JOINT OPERATING COMMITTEE MEETING

Minutes of the February 26, 2020

1. Call to Order, Roll Call

   The meeting was called to order by Joint Operating Committee Member Chairperson, Gary Fedorcha, at 7:38 p.m. in the JOC Board Room.

   Present at the meeting were: Mr. Byrd, Mr. Champagne, Ms. Facchiano, Mr. Fedorcha, Mr. Hein, Dr. Levinson, Ms. Maritch, Ms. Mathison, Ms. Nemitz, 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, Mr. Miller, Ms. Brna, Mr. Adam, Dr. Greenawalt, Ms. Loeffler, Mr. Kapadia, Mr. Serfass, Ms. Boyer, Ms. Weigman, Mr. Shaner, Ms. Gabrielle Howorth, Mr. Howorth

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.

4. Approval of the January 22, 2020 Minutes

   Dr. Levinson moved, seconded by Mr. Champagne to approve the minutes from the January 22, 2020 Minutes.

   The motion was unanimously approved as follows:

   In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

   Opposed: (0) ...

5. Chairperson Report – Gary Fedorcha

   Mr. Fedorcha reported that Business and Finance, Facility, Public Relations, Education Committee and Policy Committees met prior to the meeting and an Executive Session was held to discuss personnel items and legal issues.

6. Student Representative’s Report

   Dr. Rushton introduced February Student Representative Madison Lash to the JOC. Ms. Lash is a senior from Salisbury High School enrolled in our Exercise Science and Rehabilitation Services and is the Secretary of Health Occupations Students of America (HOSAA).
7. **Administrative Report**

**Dr. Rushton – Executive Directors Report**

A. **What’s So Cool About Manufacturing**

Dr. Rushton reminded the board that the “What’s So Cool About Manufacturing” was held on February 25, 2020 at MRC and he distributed a list of winners from our school districts.

B. **Statement of Financial Interest**

Dr. Rushton reminded the board that the “Statement of Financial Interest” form needs to completed by April 1, 2020.

**Dr. Lisa Greenawalt**

A. **Comprehensive Plan Update**

Dr. Greenawalt thanked the JOC for their feedback on our school’s mission and vision statements. The state is still working on the new portal and Dr. Greenawalt hopes to show you the PDE portal at the March meeting.

**Mr. Travis Serfass:**

A. **Welding Lab Update**

Mr. Serfass informed the JOC that the Grand Opening went well and a few minor details to be completed. We anticipate the students to begin classes the week of March 9, 2020.

**Mr. Derrick Savage:**

A. **Emerging Digital Media & Social Communications**

Mr. Savage spoke to the JOC about the new Emerging Digital Media & Social Communications program and future initiatives for expansion and instructional delivery.

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

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

A. To approve the Adult Workforce Education Department to enter into an agreement with Fed Ex Ground for Allen Bradley Control Logix PLC Training, two employees, 2 days per week, February 3 to March 5, 2020.

B. The Adult Workforce Education Department to enter into an agreement with Avery Dennison for Electromechanical/Mechatronics Training, one employee, 2-3 days per week, up to 1350 hours, starting February 20, 2020 until completion.
9. **Adult Workforce Education: Miscellaneous**

A. The Adult Workforce Education Department to enter into an agreement with PathStone Corporation Training and Employment Services to enroll students in Welding Technology training, effective February 20, 2020 to September 30, 2023. (Attachment)

10. **Adult Workforce Education: Personnel**

A. The appointment of Kevin Keeler as Adult Workforce Education Instructor – HVAC at a rate of $37.00 per hour effective January 23, 2020 for the 2019/2020 School Year.

B. The appointment of Jordan Montague as Adult Workforce Education Instructor (Part-time) at a rate of $29.00 per hour effective date to be determined, no benefits.

C. Resignation of David Rivera, Tractor Trailer Program Instructor, effective February 3, 2020.

D. The hourly rate adjustment for Mark Toth, Tractor Trailer Program Instructor and Heavy Equipment Operator Instructor, to $27.50 per hour effective February 27, 2020.

E. The hourly rate adjustment for Robert Hughes, Tractor Trailer Program Instructor and Heavy Equipment Operator Instructor, to $27.00 per hour effective February 27, 2020.

F. The hourly rate adjustment for Amy Rex, Workforce Education Coordinator, to $27.00 per hour effective March 3, 2020.

The motion was unanimously approved as follows:

**In favor: (16) ...** Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler

**Opposed: (0) ...**

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

11. **Personnel Action: Resignations**

A. To accept the resignation of Gretchen Boyer, Human Resources Manager, effective no later than March 27, 2020.

B. To accept the resignation of Christian Kingsley, Technology Assistant, effective February 18, 2020.
Lehigh Career & Technical Institute (LCTI)

C. To accept the resignation of Linda Moya, Food Service Worker (part-time), effective March 6, 2020.

12. **Personnel Action: Tenure**


13. **Personnel Action: Change of Status**

   A. Regular status for Marci Stappung, School and Community Outreach Coordinator, effective January 24, 2020. Ms. Stappung successfully completed her 90-day probationary period.

   B. Regular status for Jissell Marmolejos, Main Office Administrative Assistant, effective February 6, 2020. Ms. Marmolejos successfully completed her 90-day probationary period.

14. **Advancement on the Salary Scale**

   A. The horizontal move on the salary scale for Veronica DeBlois, Emerging Health Professionals Teacher, from M/MEQ/BEQ to MS+12/BEQ+12 on the LCTI/PSEA/NEA salary guide, effective February 1, 2020.

   B. The horizontal move on the salary scale for Randy Eck, Supply Chain Management & Logistics Technology Teacher, from BS/VOC II to M/MEQ/BEQ on the LCTI/PSEA/NEA salary guide, effective February 1, 2020.

   C. The horizontal move on the salary scale for Mark Heusser, Career Academy Science Teacher, from M/MEQ/BEQ to MS+12/BEQ+12 on the LCTI/PSEA/NEA salary guide, effective February 1, 2020.

   D. The horizontal move on the salary scale for Heather Keck, Cosmetology Teacher, from BS/VOC II to M/MEQ/BEQ on the LCTI/PSEA/NEA salary guide, effective February 1, 2020.

   E. The horizontal move on the salary scale for Laura McGrath, Biology Teacher, BS+12/VOCII+12 to Perm/VOCII+24 on the LCTI/PSEA/NEA salary guide, effective February 1, 2020.

   F. The horizontal move on the salary scale for Steven Ring, Career Academy Program Building Trades Maintenance Teacher, from BS/VOCII to M/MEQ/BEQ on the LCTI/PSEA/NEA salary guide, effective February 1, 2020.
G. The horizontal move on the salary scale for Van Scott, Criminal Justice Teacher, from M/MEQ/BEQ to MS+12/BEQ+12 on the LCTI/PSEA/NEA salary guide, effective February 1, 2020.

15. Personnel Action: Professional Staff

A. Stephanie Barto to the position of School To Career Coordinator, effective no later than April 27, 2020. Ms. Barto is to be placed on Step 16 of the MS+12/BEQ+12 column of the 2019/2020 LCTIEA/PSEA/NEA salary guide for a salary of $85,575 (prorated).

16. Personnel Action: Support Staff

A. The appointment of Daria Greb to the position of Instructional Assistant – General Lab Aide (Part-time position) effective March 9, 2020 at an hourly rate of $16.42, no benefits. For this position, 85% of Ms. Greb’s hours will be charged to the Perkin’s budget and 15% will be charged to the general fund.

B. The appointment of Holly Andrews to the position of IT Helpdesk/Administrative Assistant (Full-time position) effective no later than March 16, 2020 at an hourly rate of $23.50.

17. 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. To approve Danielle Cooper as Substitute Secretary, effective February 13, 2020 at the rate of $14.00 per hour.

18. Personnel Action: Leave of Absence

A. To extend the unpaid leave of absence for John McCarroll, Utility, through no later than March 6, 2020 (This leave is not covered by FMLA)

B. An unpaid leave of absence for Amy Rex, Workforce Education Coordinator, from January 22, 2020 through no later than March 3, 2020 (This leave is covered by FMLA)

C. One (1) deductible day for Marina Busuek, Chemistry Teacher on February 13, 2020. This day is an extension of Ms. Busuek’s recent FMLA covered leave.
19. **Personnel Action: Miscellaneous**

A. The appointment of Kathy Khanuja, English Teacher, as Academic Center Student Council Advisor effective February 12, 2020 for the 2019/2020 School Year at the approved CTSO stipend of $1,700 (prorated).

B. The following Cooperative Education Coordinators to be paid for up to 100 hours each at their contracted hourly rate of $64.72, plus mandatory benefits, for performing their regular duties after the contracted work day from February 27, 2020 through May 1, 2020. The coordinators will be supervised and scheduled by Ms. Jan Brna.
   - Stephen Ferguson
   - Joseph Baylog

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

20. **Curriculum**

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

A. Payment to Kathy Khanuja, English Teacher and Ken Midgett, Plumbing and Heating Teacher, for leading and preparing a session at the Induction Workshop held on February 10, 2020 for a total of 1.5 hours each at the facilitator rate of $45.00 per hour. Costs to be paid by the Curriculum Budget.

B. Payment to Martha Figueroa, Bilingual Support Coordinator, for a presentation at the Induction Workshop that will be held on March 9, 2020 for a total of 1.5 hours at the facilitator rate of $45.00 per hour. Costs to be paid by the Curriculum Budget.

C. Payment to Derrick Savage, Emerging Digital Media & Social Communications Teacher, for 41 hours of work completed on a project presentation titled, *Designing Futures: Industry Connections & Certifications in CTE*. The project included collaboration with Smooth-On partners and was used in a presentation at the SAS Institute. This work will be paid by the Curriculum Budget at the professional related duties rate of $37.00 per hour.

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0)
21. **Committee Reports: Personnel & Salary**

Ms. Mathison moved, seconded by Mr. Champagne

A. The Memorandum of Understanding with Lehigh Career & Technical Institute Educational Association regarding tuition reimbursement adjustment for two bargaining unit members.

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

22. **Committee Reports: Business & Finance – Mr. David Kennedy**

Mr. Hein gave the Business & Finance report:

- The Governor’s Budget for CTE is $99 million and 5.5 million for equipment.
- The old welding lab will have auction in June, 2020.
- Participating District votes on the 2020 – 2021 General Operating Fund and Academic Center Fund budgets as follows:

<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>0</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>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Northwestern Lehigh</td>
<td>6</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Parkland</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Salisbury Twsp.</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Southern Lehigh</td>
<td>6</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Whitehall-Coplay</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>62</strong></td>
<td><strong>1</strong></td>
<td><strong>9</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

23. **Committee Report: Facilities**

A. Mr. Champagne gave the facilities report:

- There was an overview of the facility projects
- Repairs to the facility – will keep us informed with progress throughout the year
- Integrate students to do some of the work in the school. Potentially have students build cabinets for the cosmetology lab.
24. **Committee Report: Policy Committee**

Ms. Roth said there was no report from Policy.

A. There are no policies for a First Reading.

B. There are no policy for a Second Reading and approval.

C. The following policy is for review only:

   - Policy #006 - Meeting

25. **Committee Report: Public Relations**

Mr. Byrd gave the Public Relations report.

- The Welding Lab Center grand opening was Wednesday, February 5, 2020 and it was a big hit! The ceremony was well attended with over 100 people by our community partners and members of the media.

- We are working with Digital Feast on the next round of marketing videos and the contract will be ready for March approval. Video production will be a big part of the Emerging Digital Media/Social Communications curriculum and we are trying to figure out how student from that program can play a role in this project.

- We are in the process of updating the Camp LCTI website and registration form. Plan to have the website available next week for registration.

- The Lehigh Valley contest results for this year’s “What’s So Cool About Manufacturing” program were Eyer, Macungie and Springhouse schools.

26. **Committee Report: Education Committee**

Ms. Parsons gave the Education Committee report.

- Overview of LCTI scheduling options; half day, full day and flex day

- They are forming an LCTI Team Perna Ad Hoc Committee

- Career Trees will be reviewed by Occupational Advisory Council for each lab in March 2020

- LCTI CEW Digital Certificate – meets and exceeds PDE requirements for the Career Education and Work Standards

27. **Occupational Advisory Council Members**

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

A. To add the following new members effective February 26, 2020:
Lehigh Career & Technical Institute (LCTI)

- Cabinetmaking & Millwork
  - Scott Schmalzer

- Computer Information Technology
  - Brian Stokes

- Culinary Arts/SOC Foods
  - Catherine Myszynski

- Criminal Justice
  - Eric Minnich

- Diesel Technology
  - Jeffrey Baader
  - Robert Hontz
  - Kyle Horwith
  - Todd Moyer, Jr.
  - Robert Perkins

- Electronics/Nanofabrication
  - Ken Borger

- Emerging Health Professionals
  - Kevin Glover

- Masonry
  - Kameron Tait Gehman

- Precision Machine
  - Toby Borcoman

B. To remove the following members effective February 26, 2020:

- Auto Body/Collision
  - Louis Ortelli

- Automotive Technology
  - Kyle Kremposky

- Cosmetology
  - Patricia McAdams-Burt

- Diesel Technology
Lehigh Career & Technical Institute (LCTI)

- Michael Lemon
  - Emerging Digital Media and Social Communications/AOT
    - Sandra Dredge
  - Emerging Health Professionals
    - Nestor Hernandez
    - Jose Rosado
  - Exercise Science & Rehabilitation Services
    - Ann Tihansky
  - Family & Consumer Sciences/Human Services, Other Hospitality & Indoor & Outdoor Maintenance
    - Gail Groegler
  - Masonry
    - Timothy Bertsch
  - Supply Chain & Logistics Technology
    - Sarah Ripper

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

28. **Conferences**

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

A. Kristin Applegate Teacher, Veronica, DeBlois Teacher, Michaelina Greenawalt Teacher, Jillian Maletsky Teacher and Heather Mariotti Teacher, HOSA Advisors to attend the HOSA State Leadership Conference from April 1 - 3, 2020 at the Valley Forge Convention Center, King of Prussia, PA. The total cost of the conference to LCTI is $2,745.00. The LCTI General Fund will cover all costs.

B. Cyndee Barkley, Marketing & Business Teacher, Vicki Lynch, Supply Chain Management & Logistics Teacher, Advisors to PA DECA, Kathleen Cser, Instructional Assistant, and Jamie Silfies, Instructional Assistant to attend the PA DECA Career Development Conference from February 18 – 21, 2020 at Hershey Lodge and Convention Center. The total cost of the conference to LCTI is $2,293.52. The LCTI General Fund will cover all costs.
C. Janice Lucas, Commercial Baking Teacher, and Jennifer Jones, Early Care & Education of Young Children Teacher, Advisors to FCCLA to attend the FCCLA State Conference from March 30 – April 1, 2020 at the Penn State, State College, PA. The total cost of the conference to LCTI is $597.48. The LCTI General Fund will cover all costs.

D. To approve expenses for Paul Champagne, JOC Member to attend the ACTE Conference in Anaheim, CA on 12/4-7, 2019. Total expenses are $2,519.20.

E. To approve expenses for David Kennedy, JOC Member to attend the ACTE Conference in Anaheim, CA on 12/3-7, 2019. Total expenses are $2,501.15.

F. To approve expenses for Gary Fedorcha, JOC Member to attend the ACTE Conference in Anaheim, CA on 12/3-7, 2019. Total expenses are $2,860.65.

<table>
<thead>
<tr>
<th>Category</th>
<th>Paul Champagne Expenses</th>
<th>Dave Kennedy Expenses</th>
<th>Gary Fedorcha Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration &amp; Membership</td>
<td>$560.00</td>
<td>$570.00</td>
<td>$560.00</td>
</tr>
<tr>
<td>Airfare</td>
<td>$570.60</td>
<td>$541.00</td>
<td>$570.60</td>
</tr>
<tr>
<td>Baggage Fees</td>
<td></td>
<td></td>
<td>$60.00</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>$251.94</td>
<td>$133.02</td>
<td>$311.68</td>
</tr>
<tr>
<td>Lodging</td>
<td>$784.26</td>
<td>$983.54</td>
<td>$1018.38</td>
</tr>
<tr>
<td>Meals</td>
<td>$313.49</td>
<td>$273.59</td>
<td>$340.04</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2,519.20</td>
<td>$2,501.15</td>
<td>$2,860.65</td>
</tr>
</tbody>
</table>

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

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

29. **Bond Fund – JOC Resolution Authorizing Change Orders**

A. To grant retroactive approval for the Change Order EC-04 dated February 21, 2020 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Billitier Electrical, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $3,006.80 resulting in an increase of the previous contract amount of $452,387.79 to a new contract amount of $455,394.59. The Change Order is
Lehigh Career & Technical Institute (LCTI)

for the cost of labor and material to modify circuits for the lighting control, the power solenoid valves and to modify the power at equipment station #15.

30. **Bid Recommendations**
   
   A. Approval of Bid Recommendations

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

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

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

Abstain: (1) ... Rex (#29A)

33. **Financial Reports**

Mr. Hein moved, seconded by Ms. Facchiano 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)

The motion was approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

Abstain: (1) ... Rex (Item #33J)
Lehigh Career & Technical Institute (LCTI)

34. **Miscellaneous**

Dr. Levinson moved, seconded by Ms. Maritch to approve:

**Asset Inventory**

A. To approve the removal of assets from the inventory system for items that were sent to auction from the Distribution Center prior to 2012:

<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>025256</td>
<td>Electric Fork Lift</td>
<td>07/01/1978</td>
<td>$8,074.00</td>
<td>$807.00</td>
</tr>
<tr>
<td>900488</td>
<td>Scanner with dock stations</td>
<td>07/01/2006</td>
<td>$2,294.00</td>
<td>$229.00</td>
</tr>
<tr>
<td>900489</td>
<td>Scanner/Pocket PC with Dock Station</td>
<td>07/01/2006</td>
<td>$2,294.00</td>
<td>$229.00</td>
</tr>
</tbody>
</table>

**Textbook/Instructional Media**

A. Purchase of the following Construction Master Pro app for use on LCTI technology devices in the Carpentry 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>Construction Master Pro</td>
<td>Calculated Industries</td>
<td>Free Trial</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

B. Purchase of the following Bluebeam Revu Standard Software to review markup construction documents for Travis Serfass, Facilities Engineer. The one-time software purchase cost is $325.00 and will be paid by the General Fund.

<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>Bluebeam Revu Standard Software</td>
<td>Bluebeam Revu Standard Software</td>
<td>$325.00</td>
<td>1</td>
<td>$325.00</td>
</tr>
</tbody>
</table>

**Attendance of Pupils from Non-participating districts**

A. To accept the students on a tuition-paying basis from Palisades School District. The Palisades students may only enroll in LCTI programs not offered by Upper Bucks County Technical School.
Lehigh Career & Technical Institute (LCTI)

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

35. New Business

No new business to report.

36. Adjournment

Mr. Smith moved, seconded by Mr. Hein to adjourn the meeting at 8:55 p.m.

The motion was unanimously approved as follows:

In favor: (16) ... Byrd, Champagne, Facchiano, Fedorcha, Hein, Levinson, Maritch, Mathison, Nemitz, Parsons, Rex, Roth, Shields, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

Respectfully submitted,

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary