JOINT OPERATING COMMITTEE MEETING

Minutes of the December 11, 2019

1. Call to Order, Roll Call

   The meeting was called to order by Joint Operating Committee Member Chairperson, Gary Fedorcha, at 7:31 p.m. in the JOC Board Room.

   Present at the meeting were: Mr. Byrd, Mr. Champagne, Ms. Cunningham, Ms. Desai, Ms. Facchiano, Mr. Fedorcha, Mr. Hein, Mr. Kennedy, Dr. Levinson, Ms. Maritch, Ms. Parsons, Mr. Rex, Ms. Roth, Mr. Shields, Mr. 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. Boyer, Ms. Weigman, Mr. Shaner, Ms. Lucas, Mr. Christopher MacDonald, Mr. & Mrs. David Burton

2. Pledge of Allegiance

   Mr. Fedorcha led the Joint Operating Committee, staff and guests in the Pledge of Allegiance.

3. Courtesy of the Floor

   Mr. Fedorcha welcomed guests and asked if anyone had anything to bring to the attention of the Board.

A. Approval of the October 23, 2019, November 25, 2019 Committee of the Whole and November 25, 2019 Special Meeting Minutes

   Ms. Cunningham moved, seconded by Mr. Smith to approve the minutes from the October 23, 2019, November 25, 2019 Committee of the Whole and November 25, 2019 Special Meeting.

   The motion was unanimously approved as follows:

   In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

   Opposed: (0) ...

4. Chairperson Report – Gary Fedorcha

   Mr. Fedorcha reported that an Executive Session was held to discuss personnel items and legal issues.
6. **Student Representative’s Report**

Dr. Rushton introduced December Student Representative Christopher MacDonald to the JOC. Mr. MacDonald is a sophomore from Emmaus High School enrolled in our Commercial Baking lab and is a member of Family, Career and Community Leaders of America (FCCLA).

7. **Administrative Report**

**Dr. Rushton**

Dr. Rushton asked Mrs Boyer to address the JOC regarding AblePay Health. Ms. Boyer spoke about AblePay Health as our new voluntary employee benefit that can save employees money on their deductible/coinsurance and help if you ever have questions or concerns on a medical bill. AblePay is provided at no-cost to employees and it will be rolled out to entire staff in early January.

A. **ACTE Conference**

Mr. Champagne spoke about the ACTE conference and how he enjoyed it and if given an opportunity, he would recommend that other board members should attend.

B. **Facilities Committee**

Dr. Rushton informed the JOC at the January 22, 2020 meeting, a new Facilities Committee will commence immediately following the Budget/Finance Committee.

C. **Holiday Appreciation Gift**

Dr. Rushton wished everyone a happy holiday and as a thank you for their service, members received a poinsettia and cookies.

**Ms. Grace Loeffler**

A. **Perna Initiative/Career Trees**

Ms. Loeffler had on display the career trees for Mathematics and Carpentry and informed the JOC that they will be working on the rest of our programs. The trees will also be on our website.

B. **Cabot Oil/Gas Foundation Update**

Ms. Loeffler communicated to the JOC that we have received a scholarship for $15,000 from Cabot Oil and she was able to get an additional $3,000 for a total of $18,000.
Mr. Travis Serfass:

A. Future Facility Projects

Mr. Serfass provided an overview of current and future facility projects for LCTI. A prioritized list will be developed and estimates for cost for each of the projects. Mr. Serfass will keep the JOC updated.

8. Grants

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

A. Accepting the Amendment to the Workforce Board Lehigh Valley 2019 TANF Summer Youth Program Grant to amend the start date from June 11, 2019 to May 1, 2019.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0) ...

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

9. Adult Workforce Education: Customized Program Proposals

A. The Adult Workforce Education Department to enter into an agreement with Mack Trucks, Inc. for CDL/A Driver Training and Testing. 66 hours, minimum 4 students per class, at LCTI, effective October 23, 2019 to June 30, 2020.

B. The Adult Workforce Education Department to enter into an agreement with Just Born to administer and evaluate the written assessment for the ICE Technical Process Control Technician, 1 student, at LCTI, December 12, 2019. 24, 2020 at LCTI.

10. Adult Workforce Education: Personnel

A. To approve the following hourly rate adjustments effective July 1, 2019 as a result of the recent PSEA contract ratification. Actual Adult Workforce Education rates are not part of the contract but are taken into consideration for LCTI teachers working additional hours teaching for the Adult Workforce Education Department:
Lehigh Career & Technical Institute (LCTI)

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Applegate</td>
<td>Adult Ed - Home Health Instructor</td>
<td>$37.50</td>
</tr>
<tr>
<td>Bradley Brandmeir</td>
<td>Adult Ed - Welding Instructor</td>
<td>$37.00</td>
</tr>
<tr>
<td>Vicki Lynch</td>
<td>Adult Ed - Forklift Safety Instructor</td>
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</tr>
<tr>
<td>Steven Ring</td>
<td>Adult Ed - Building Trades Instructor</td>
<td>$37.00</td>
</tr>
<tr>
<td>Aaron Schock</td>
<td>Adult Ed - Precision Machine Instructor</td>
<td>$37.00</td>
</tr>
<tr>
<td>Thomas Uff</td>
<td>Adult Ed - Welding Instructor</td>
<td>$37.00</td>
</tr>
<tr>
<td>Michael Bernadyrn</td>
<td>Adult Ed - Safety Inspection</td>
<td>$37.00</td>
</tr>
<tr>
<td>Joshua Staack</td>
<td>Adult Ed - Emissions Instructor</td>
<td>$37.00</td>
</tr>
<tr>
<td>John Jacobs</td>
<td>Adult Ed - Precision Machine Instructor</td>
<td>$37.00</td>
</tr>
</tbody>
</table>

B. The following retroactive pay adjustments for hours worked since July 1, 2019 at the adjusted rates above:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Hours</th>
<th>Account</th>
<th>Retro Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Applegate</td>
<td>10.5</td>
<td>YBA121</td>
<td>$13.76</td>
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<tr>
<td>Bradley Brandmeir</td>
<td>64.75</td>
<td>AW121</td>
<td>$86.77</td>
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<td>Vicki Lynch</td>
<td>90</td>
<td>FR121</td>
<td>$51.30</td>
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<td>Steven Ring</td>
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<td>ICE131</td>
<td>$99.16</td>
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<td>Aaron Schock</td>
<td>122.5</td>
<td>PMC121</td>
<td>$367.50</td>
</tr>
<tr>
<td>Thomas Uff</td>
<td>70</td>
<td>AW121</td>
<td>$93.80</td>
</tr>
</tbody>
</table>

C. The resignation of Eric Danner, Master Plumbers Apprenticeship Instructor, effective November 20, 2019.

D. The resignation of Robert Heffentrager, Adult Workforce Education Precision Machine Instructor effective December 4, 2019.

11. **Adult Workforce Education: Miscellaneous**

   A. John Chowansky Technical Consulting to enter into a contract with Lehigh Career & Technical Institute for the purpose of facilitating and supporting industry training contracts at the rate of $65.00 per hour, effective January 1, 2020 through December 31, 2020. (Attachment)

   *Note: Since John Chowansky Technical Consulting has other clients in addition to LCTI, LCTI is a temporary workplace and not the primary place of business which is located in his home. Therefore, the mileage would be reimbursable as a business expenses under the contract as it is noted and not a normal commute.*

   

4
The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0) ...

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

12. **Personnel Action: Resignations**

   A. To accept the resignation of Beverly Shegina, Substitute Food Service Worker, effective October 25, 2019.

   B. To accept the resignation of Audra Horwith, Instructional Assistant (part-time), effective November 29, 2019.

   C. To accept the resignation of Wendy Harris, School-to-Career Coordinator and Adult Education Curriculum Development Specialist, effective no later than February 3, 2020.

   D. To accept the resignation of Robin Chappelear, Secretary to the Director of Postsecondary and Workforce Education, effective December 6, 2019.

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

   A. Three and one-half (3.5) deductible days for Jissell Marmolejos, Main Office Administrative Assistant on November 12 (1/2 day), 13, 14, 15, 2019. These days are in addition to the five deductible days already approved by Dr. Rushton per Policy #539. (These days are not covered under FMLA)

   B. An unpaid leave of absence for Marina Busuek, Chemistry Teacher, from December 16, 2019 up to January 31, 2020, (This leave is covered by FMLA)

   C. An unpaid leave of absence for John McCarroll, Utility, from December 17, 2019 PM through no later than February 28, 2020 (This leave is covered by FMLA)

   D. An unpaid leave of absence for Haidy Soto, Pre-Engineering Teacher, from December 6, 2019 through no later than January 1, 2020. (This leave is not covered by FMLA)

14. **Personnel Action: Transfer**

   A. The transfer of Brittany Perich from Adult Workforce Education Evening School Secretary (part-time) to Student Services Administrative Assistant (full-time) effective December 9, 2019 at an hourly rate of $18.18.
15. **Personnel Action: Change of Status**

   A. Regular status for Troy Anewalt, Intervention Assistant to the Supervisor, effective October 25, 2019. Mr. Anewalt successfully completed his 90-day probationary period.

   B. Regular status for Audra Horwith, Instructional Assistant, effective November 19, 2019. Ms. Horwith successfully completed her 90-day probationary period.

   C. Regular status for Christian Kingsley, Technology Assistant, effective December 4, 2019. Mr. Kingsley successfully completed his 90-day probationary period.

16. **Personnel Action: Pay Adjustment**

   A. Hourly rate increase for CarolAnn Adam, Food Service Worker, to $14.24 effective December 12, 2019.

17. **Personnel Action: Professional Staff**

   A. The appointment of Adam Legath to the position of Wellness and Fitness Education Teacher effective date to be determined but no later than February 18, 2020. Mr. Legath will be placed on Step 9 of the Perm Cert/VII+24 column of the 2019/2020 LCTIEA/PSEA/NEA salary guide for a salary of $67,254 (prorated).

18. **Personnel Action: Support Staff**

   A. The appointment of Danielle Derrickson to the position of Instructional Assistant – General Lab Aide (Part-time position) effective December 9, 2019 at an hourly rate of $16.42, no benefits. For this position, 85% of Ms. Derrickson’s hours will be charged to the Perkins’s budget and 15% will be charged to the general fund.

19. **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. The appointment of Nicole Schaffer to the position of Category B Short Term Substitute Hospitality Teacher, effective during Ms. Lobach-Berger’s leave of absence effective December 5, 2019 through no later than the end of the 2019/2020 school year. Ms. Schaffer will be paid at the substitute rate of $220.00 per day with no fringe benefits and per Policy 305.
B. The appointment of Chad Werkheiser to the position of Category B Short Term Substitute Building Trades Maintenance Teacher, effective during Mr. Wynn’s leave of absence effective December 9, 2019 through no later than the end of the 2019/2020 school year. Mr. Werkheiser will be paid at the substitute rate of $220.00 per day with no fringe benefits and per Policy 305.

C. The approval for Alicia Levan, Category C Long-Term Substitute SOC Food Services Teacher to not have a reduction in salary as a result of the implementation of the 2019/2020 salary schedule, but will retain the salary she is currently receiving.

20. **Personnel Action: Mentor**

   A. The appointments of the following personnel as a Mentor Teachers for one calendar year (unless noted differently below) in Lehigh Career & Technical Institute's Induction Plan at a stipend rate of $1,100.00 plus an additional $37/hour for up to 14 hours of attendance at the New Teacher Induction meetings in August (if attended with the new teacher):

   - Daniel Snyder (Brieann Murray – Guidance Counselor) effective 11/11/19
   - Joseph Peregrin (Nicole Schaffer – STS Hospitality) effective 12/9/19 - TBD
   - Kevin Fenrich (Chad Werkheiser – STS Building Trades Maintenance) effective 12/9/19 - TBD

   B. Approval of the following mentor stipends per the new 2019/2020 amounts of $1,100 per year plus $37/hour for up to 14 hours of attendance at the New Teacher Induction meetings in August (if attended with the new teacher) as ratified through the 2019/2023 PSEA contract approval on November 25, 2019 for previously approved staff members:

   - Joseph Peregrin (Robert Salim - Cosmetology)
   - Joseph Peregrin (Nicole Schaffer – STS Cosmetology) effective 9/30/19 – 11/8/19
   - Joshua Staack (Kyle Krempousky – Diesel Truck Technology)
   - Thomas Lesisko (Aaron Korty – Criminal Justice)
   - Kathy Khanuja (Kathleen Siekonic – Biology)
   - Jeffrey Doll (Haidy Soto – Pre-Engineering)
   - Vicki Lynch (Kendra Muller – Early Care and Education of Young Children)
   - Tamara Karabinus (Derrick Savage – Emerging Digital Media/Social Comm.)
   - James Wabals (Ewa Galus – Dental Technology)
   - Kenneth Midgett (Christopher Ruben – Computer Aided Drafting/Design)
   - John Loeper (Matthew Pirolli – Social Studies -PT)

21. **Personnel Action: Miscellaneous**

   A. The appointments of the following advisors and stipends effective on the following dates for the 2019/2020 school year:
Kevin Keeler                SkillsUSA                $1,700 (prorated) - effective November 27, 2019
Christopher Ruben          SkillsUSA                $1,700 (prorated) - effective November 27, 2019
Cory Schnaufer             SkillsUSA                $1,700 (prorated) - effective November 27, 2019
Garrett Tweed              SkillsUSA                $1,700 (prorated) - effective November 27, 2019
Aaron Schock               SkillsUSA                $1,700 (prorated) - effective November 27, 2019
Jeffrey Doll               FFA                      $1,700 (prorated) - effective December 12, 2019

B. Approval of the following stipends per the new 2019/2020 amounts as ratified through the 2019/2023 PSEA contract approval on November 25, 2019 for previously approved staff members:

Michael Bernady            AYES Co-Coordinator      $850
Kevin Ferenchak            AYES Co-Coordinator      $850
Janice Lucas               FCCLA Co-Advisor        $850
Jennifer Jones             FCCLA Co-Advisor        $850
Cyndee Barkley             Marketing Distributive Education Assoc. (DECA) $1,700
Joseph Peregrin            Future Business Leaders of America (FBLA) $1,700
Ann Blacker                National Technical Honor Society (NTHS) Co-Advisor $850
Diane Rarick               National Technical Honor Society (NTHS) Co-Advisor $850
Kristin Applegate          Health Occupations Students of America (HOSPA) Co-Advisor $1,700
Jillian Maletsky           Health Occupations Students of America (HOSPA) Co-Advisor $1,700
Michaelina Greenawalt      Health Occupations Students of America (HOSPA) Co-Advisor $1,700

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0) ... 

22. **Curriculum**

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

A. Approval of retroactive payments of the following hours worked since July 1, 2019 which is a result of the new professionally related duties rate of $37/hour as ratified though the 2019/2023 PSEA contract approval on November 25, 2019:
The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

23. **Committee Reports: Personnel & Salary**

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

A. The Memorandum of Agreement with Lehigh Career & Technical Institute Educational Association regarding a 27-pay schedule for the 2020/2021 School Year.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

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

The motion was unanimously approved as follows:

In favor: (15) ...  Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

24. **Committee Reports: Business & Finance**

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

A. Student Lunch Debt Rollover

To approve the write-off of student lunch debt effective December 3, 2019 not to exceed $149.70 for balances that occurred when the student’s lunch status had expired and the new status had not yet been assigned and for debt that rolled over from the previous year.

B. WGL Energy Services, Inc.

To ratify the 24 month Unbundled Fixed Energy price of .03192/kWh obtained on November 3, 2019 effective with the meter read date July 2021 through July 2023 as proposed by WGL Energy Services, Inc. and obtained through a competitive procurement process. (Attachment)

*Note: This price is lower that our current price of .03829/kWh and will result in an approximate annual savings of $40,000*

C. 2018/2019 Excess Revenues

1. Resolution: To approve the utilization of the General Operating Fund excess revenues in the amount of $312,683.17 from the 2018-2019 fiscal year as an adjustment to the January 2020 Member District billing.

2. Resolution: To approve the utilization of the Academic Center Fund excess revenues in the amount of $70,430.36 from the 2018-2019 fiscal year as an adjustment to the January 2020 Member District billing.

3. Resolution: To approve the use of Assigned Fund balance accounts in each school’s name for future Academic Center funding. The schools proportionate share of the excess revenues held by LCTI in the amount of $23,476.79 will be placed in each school’s Assigned Fund Balance account.
D. Single Audit Report


Note: JOC members attending the November 25th Committee of the Whole meeting received the report and reviewed the report with Christopher M. Turtell, Partner, Herbein & Company. Those that did not attend will receive the report at the JOC meeting.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

E. 2020-2021 Budget Presentation – Dr. Thomas J. Rushton and Mrs. Patricia Bader – General Operating Fund Budget

1. Powerpoint – General Operating Fund (Attachment GF#1)

2. General Operating Fund Budget

   (a) Executive Summary (Attachment GF#2)
   (b) Budget Increase/Major Object Comparison (Attachment GF#3)
   (c) Personnel Review (Attachment GF#4)
   (d) Budget Document (Attachment GF#5)
   (e) Fund Balance (Attachment GF#6)

F. 2020-2021 Budget Presentation – Dr. Thomas J. Rushton and Mrs. Patricia Bader – Academic Center Fund Budget

1. Powerpoint – Academic Center Fund (Attachment AC#1)

2. Academic Center Budget

   (a) Executive Summary (Attachment AC#2)
   (b) Budget Increase/Major Object Comparison (Attachment AC#3)
   (c) Personnel Review (Attachment AC#4)
   (d) Budget Document (Attachment AC#5)
   (e) Fund Balance (Attachment AC#6)
25. **Committee Report: Policy Committee**

   There was no committee meeting.

26. **Committee Report: Public Relations**

   There was no committee meeting.

27. **Committee Report: Education Committee**

   There was no committee meeting.

28. **Occupational Advisory Council Members**

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

   A. To add the following new members effective December 11, 2019:

   - Commercial Photography
     - Matthew Smith

   - Cosmetology
     - Michael Freedman
     - Lisa Jennifer Leach

   - Culinary Arts
     - William Shutter

   - Dental Technology
     - Dr. Sandip Ladani

   - Diversified Career Occupations
     - Christine Thomas

   - Early Care & Education of Young Children
     - Kayla McCreery

   - Emerging Health Professionals
     - Jeanne Reilly

   - Heavy Equipment Operations/Preventive Maintenance
     - Bradley Cober
     - Jordan Keeler
Lehigh Career & Technical Institute (LCTI)

- Plumbing & Heating
  - Edward Laky

B. To remove the following members effective December 11, 2019:

- Diversified Career Occupations
  - Natalie Kriner

- Emerging Health Professionals
  - Nicole Hartman

- Heavy Equipment Operations & Preventive Maintenance
  - Robert Caps
  - Jason Groff
  - Steven Luckenbill
  - Keith Malcolm

- HVAC
  - Roy Becker
  - Thomas Buschas
  - James Toblaskan

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

29. Conferences

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

A. Charlene Rarick-Knauss, Wellness and Fitness Instructor, to attend the PSAHPERD 2019 Convention sponsored by the PA State Association for Health Physical Education Recreation and Dance (PSAHPERD) in Manheim, PA. The cost of the conference to LCTI is approximately $346.19 plus substitute’s costs of $290.00. The LCTI general fund will cover all costs.

B. Kevin Keeler, Heating/Air Conditioning and Refrigeration Teacher, to attend the 2020 National HVACR Educators & Trainers Conference in Las Vegas, Nevada on March 21-27, 2020. He will be taking HVAC tests to become a Master HVAC Instructor and will attend a special training session on Daiken Ductless Systems. The total cost of the conference to LCTI will be $1,826.61 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget. Substitute costs of $775.00 to be paid by the General Fund.
C. Stacie Knehr Kutz, Instructional Technology Specialist, for attending the 2019 SAS Institute in Hershey, Pennsylvania on December 9-11, 2019. Stacie presented “Designing Futures: Industry Connections and Certifications in CTE.” PDE will cover costs for registration and lodging. Total cost to LCTI will be $40.00. Costs to be paid by the Curriculum Budget.

D. Kelly Cahoon, Instructional Coach, Jeff Doll, Indoor/Outdoor Maintenance Teacher, and Stacie Knehr Kutz, Instructional Technology Specialist to attend the 2020 Pete & C Conference in Pittsburgh, Pennsylvania on February 23-26, 2020. The total cost of the conference to LCTI will be $2583.52 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget. Substitute costs of $465.00 to be paid by the General Fund.

E. To rescind Robert E. Smith, Jr motion, that was approved at the October JOC, to attend the ACTE Conference in Anaheim, CA from December 3, 2019 to December 7, 2019 and all associated costs be refunded.

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<tr>
<th>Category</th>
<th>Robert Smith Expenses</th>
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<tbody>
<tr>
<td>Conference Registration &amp; Membership</td>
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<tr>
<td>Airfare</td>
<td>570.60</td>
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<tr>
<td>Baggage Fees</td>
<td>50.00</td>
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<td>Ground Transportation</td>
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<td>Lodging</td>
<td>784.26</td>
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<tr>
<td>Meals (ESTIMATED)</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>$2,364.86</strong></td>
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The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

30. Bond Fund – Change Orders

Mr. Champagne moved, seconded by Mr. Smith to approve:
A. To grant retroactive approval the Change Order EC-03 dated November 4, 2019 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Billtier Electric, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $1,840.06 resulting in an increase of the previous contract amount of $450,547.73 to a new contract amount of $452,387.79. The Change Order is for the cost of materials and labor and related costs due to revisions for owner equipment changes for various new equipment. (Attachment)

Note: EC-03 is for electrical changes that were discussed at the October 23, 2019 JOC meeting

B. To grant retroactive approval the Change Order GC-03 dated November 4, 2019 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Uhrig Construction, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $21,870.00 resulting in an increase of the previous contract amount of $2,131,056.46 to a new contract amount of $2,152,926.46. The Change Order is for the cost of materials and labor and related costs adding three rows of snow guards to the roof. (Attachment)

Note: GC-03 is for roof snow guards that were discussed at the October 23, 2019 JOC meeting.

The motion was unanimously approved as follows:

In favor: (14) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Roth, Shields and Smith.

Opposed: (0)

Abstain: (1) ... Rex (Item #30 A & B)

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

31. **Bid Recommendations**
   
   A. Approval of Bid Recommendations

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

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.
33. **List of Bills**

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

A. The List of Bills
B. List of Bills – 2017B Proceeds

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

Abstain: (1) ... Rex (33B)

34. **Financial Reports**

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

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: (15) ... B Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

Abstain: (1) ... Rex (Item #34J)
35. **Miscellaneous**

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

**Textbook/Instructional Media**

A. Purchase of the following FlipaClip: Cartoon Animation app for use on LCTI technology devices in the Advertising Design/Commercial Arts Course:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Company</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FlipaClip: Cartoon Animation</td>
<td>Visual Blasters LLC (using Apple Store)</td>
<td>Free</td>
<td>10</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

B. Purchase of the following Floor Plan Creator app for use on LCTI technology devices in the Carpentry Course using a Google Gift Card ($10)

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Company</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Plan Creator</td>
<td>Floor Plan Creator using Promethean Panel</td>
<td>$6.99</td>
<td>1</td>
<td>$6.99</td>
</tr>
</tbody>
</table>

C. Purchase of the following 24 Game – Math Card Game app for use on LCTI technology devices in the Mathematics Course using a Google Gift Card ($10)

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Company</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Game – Math Card Game</td>
<td>Suntex International Inc. (using Promethean Panel)</td>
<td>$0.99</td>
<td>1</td>
<td>$0.99</td>
</tr>
</tbody>
</table>

**Cetronia Ambulance Corps**

A. Amend the October 23, 2019 motion for Cetronia Ambulance Corps, Inc. to deliver Emergency Medical Responder (EMR) industry certification program to students in the Health and Human Services Academy during the 2019/2020 school year. The program commenced on November 4, 2019 with 13 student participants. Cost per student changed from $805 per student to $960 per student due to the addition of a student and mandated student teacher ratios. The total cost of $12,480 will be paid by the Perkins Grant.

B. Amend the October 23, 2019 motion for Cetronia Ambulance Corps, Inc. to deliver the Emergency Medical Technician (EMT) industry certification program to students in the
Health and Human Services Academy during the 2019/2020 school year. The program commenced on November 18, 2019 with 8 student participants. Cost per student changed from $1,205 to $1,315 due to a change in student enrollment and mandated student teacher ratios. The total cost of $10,520 will be paid by the Perkins Grant.

**PPL Center Contract**

A. The attached License Agreement (the Agreement) between Lehigh Career & Technical Institute (Licensee) and Global Spectrum LP as agent on behalf of BDH Development LLC (the Licensor) for the use of the PPL Center for LCTI’s Senior Recognition Night on Thursday, May 28, 2020 (the Event), for a cost equal to the reimbursable expenses incurred by Licensor as estimated on Exhibit B of the Agreement. The Agreement includes a waiver of the building rental fee in the amount of $8,500, a discount approved by the Allentown Neighborhood Improvement Zone Development Authority Board on August 7, 2019.

The following is a summary of the estimated expenses as set forth on Exhibit B, which includes the building rental fee waiver.

- Building Rental: $0.00 ($8,500.00 waived as a discount approved by ANIZDA)
- Labor & Equipment Costs: $9,290.40
- Other Expenses: $1,200.00
- Total Amount: $10,490.40

**K12 Services**

A. To terminate the contract with K12 Services effective December 31, 2019 for Third Party Procurement Specialist Services regarding procurement of school food service commercial and commodity foods and supplies.

**Clear Vu School Services, LLC**

A. To approve the contract with Clear Vu School Services, LLC 8233 Fox Hunt Lane, Frederick, MD for the term of January 1, 2020 to December 31, 2020 in the amount of $800 for third party procurement specialist services to be utilized by the food service program operated at Lehigh Career & Technical Institute. The cost of this service will be paid by the Food Service Fund. (Attachment)

*Note: During the 2018-19 school year, LCTI served over 113,000 meals to the LCTI students. LCTI is part of the LE-NOR-CO Purchasing Cooperative with other public school districts and career & technical centers within 80 area miles of the outer city limits of the City of Allentown, PA. Clear Vu will ensure that the LE-NOR-CO group complies in all ways*
with the federal purchasing guidelines established by USDA to operate the National School Lunch Program.

Inventory – Removal of Assets

A. To approve the removal of assets from the inventory system for items that were located at the Central Westmoreland CTC (Adult Education Driver Program) and remained at that location when the program was closed.

<table>
<thead>
<tr>
<th>Asset #</th>
<th>Asset Name</th>
<th>Received Date</th>
<th>Original Value</th>
<th>Remaining Salvage Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>27933</td>
<td>4 Drawer Lateral File</td>
<td>7/1/2001</td>
<td>$616.00</td>
<td>$31.00</td>
</tr>
<tr>
<td>29158</td>
<td>2 Drawer Legal File</td>
<td>7/1/2001</td>
<td>$704.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>809114</td>
<td>1 Lot of Textbooks - Skills</td>
<td>7/1/2008</td>
<td>$1,216.00</td>
<td>$61.00</td>
</tr>
</tbody>
</table>

B. To approve the recycling of items or the disposal of junk items that have either been donated to or purchased as classroom supplies in Adult Education programs and to waive the Policy 706.1 requirement that this action be only approved by the JOC at either the May or June meeting. (Attachment)

C. To approve the removal and disposal fee of recycled or junk items from the Adult Education program space in the amount of $880.00 with Sacred Earth Contracting & Salvage, 143 Front Street, Catasauqua, PA. This item will be paid from the Adult Education budget.

Camp LCTI

A. The operation of Camp LCTI 2020 for one week and the proposed dates of June 15, 16, 17, 18 and 19, 2020.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

Opposed: (0)

36. New Business

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

Mr. Smith moved, seconded by Ms. Cunningham 9:14 p.m.

The motion was unanimously approved as follows:

**In favor:** (15) Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Parsons, Rex, Roth, Shields and Smith.

**Opposed:** (0)

Respectfully submitted,

[Signature]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary