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
6:45 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 Mar 25, 2020 - 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 Mar 25, 2020 - 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
Meeting Mar 25, 2020 - Joint Operating Committee Meeting
Category 3. Courtesy of the Floor
Access Private
Type Procedural

Admin Content
The Chairperson will welcome guests and ask if anyone has anything to bring to the attention of the Board.
### 4. Approval of the Minutes

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Approval of the February 26, 2020 Meeting Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Approval of the Minutes</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action, Procedural</td>
</tr>
</tbody>
</table>

**Recommended Action**  Approval of the Meeting Minutes.

Admin Content

1. The Chairperson will ask for a motion to approve the Minutes from the February 26, 2020 JOC Meeting.

Administrative File Attachments

JOC Minutes February 2020.pdf (4,704 KB)

### 5. Chairperson Report

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Chairperson Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>5. Chairperson Report</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

Admin Content

The Chairperson will give his report.

### 6. Student Representative's Report

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Student Representative's Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>6. Student Representative's Report</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

### 7. Administrative Report

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Administrative Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>7. Administrative Report</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

**Admin Content**

Dr. Rushton - Executive Directors Report
8. Adult Workforce Education: Customized Program Proposals

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Adult Workforce Education: Customized Program Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>8. Adult Workforce Education: Customized Program Proposals</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 (JOC) will be asked to approve the following:

Admin Content

1. The Adult Workforce Education Department to enter into an agreement with Lehigh Valley International Airport to administer written and practical assessments for Maintenance “B” Mechanic-Roofer. Proposal is valid from March 4, 2020 to June 30, 2020.

2. The Adult Workforce Education Department to enter into an agreement with Lehigh Valley International Airport to develop custom written and practical assessments for Maintenance “B” Mechanic-Roofer, February 1, 2020 to March 16, 2020.

9. Adult Workforce Education: Personnel

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Adult Workforce Education: Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>9. Adult Workforce Education: Personnel</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 (JOC) will be asked to approve the following:

Admin Content

1. Thomas Shirkness, Carpentry Teacher, as Adult Workforce Education Instructor - Carpentry at the rate of $37.00 per hour effective March 1, 2020 for the 2019-2020 School Year.

2. To accept the resignation of Gene Schmoyer, Tractor Trailer Program Instructor (Part-time position), effective March 20, 2020.

10. Personnel Action: Resignations

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Personnel Action: Resignations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>10. Personnel Action: Resignations</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 (JOC) will be asked to approve the following:

Admin Content

1. To accept the resignation of Antonio Smith, Technology Assistant (Part-time position), effective March 13, 2020.
2. To accept the resignation, due to retirement, of Michael Bernadyn, Automotive Technology Teacher, effective July 13, 2020.

## 11. Personnel Action: Change of Status

**Subject**  
A. Personnel Action: Change of Status

**Meeting**  
Mar 25, 2020 - Joint Operating Committee Meeting

**Category**  
11. Personnel Action: Change of Status

**Access**  
Private

**Type**  
Action

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

**Admin Content**

1. Regular status for Brittany Perich, Student Services Administrative Assistant, effective March 23, 2020. Ms. Perich successfully completed her 90-day probationary period.

2. Regular status for Lisa Rosenberg, Operational / School-to-Work / Postsecondary and Workforce Education Secretary, effective March 25, 2020. Ms. Rosenberg successfully completed her 90-day probationary period.

## 12. Personnel Action: Administrative Staff

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

**Meeting**  
Mar 25, 2020 - Joint Operating Committee Meeting

**Category**  
12. Personnel Action: Administrative Staff

**Access**  
Private

**Type**  
Action

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

**Admin Content**

1. To change the date of resignation for Gretchen Boyer, Human Resources Manager, from March 27, 2020 to no later than April 8, 2020.

2. To conditionally approve Stacey Joy Conway as Human Resources Manager effective on a date as determined by the Executive Director, but no later than 45 days from the date of this approval, at a prorated salary of $90,000. The continuation of Ms. Conway’s employment is conditioned upon Ms. Conway receiving a child abuse clearance from the PA Department of Human Services and her completion of a drug screening test within a period to be determined by the Executive Director of LCTI, but in any event no later than 90 days after her first day of employment, unless extended by action of the JOC. If the certification from the Department of Human Services of the Commonwealth reveals that Ms. Conway is disqualified from employment or if the result of Ms. Conway’s drug screening test is positive, Ms. Conway will be suspended and subject to termination proceedings as provided for by law or will be permitted in lieu thereof to submit a resignation from employment effective immediately.
### 13. Personnel Action: Support Staff

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Copy of Personnel Action: Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>13. Personnel Action: Support Staff</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
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<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

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

- 1. Angela Dalrymple as Food Service Worker, effective March 11, 2020 at the rate of $13.79 per hour.

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### 14. Personnel Action: Substitutes

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Personnel Action: Substitutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>14. Personnel Action: Substitutes</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 (JOC) will be asked to approve 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. Linda Moya as Substitute Food Service Worker, effective March 6, 2020 at the rate of $11.33 per hour.

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### 15. Personnel Action: Mentor

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Personnel Action: Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>15. Personnel Action: Mentor</td>
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<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

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

**Admin Content**

1. The appointment of the following as a Mentor Teacher for one calendar year in Lehigh Career & Technical Institute's Induction Plan at a stipend rate of $1,100.00 plus an additional $37.00/hour for up to 14 hours of attendance at the New Teacher Induction meetings in August (if attended with the new teacher):

   - Stephen Ferguson (Stephanie Barto-School to Career Coordinator) effective April 27, 2020
### 16. Personnel Action: Leave of Absence

**Admin Content**

1. Two (2) deductible days for Haidy Soto, Pre-Engineering Teacher on March 5 and 6, 2020.

2. To extend the unpaid leave of absence for John McCarroll, Utility, through no later than April 30, 2020 (This leave is not covered by FMLA)

### 17. Personnel Action: Miscellaneous

**Admin Content**

1. 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.

2. 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.

3. 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.

4. 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

5. Dan Snyder, Guidance Counselor, for the development of the master schedule and scheduling of students from April 11, 2020 to June 27, 2020, for a total of 6 days to be paid at his per diem rate. Mr. Snyder will be supervised by Ms. Loeffler.
6. Brittany Perich, Administrative Assistant Student Services, for data entry of student applications from April 11, 2020 to June 27, 2020, for a maximum of 42 hours to be paid at her approved hourly rate. Ms. Perich will be supervised by Ms. Loeffler.

7. Regina Naradko, Supervisor of Career & Technical Education/Coordinator of Special Programs, for staff training on the development of the master scheduling and scheduling of students from April 11, 2020 to June 27, 2020, for a total of 6 days to be paid at her per diem rate. Ms. Naradko will be supervised by Ms. Loeffler.

8. **The non-precedent setting payment of wages and mandatory benefits for the normal schedule for ten cafeteria staff due to the COVID – 19 Corona Virus shut down for the 10 day period March 16, 2020 through March 27, 2020 (pay date April 2, 2020) in the amount not to exceed $8,700.00 paid from the General Operating Fund.** (attachment)

   Note: Under normal PSERS rules, the payment for an administrative leave would not be covered under the PSERS system and LCTI would not incur the expense of the employer portion of the mandatory benefits ($2,088.54). However, PSERS has advised that a legislative change may be made for this unprecedented circumstance and LCTI would be obligated to pay this portion of the mandatory benefits.

9. **The non-precedent setting payment of wages and mandatory benefits for the normal schedule for ten cafeteria staff due to the COVID – 19 Corona Virus shut down for the 6 day period March 30, 2020 through April 6, 2020 (pay date April 16, 2020) in the amount not to exceed $5,300.00 paid from the General Operating Fund.** (attachment)

   Note: Under normal PSERS rules, the payment for an administrative leave would not be covered under the PSERS system and LCTI would not incur the expense of the employer portion of the mandatory benefits ($1,253.12). However, PSERS has advised that a legislative change may be made for this unprecedented circumstance and LCTI would be obligated to pay this portion of the mandatory benefits.

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18. **Curriculum**

Subject: A. Curriculum

Meeting: Mar 25, 2020 - 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. Kelly Cahoon, Instructional Coach, and Stacie Knehr Kutz, Instructional Technology Specialist, for writing and developing the Schoology coursework for flexible curriculum covering the following big ideas: Digital Citizenship, Interviewing Skills, Digital Literacy and Literacy Numeracy Skills for a maximum of eighty (80) hours at the professional related duties rate of $37.00 an hour. Costs to be paid by the Curriculum Budget.
19. Committee Reports: Personnel & Salary - Ms. Audrey Mathison

**Subject**: A. Personnel & Salary

**Meeting**: Mar 25, 2020 - Joint Operating Committee Meeting

**Category**: 19. Committee Reports: Personnel & Salary - Ms. Audrey Mathison

**Access**: Private

**Type**: Action, Information

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

20. Committee Reports: Business & Finance - Mr. David Kennedy

**Subject**: A. Participating District Votes 2020-2021 General Operating Fund and Academic Center Fund Budgets

**Meeting**: Mar 25, 2020 - Joint Operating Committee Meeting

**Category**: 20. Committee Reports: Business & Finance - Mr. David Kennedy

**Access**: Private

**Type**: Action

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

<table>
<thead>
<tr>
<th>District</th>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allentown</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Catasauqua</td>
<td>7</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>East Penn</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Northern Lehigh</td>
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<tr>
<td>Northwestern Lehigh</td>
<td>6</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Parkland</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Salisbury Twsp.</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Southern Lehigh</td>
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<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Whitehall-Coplay</td>
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<td>1</td>
<td>1</td>
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<td><strong>Total</strong></td>
<td><strong>71</strong></td>
<td><strong>1</strong></td>
<td><strong>9</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

21. Committee Reports: Facilities - Mr. Paul Champagne

**Subject**: A. Facilities

**Meeting**: Mar 25, 2020 - Joint Operating Committee Meeting

**Category**: 21. Committee Reports: Facilities - Mr. Paul Champagne

**Access**: Private

**Type**: Information

**Admin Content**: 1. There is no Facilities Committee meeting tonight.
22. Committee Reports: Policy - Ms. Lisa Roth

Subject: A. Policy

Meeting: Mar 25, 2020 - Joint Operating Committee Meeting

Category: 22. Committee Reports: Policy - Ms. Lisa Roth

Access: Private

Type: Action, Information

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

Admin Content: 1. There is no policy meeting tonight.

23. Committee Report: Public Relations - Ms. Carol Facchiano

Subject: A. Public Relations

Meeting: Mar 25, 2020 - Joint Operating Committee Meeting


Access: Private

Type: Information

Admin Content: There is no Public Relations Committee meeting tonight.

24. Committee Report: Education Committee - Ms. Kathleen Parsons

Subject: A. Education Committee

Meeting: Mar 25, 2020 - Joint Operating Committee Meeting

Category: 24. Committee Report: Education Committee - Ms. Kathleen Parsons

Access: Private

Type: Information

Admin Content: There is no Education Committee meeting tonight.

25. Occupational Advisory Council Members

Subject: A. Occupational Advisory Council Members

Meeting: Mar 25, 2020 - Joint Operating Committee Meeting

Category: 25. Occupational Advisory Council Members

Access: Private
To add the following new members effective March 25, 2020:

- Auto Technology/CAP-SOC Auto Specialization
  - Kyle Kuzma
- Criminal Justice
  - Tara Apgar
- Early Care & Education of Young Children
  - Margery Bonser
  - Stephanie Crist
  - Christina Horwith
  - Elizabeth Lipman
  - Nicole Massey
  - Katie Muth
- Emerging Health Professionals
  - Jason Brunabend

To remove the following members at the JOC Meeting March 25, 2020:

- Dental Technology
  - Dr. David Burt
  - Toby Borcoman

### 26. Conferences

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>26. Conferences</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
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<tr>
<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

**Recommended Action**

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

**Admin Content**

1. To revise Kevin Keeler, Heating/Air Conditioning and Refrigeration Teacher, conference to the 2020 National HVACR Educators & Trainers Conference in Las Vegas, Nevada on March 21-27, 2020. Due to the COVID-19 global pandemic, the conference was postponed until March 29-31, 2021 in Atlanta, Georgia. Paid registrants will automatically be registered for the 2021 conference, at no additional charge. Hotel and flight will need to be rebooked at a later date.

2. Kenneth Midgett Teacher, Plumbing & Heating to attend the Women in Energy, Non-Traditional Student/Employee Conference from August 2-3, 2020 at the Mohegan Sun, Uncasville, CT. The total cost of the conference to LCTI is $439.00. The LCTI General Fund will cover all costs.

### 27. Budget Transfers

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Budget Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>27. Budget Transfers</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
</tbody>
</table>
The Joint Operating Committee (JOC) will be asked to approve the following:

### A. List of Bills

- **Meeting:** Mar 25, 2020 - Joint Operating Committee Meeting
- **Category:** 28. List of Bills
- **Access:** Private
- **Type:** Action

### B. List of Bills - 2017B Proceeds

- **Meeting:** Mar 25, 2020 - Joint Operating Committee Meeting
- **Category:** 28. 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)

**Admin Content**

1. The List of Bills - 2017B Proceeds (Attachment)
29. Financial Reports

Subject A. Financial Reports

Meeting Mar 25, 2020 - Joint Operating Committee Meeting

Category 29. Financial Reports

Access Private

Type Action

Recommended Action The Joint Operating Committee will be asked for their acceptance of the following financial reports:

Administrative File Attachments
March 2020 Combined Treasurer's Report Attach FR#1.pdf (104 KB)
March 2020 Investment Report Attach FR#2.pdf (111 KB)
March 2020 Term Investment Detail Report Attach FR#3.pdf (128 KB)
March 2020 Revenue Summary Report General Operating Fund Attach FR#5.pdf (51 KB)
March 2020 Revenue Summary Report Academic Center Fund Attach FR#7.pdf (49 KB)
March 2020 Expenditure Summary Report Academic Center Fund Attach FR#8.pdf (55 KB)
March 2020 Welding Lab Construction Detail Report Attach FR#10.pdf (156 KB)
March 2020 Bond Fund Budget Sources & Uses By Month - 2017B Proceeds Attach FR#11.pdf (120 KB)

30. Miscellaneous

Subject A. Textbook/Instructional Media

Meeting Mar 25, 2020 - Joint Operating Committee Meeting

Category 30. Miscellaneous

Access Private

Type Action

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

Admin Content
1. Textbooks and resource materials to support articulation credits with the Northeast Carpenters Apprenticeship/United Brotherhood of Carpenters (UBC).
<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>Project Book 1 (Teacher Annotated Edition)</td>
<td>UBC</td>
<td>CC0001G</td>
<td></td>
<td>$51.00</td>
<td>2</td>
<td>$102.00</td>
</tr>
<tr>
<td>Project Book 2 (Teacher Annotated Edition)</td>
<td>UBC</td>
<td>CC0002G</td>
<td></td>
<td>$56.65</td>
<td>2</td>
<td>$113.30</td>
</tr>
<tr>
<td>Flash Drive (Teachers Annotated Edition)</td>
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<td>N/A</td>
<td></td>
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<td>$60.00</td>
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<tr>
<td>Project Book 3 – Commercial</td>
<td>UBC</td>
<td>CC0003CG</td>
<td></td>
<td>$62.71</td>
<td>2</td>
<td>$125.42</td>
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<td>Project Book 3 – Residential</td>
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<td>CC003RG</td>
<td></td>
<td>$83.19</td>
<td>2</td>
<td>$166.38</td>
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<tr>
<td>One Trade, Many Careers</td>
<td>UBC</td>
<td>CCPASSG</td>
<td></td>
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<tr>
<td>ExamView Assessment Question Banks</td>
<td>UBC</td>
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<td>$12.53</td>
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<td>$125.30</td>
</tr>
<tr>
<td>Project Book 2</td>
<td>UBC</td>
<td>978-0-692-20772-7</td>
<td></td>
<td>$14.23</td>
<td>10</td>
<td>$142.30</td>
</tr>
<tr>
<td>Project Book 3 – Commercial</td>
<td>UBC</td>
<td>978-0-692-20775-8</td>
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<td>$19.71</td>
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<td>$197.10</td>
</tr>
<tr>
<td>Project Book 3 – Residential</td>
<td>UBC</td>
<td>978-0-692-65722-5</td>
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<td>$23.98</td>
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<td>$239.80</td>
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<tr>
<td>One Trade, Many Careers</td>
<td>UBC</td>
<td>CCPASSM</td>
<td></td>
<td>$10.28</td>
<td>10</td>
<td>$102.80</td>
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<tr>
<td>Career Connections Math for the Trades</td>
<td>UBC</td>
<td>978-0-692-22136-5</td>
<td></td>
<td>$19.15</td>
<td>10</td>
<td>$191.50</td>
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<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,773.20</strong></td>
</tr>
</tbody>
</table>

Administrative File Attachments
Carpentry Textbook quote-March JOC.pdf (267 KB)

**Subject**        B. Quadient Leasing USA Inc.

**Meeting**        Mar 25, 2020 - Joint Operating Committee Meeting

**Category**       30. Miscellaneous

**Access**         Private

**Type**           Action

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

**Admin Content**
1. To approve the 60 Month Installment Purchase Lease in the amount of $235.00 per month with Quadient Leasing USA Inc. PA State Account Number 172259-905, 478 Wheelers Farms Road, Milford, CT 06461.
   - Note: This lease includes IN Mail Machine, INWP10 10 Pound Weigh Platform, INDS7 Dynamic Weighing Module and IN700AI Postage Meter to replace our current postage machine and is available to
LCTI through the COSTARS contract #440001596.

Two additional prices were obtained that were higher and there is no increase in price for this new lease

**Subject**: C. Digital Feast Contract

**Meeting**: Mar 25, 2020 - Joint Operating Committee Meeting

**Category**: 30. Miscellaneous

**Access**: Private

**Type**: Action

**Recommended Action**: The Administration recommends that the Board approve and authorize the JOC Chairperson or Vice Chairperson to executive the attached agreement.

**Admin Content**

1. A contract with Digital Feast, of Allentown, PA, for the production of three videos that will be shared on Lehigh Career & Technical Institute’s website and elsewhere for the purpose of marketing LCTI, specifically, the high school’s Welding Technology program, the high school’s IT Academy and the high school seniors’ accomplishments, in the amount of $6,402.50. Cost to be covered by the Public Relations Budget.

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**Subject**: D. Supplies to LVHN - COVID 19 Coronavirus

**Meeting**: Mar 25, 2020 - Joint Operating Committee Meeting

**Category**: 30. Miscellaneous

**Access**: Private

**Type**: Action

**Recommended Action**: The Administration recommends that the Board approve and authorize the JOC Chairperson or Vice Chairperson to executive the attached agreement.

**Admin Content**

1. The sale of supplies as available at the listed price to LVHN to combat the COVID 19 Corona Virus pandemic for quantities not to exceed as per the chart below. The appropriate sales tax will be applied.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Price</th>
<th>QTY O/H</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1020550</td>
<td>Powder Free Nitrile Gen Purple Gloves - Medium Bx./100</td>
<td>$3.19</td>
<td>30</td>
<td>$95.70</td>
</tr>
<tr>
<td>1020560</td>
<td>Powder Free Nitrile Gen Purple Gloves, X Large Bx./100</td>
<td>$3.19</td>
<td>51</td>
<td>$162.69</td>
</tr>
<tr>
<td>1020570</td>
<td>Powder Free Nitrile Gen Purple Gloves - Large Bx./100</td>
<td>$3.19</td>
<td>31</td>
<td>$31.90</td>
</tr>
<tr>
<td>1020545</td>
<td>Powder Free Nitrile Gen Purple Gloves - Small Bx./100</td>
<td>$3.19</td>
<td>96</td>
<td>$306.24</td>
</tr>
<tr>
<td>1020575</td>
<td>Powder Free Nitrile General Purpose Gloves - XX-Large, 90/bx.</td>
<td>$3.76</td>
<td>20</td>
<td>$75.20</td>
</tr>
<tr>
<td>3001374</td>
<td>Glasses, Safety, Body Guard, each</td>
<td>$3.25</td>
<td>1,712</td>
<td>$5,564.00</td>
</tr>
<tr>
<td>3001364</td>
<td>Goggles, Safety, Clear Plastic Lens, Each</td>
<td>$0.87</td>
<td>17</td>
<td>$14.79</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>$6,250.52</td>
</tr>
</tbody>
</table>
To approve the delivery at no cost to LVHN the following supplies that were donated to the LCTI Distribution Center program and were being sold at $1.18/each:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001385</td>
<td>Dust Mask, NIOSH Approved N95- 2 Straps, each</td>
<td>$1.18</td>
</tr>
</tbody>
</table>

We have **roughly** 30 cases of N-95 masks
Each case has 10 Boxes - Each box has 30 masks
Estimate - 9,000 masks

Note: these masks were donated to LCTI about 10 years ago for the Distribution Center Instructional Program.

### Subject: E. 2020-2021 School Calendar

Meeting: Mar 25, 2020 - Joint Operating Committee Meeting

Category: 30. Miscellaneous

Access: Private

Type: Action

Recommended Action: The Administration recommends that the Board approve and authorize the JOC Chairperson or Vice Chairperson to execute the attached agreement.

### Administrative File Attachments

- 2020-2021 School Calendar 3.25.20.pdf (542 KB)

### 31. New Business

Subject: A. New Business

Meeting: Mar 25, 2020 - Joint Operating Committee Meeting

Category: 31. New Business

Access: Private

### 32. Adjournment

Subject: A. Meeting Adjourned

Meeting: Mar 25, 2020 - Joint Operating Committee Meeting

Category: 32. Adjournment

Access: Private

Type: Action

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

Admin Content
Meeting adjournment.

### 33. Next Meeting

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Next Meeting Date</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Mar 25, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>33. 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, April 22, 2020.