tr>
</tbody>
</table>

**B. Purchase of the following online software for use on LCTI devices for math in the Academic Center:**

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Company</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Ideas Math Algebra 2</td>
<td>Cengage Learning</td>
<td>40</td>
<td>$68.00</td>
<td>$2,720.00</td>
</tr>
<tr>
<td>Big Ideas Math Geometry</td>
<td>Cengage Learning</td>
<td>70</td>
<td>$68.00</td>
<td>$4,760.00</td>
</tr>
<tr>
<td>Precalculus with Limits: A Graphing Approach</td>
<td>Cengage Learning</td>
<td>40</td>
<td>$118.20</td>
<td>$4,728.00</td>
</tr>
</tbody>
</table>

**C. Textbook approval for English 106 Dual Enrollment with Lehigh Carbon Community College:**

<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>MLA Handbook 8th Edition</td>
<td>Modern Language Association of America</td>
<td>Modern Language Association of America</td>
<td>9781603292627</td>
<td>$15.00</td>
<td>30</td>
<td>$450.00</td>
</tr>
<tr>
<td>The Norton Introduction to Literature</td>
<td>Kelly J Mays</td>
<td>W.W. Norton &amp; Company</td>
<td>9780393664942</td>
<td>$90.00</td>
<td>30</td>
<td>$2,700.00</td>
</tr>
</tbody>
</table>

### Commonwealth Charitable Management

**B. To accept the EITC Scholarship program administered by Commonwealth Charitable Management for up to $18,000. In total scholarship funding for LCTI students.**

### Camp LCTI Cancelled

**C. To rescind approval for Camp LCTI due to school closure through the end of the 19-20 school year.**
Lehigh Career & Technical Institute (LCTI)

Nominating Committee

D. Mr. Fedorcha appointed Ms. Cunningham and Mr. Hein as the Nominating Committee for the May appointment of the JOC Treasurer, a one year term.

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

Public Auction

E. The following items related to the public auction for the sale of surplus materials, equipment, tools and vehicles:

- To rescind a public auction date previously scheduled for Friday, July 17, 2020 at 4:00 p.m. due to the COVID 19 shutdown.

- To rescind an agreement with auctioneer John Pfeiffer, Jr. at a commission on the gross sales at a rate of 8% on the first $6,000.00, then 6% between $6,001.00 and $10,000.00, then 5% on anything over $10,001.00.

World of Imagination

F. To approve monthly rental payment waiver without repayment due to the LCTI shutdown during the Covid 19 pandemic to World of Imagination (WOI), 4316 Roosevelt Street, Whitehall, PA 18052 beginning April 1, 2020 in the amount of $2,675.00 which represents 3 months of rent and ending June 30, 2020. The rental payment waiver may (alternate: will) be extended on a prorate basis until the shutdown is over. (Attachment)

Note: WOI has a five year lease (12 monthly payments) with LCTI to provide child care services at the monthly amount of $875 through April 30, 2020 and $900 per month beginning May 1, 2020. The five year lease ends April 30, 2021. The daycare enables the LCTI students to integrate with the children as part of their educational program.

Chromebook Devices for Allentown School District

G. The plan to distribute Chromebook devices to students from the Allentown School District who attend LCTI and do not have access to a technical device. The plan to distribute devices was created in collaboration with the Allentown School District and there is an expectation for students to return the devices when school concludes for the 2019/2020 school year. Distribution will occur at the student’s respective high school, either William Allen or Dieruff.
Lehigh Career & Technical Institute (LCTI)

Lehigh Career & Technical Institute – Continuity Plan

H. The Continuity of Education Plan for Lehigh Career & Technical Institute to be submitted to the Department of Education by April 17, 2020 as required.

Kutztown University and Lehigh Career & Technical Institute – Internship Cooperative Agreement

I. Joanna Suriel from Kutztown University for the School Counseling Internship at Lehigh Career & Technical Institute for the 2020-2021 school year.

CTE-360 1-Year Contract – Lehigh 2020

J. The attached WEB Application Services Agreement effective July 15, 2020 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 is $21,750, which includes one-time set-up fee (for additional programs) and an annual maintenance and support fee covering forty (40) 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 and identifying Pennsylvania Core Standards and other academic standards that are integrated into the programs as required by Chapter 339 Regulations.

PPL Contract Cancelled

K. The Administration recommends that the Contract dated December 11, 2019, approved by the JOC on December 11, 2019, between Lehigh Career & Technical Institute (LCTI) and Global Spectrum, L.P. as agent on behalf of BDH Development LLC (Global) for the use of PPL Center on May 28, 2020, for Senior Recognition Night be canceled in accordance with the Contract, Paragraph 12 “Force Majeure” and in accordance with contract principals of law including impossibility of performance and frustration of purpose. Paragraph 12 of the Contract permits cancelation for events that are beyond the control of either party including events caused by “rules and regulations of governmental or quasigovernmental entities”, “other restraint of government”, “epidemics”, “or any other causes, whether of the kind herein enumerated or otherwise that are not reasonably within the control or caused by the party...” who cancels the contract. The JOC directs the Administration to send notice of cancelation of the Contract to Global based on the Contract, Paragraph 12 “Force Majeure”, and for all other legally permissible reasons due to the occurrence of COVID-19 and the resulting consequences including the State government orders, the effect of which makes LCTI unable to take delivery of the PPL Center for the Senior Awards Night event. The State Orders include the Order of the Secretary of Education closing school for the balance of
the 2019-2020 School Year, the Order of the Governor providing for the shut-down of all non-life sustaining businesses, and the Governor’s and the Health Secretary’s Orders requiring all persons who reside in Pennsylvania to Stay at Home.

**Engineer of Record**

L. Approval of D’Huy Engineering as Lehigh Career and Technical Institute’s Engineer of Record (EOR) at a fixed fee of $1,200 per month.*

*Contingent upon contract negotiation.

The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

26. **New Business**

Mr. Kennedy commented that we should look into a reduction for insurance on vehicles as well as building insurance.

32. **Adjournment**

Ms. Cunningham moved, seconded by Ms. Conover to adjourn the meeting at 8:05 p.m.

The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Koren, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

Respectfully submitted,

[Signature]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary