JOINT OPERATING COMMITTEE MEETING

Minutes of the January 22, 2020

1. **Call to Order, Roll Call**

   The meeting was called to order by Joint Operating Committee Member Chairperson, Gary Fedorch, at 7:40 p.m. in the JOC Board Room.

   Present at the meeting were: Mr. Byrd, Mr. Champagne, Ms. Conover, Ms. Desai, Mr. Fedorch, Mr. Hein, Mr. Kennedy, Dr. Levinson, Ms. Maritch, Ms. Mathison, Mr. Rex, Ms. Roth, 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. Fedorch led the Joint Operating Committee, staff and guests in the Pledge of Allegiance.

3. **Courtesy of the Floor**

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

4. **Approval of the December 11, 2019 Reorganization Minutes and the December 11, 2019 Minutes**

   Dr. Levinson moved, seconded by Mr. Hein to approve the minutes from the December 11, 2019 Reorganization Minutes and the December 11, 2019 Minutes.

   The motion was unanimously approved as follows:

   In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorch, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler

   Opposed: (0) ...

4. **Chairperson Report – Gary Fedorch**

   Mr. Fedorch 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 January Student Representative Gabrielle Howorth to the JOC. Ms. Howorth is a junior from Emmaus High School enrolled in our Culinary Arts lab and is the Vice-President in Family, Career and Community Leaders of America (FCCLA).

7. **Administrative Report**

**Dr. Rushton – Executive Directors Report**

**A. Welding Lab Grand Opening**

Dr. Rushton reminded the board that the Grand Opening is February 5, 2020 at 1pm. He encouraged all to attend and thanked the JOC for all their support and work in making the Welding Technology Center a reality.

**B. District 11 SkillsUSA Championship**

Dr. Rushton reminded the board that the District 11 SkillsUSA Championships will be on January 29, 2020 at Agricultural Hall, Hall and the awards will be in the evening at Parkland High School.

**Dr. Lisa Greenawalt**

**A. Comprehensive Plan Update**

Dr. Greenawalt reviewed the school’s mission, vision and educational values with the board and Dr. Rushton will be sending out an email to the board for their comments and suggestions in revising our current mission and vision statements.

**Mr. Travis Serfass:**

**A. Welding Lab Update**

Mr. Serfass updated the JOC on the Welding Lab:
- Completing punch list items by the end of the week. Some of the items will remain until spring, i.e., landscape repair, paving
- Lincoln assembling the downdraft tables and virtual welders on Friday
- LCTI Maintenance installing equipment and building furniture
- Cunningham connecting Miller Welders week of 1/26/20.

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

Mr. Champagne moved, seconded by Ms. Conover to approve:
A. The Adult Workforce Education Department to enter into an agreement with Boyle Construction for Carpentry Training, 75 hours, 10 students, at LCTI, January 15, 2020 to April 29, 2020.

B. The Adult Workforce Education Department to enter into an agreement with Lehigh Valley International Airport to develop a written and practical assessment for Maintenance “A” Landscaper, work performed between December 16 and 20, 2019.

C. The Adult Workforce Education Department to enter into an agreement with Lehigh Valley International Airport to administer and evaluate the written and practical assessment for Maintenance “A” Landscaper, two employees, January 6 and 8, 2020.

D. The Adult Workforce Education Department to enter into an agreement with Fed Ex Ground, to provide custom welding training, 16 hours, 10 employees, at LCTI, February 8 and 15, 2020.

9. **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 Aziz Bello as Tractor Trailer Program Instructor (Part-time position) at the rate of $19.50 per hour effective date to be determined, no benefits.

   C. The appointment of Jeff Doll as Adult Workforce Education Instructor at a rate of $37.00 per hour effective December 16, 2019 for the 2019/2020 School Year.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

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

10. **Personnel Action: Resignations**

   A. To accept the resignation of Danielle Derrickson, Instructional Assistant - General Lab Aide (part-time position), effective January 6, 2020.

   B. To accept the resignation, due to retirement, of Janice M. Brna, Director of Postsecondary and Workforce Education, effective June 30, 2020.
11. **Personnel Action: Tenure**
   A. A tenure contract for Heather Keck, Cosmetology Teacher, effective December 31, 2019.

12. **Personnel Action: Change of Status**
   A. Regular status for Matthew Boehm, Instructional Assistant – Trade Experienced, effective January 15, 2020. Mr. Boehm successfully completed his 90-day probationary period.

13. **Personnel Action: Support Staff**
   A. The appointment of Kim Kilgus to the position of Administrative Assistant to the Director of Postsecondary and Workforce Education (Full-time position) effective January 27, 2020 at an hourly rate of $20.75.
   B. The appointment of Jane Landis to the position of Adult Workforce Education Evening School Secretary (Part-time position) effective January 15, 2020 at an hourly rate of $17.80, no benefits.

14. **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 accept the resignation of Louise Cesanek, Substitute Food Service Worker and to have her removed from the current corresponding 2019/2020 substitute lists effective January 4, 2020 for not updating required clearances in a timely manner.

15. **Personnel Action: Mentor**
   A. 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):

   - Doug Troxell (Adam Legath – Wellness/Fitness) effective February 18, 2020

16. **Personnel Action: Lehigh Valley SkillsUSA Council**
   A. The resignation of Kathleen Walker, Executive Director for Lehigh Valley SkillsUSA Council, effective December 31, 2019.
B. The resignation of Marsha Rivas as Program Assistant for Lehigh Valley SkillsUSA Council effective December 31, 2019.

C. The termination of the Memorandum of Understanding (MOU) dated March 2, 2012 entered into between Lehigh Valley Skills USA Council and Lehigh Career & Technical Institute and authorize the Administration to provide written notice of termination of the MOU in accordance with the termination provision as set forth therein.

17. **Personnel Action: Miscellaneous**

A. Payment to Michael Bernadyn, Richard Sikora, and Kevin Ferenchak, Automotive Technology Teachers for participation and preparation for the GLVADA Hands-On – Competition held at Northampton Community College on February 15, 2020 for seven hours each at the JOC approved Professional Related Duties Rate of $37.00 an hour for a total of $259.00 each, total cost $777.00. No substitutes are needed.

B. To approve payment to Brittany Perich, Student Services Administrative Assistant for up to 15 hours (overtime as needed) to assist in training the new Adult Education Evening School Secretary beginning January 15, 2020.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

18. **Curriculum**

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

A. Payment to Donna Reed for facilitating a group activity in the Applied Horticulture lab for the JOC guests that attended the December 11, 2019 holiday dinner for 3.5 hours at the Professionally Related Duties rate of $37.00 per hour for a total of $129.50. Costs to be covered by the curriculum budget.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

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

There was no meeting this evening.
20. **Committee Reports: Business & Finance – Mr. David Kennedy**

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

A. 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) General Operating Fund Proposed Budget Document (pg. 10-29) (Attachment GF#2)
   (b) General Operating Fund Historical Average Calculation (Attachment GF#3)
   (c) General Operating Fund Member District Cost Calculation and Cost Per Pupil (Attachment GF#4)
   (d) General Operating Fund Capital Cost Calculation (Attachment GF#5)
   (e) General Operating Fund Debt Service Cost Calculation (Attachment GF#6)
   (f) General Operating Fund Total Share (Attachment GF#7)
   (g) General Operating Fund Total Share Comparison (Attachment GF#8)

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

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

2. Academic Center Fund

   (a) Academic Center Member District Cost Calculation (Attachment AC#2)
   (b) Academic Center Proposed Budget Document (pg. 33-42) (Attachment AC#3)
   (c) Academic Center Total Share Comparison (Attachment AC#4)

3. 2020-2021 Budget Fast Facts (Attachment BD#1)

C. **Resolved:** That the Board of Directors of the ___________________________ School District hereby authorizes the expenditures of the Lehigh Career & Technical Institute for the General Operating Fund $28,407,230 for and Academic Center Fund in the amount of $1,840,400, for the period of July 1, 2020 through June 30, 2021.

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorchia, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...
21. Committee Report: Policy Committee

1. There are no policies for a First Reading.
2. There are no policies for a Second Reading and approval.
3. The following policy is for Review only:
   • Policy #006 - Meeting

22. Committee Report: Public Relations

Mr. Byrd gave the Public Relations report.

• He stated the Welding Lab grand opening is scheduled for February 5, 2020.
• There are plans to produce two new videos and update an existing video with Digital Feast. One will be a Welding Technology student profile and senior video for the Class of 2020. At some point, would also like to update the IT Academy video to reflect the addition of Emerging Digital Media/Social Communications.
• There are some new and updated print marketing materials.

23. Committee Report: Education Committee

Ms. Desai gave the Education Committee report.

• The showcase tours for 8th and 9th graders in November 2019 had approximately 2,200 participating students.
• Commonwealth Charitable Management Scholarship Funded by Cabot Oil and Gas was increased from $15,000 to $18,000 for LCTI students in need of financial aid.

24. Occupational Advisory Council Members

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

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

• Automotive Technology
  o Chad Obenski

• Carpentry
  o Kevin Lewis

• Emerging Health Professionals
  o Dr. Vincent Cheng
  o Wendi Hontz
  o Donna Pavlovic
Lehigh Career & Technical Institute (LCTI)

• Masonry
  o Dwayne Borowski
  o Reed Harris
  o Peter Mulhall

• Precision Machine
  o Kenneth Krauss
  o Cynthia Schreilbeck
  o David Schreilbeck

B. To remove the following members effective January 22, 2020:

• Early Care & Education of Young Children
  o Wendy Bissinger
  o Tracey Gehman

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorchia, Hein, Kennedy, Levinson, Marich, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

25. **Conferences**

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

A. Jeffrey Doll, Indoor/Outdoor Maintenance Teacher and Donna Reed, Applied Horticulture Teacher to attend the PVGA and Mid-Atlantic Fruit and Vegetable Convention from January 26-30, 2020 at the Hershey Lodge, Hershey, PA. The total cost of the conference to LCTI is $2,021.22. The LCTI General Fund will cover all costs.

B. Kenneth Midgett, Plumbing & Heating Teacher and Kevin Keeler, HVAC Teacher to attend the AHR Expo from February 2 – 5, 2020 in Orlando, FL. The total cost of the conference to LCTI is $1,576.92. The LCTI General Fund will cover all costs.

C. Michaelina Greenawalt and Jonell Kiechel, Exercise Science & Rehabilitation Services Teachers to attend the Anatomy in Clay Workshop, in Somerset, NJ from March 18-20, 2020. The total cost to LCTI for the conference is $2,036.40. The LCTI General Fund will cover all costs.

D. Diane Rarick Teacher and Joseph Peregrin Teacher, FBLA Advisors to attend the FBLA State Leadership Workshop from April 5-8, 2020 at Hershey Lodge, Hershey, PA. The total cost of the conference to LCTI is $1,855.00. The LCTI General Fund will cover all costs.
E. To approve expenses for Paul Champagne, JOC Member to attend the ACTE Conference in Anaheim, CA on 12/4-7, 2019. Total expenses are $2,392.33.

F. To approve expenses for David Kennedy, JOC Member to attend the ACTE Conference in Anaheim, CA on 12/3-7, 2019. Total expenses are $2,486.72.

G. To approve expenses for Gary Fedorcha, JOC Member to attend the ACTE Conference in Anaheim, CA on 12/3-7, 2019. Total expenses are $2,760.17.

<table>
<thead>
<tr>
<th>Category</th>
<th>Paul Champagne Expenses</th>
<th>Dave Kennedy Expenses</th>
<th>Gary Fedorcha Expenses</th>
</tr>
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<tbody>
<tr>
<td>Conference Registration &amp; Membership</td>
<td>$560.00</td>
<td>$570.00</td>
<td>$560.00</td>
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<tr>
<td>Airfare</td>
<td>$570.60</td>
<td>$541.00</td>
<td>$570.60</td>
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<td>Baggage Fees</td>
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<td>$60.00</td>
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<tr>
<td>Ground Transportation</td>
<td>$217.94</td>
<td>$132.96</td>
<td>$281.43</td>
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<tr>
<td>Lodging</td>
<td>$784.26</td>
<td>$983.54</td>
<td>$1018.38</td>
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<tr>
<td>Meals</td>
<td>$259.53</td>
<td>$259.22</td>
<td>$269.76</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>$2,392.33</strong></td>
<td><strong>$2,486.72</strong></td>
<td><strong>$2,760.17</strong></td>
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</table>

The motion was unanimously approved as follows:

In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

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

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

A. To grant retroactive approval for the Change Order PC-02 dated December 16, 2019 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Vision Mechanical, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $338.21 resulting in an increase of the previous contract amount of $285,415.00 to a new contract amount of $285,753.21. The Change Order is for the cost of labor and material to add two ¾” ball valves and one 1” ball valve to the compressed air system.

27. **Budget Transfers**

A. Approval of 2019-2020 Budget Transfers
28. **List of Bills**

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

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

29. **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)
   (Attachment FR#9)
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)
M. Adult Education Profit & Loss Statement (as of 12/31/19) – (Attachment FR#13)

The motion was approved as follows:

In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorcha, Hein, Kennedy, Levinson,  
   Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

Abstain: (1)... Rex (Item #29J)

30. **Miscellaneous**

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

**Textbook/Instructional Media**

A. Purchase of the following app for the Science and Math Departments:

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<thead>
<tr>
<th>Product Name</th>
<th>Company</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Gizmos</td>
<td>Explore Learning</td>
<td>$875.00</td>
<td>2</td>
<td>$1750.00</td>
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10
B. Purchase of the following for Supply Chain Management:

<table>
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<tr>
<th>Product Name</th>
<th>Company</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>QTrak</td>
<td>QTrak Annual Subscription (2 Users)</td>
<td>$1395.00</td>
<td>1</td>
<td>$1395.00</td>
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</table>

Public Auction

A. To approve the following items related to the public auction for the sale of surplus materials, equipment, tools and vehicles:
   - To hold a public auction on Friday, July 17, 2020 at 4:00 p.m.
   - To enter into 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. (Attachment)

2020 Consumer Price Index Adjustment

A. To approve the 2020 Consumer Price Index Adjustment of Base Amounts on Bids effective January 23.2020, issued by the Department of Labor and Industry as per JOC Policy 610 – Purchase Subject to Bid. The Public Bid amount is $21,000 and the Written/Telephonic Bid amount is $11,300.

Pennsylvania School District Liquid Asset Fund (PSDLAF)

A. To approve the Pennsylvania School District Liquid Asset Fund (PSDLAF), Pennsylvania Local Government Investment Trust (PLGIT), and US Bank National Association Signature Authorization Resolution.

Sacred Earth Contracting & Salvage

A. To rescind the approval that was obtained at the December 11, 2019 JOC board meeting for 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 was to be paid from the Adult Education budget.

   Note: Sacred Earth is being rescinded because they did not provide the required insurance certificate requirements

Call 2-Haul – Removal and Disposal Fee

A. To grant retroactive approval the removal and disposal fee of recycled or junk items from the Adult Education program space in the amount of $4,500.00 with Call-2-Haul, 127 Glenlivet Drive, Suite 100, Allentown, PA 18106. This item will be paid from the Adult Education budget.
CISLV Contract Addendum

A. To authorize the JOC Chairperson to sign an “Addendum 1” dated January 22, 2020 entitled “Integrated Student Supports Contract July 1, 2019-June 30, 2020”, which shall amend an Agreement of the same title entered into by and between Lehigh Career & Technical Institute (LCTI) and Communities In Schools of the Lehigh Valley, Inc., (CISLV) dated June 26, 2019; Addendum 1 allows CISLV to partner with other providers at no further cost to LCTI or CISLV to assist with the delivery of the programs and services under the Agreement. All terms and conditions of the Agreement shall remain in full force and effect as originally approved by the JOC.

The motion was unanimously approved as follows:
In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0)

36. New Business

No new business to report.

37. Adjournment

Ms. Roth moved, seconded by Mr. Champagne 8:30 p.m.

The motion was unanimously approved as follows:
In favor: (15) ... Byrd, Champagne, Conover, Desai, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, Smith, Johnson-Watts and Ziegler.

Opposed: (0) ...

Respectfully submitted,

[Signature]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary