JOINT OPERATING COMMITTEE MEETING

Minutes of the March 2020

1. Call to Order, Roll Call

The meeting was called to order by Joint Operating Committee Member Chairperson, Gary Fedorcha, at 7:15 p.m. in the JOC Board Room via Zoom. The meeting time was modified due to comply with the Lehigh County “Stay at Home” order to mitigate the spread of COVID 19.

Present at the meeting were: Mr. Byrd, Mr. Champagne, Ms. Conover, Ms. Cunningham, Ms. Desai, Ms. Facchiano, Mr. Fedorcha, Mr. Hein, Mr. Kennedy, 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, Mr. Kapadia, Mr. Serfass and Ms. Weigman.

2. Pledge of Allegiance

We did not have a pledge of allegiance.

3. Courtesy of the Floor

No guests attended the meeting.

4. Approval of the February 26, 2020

Ms. Cunningham moved, seconded by Dr. Levinson to approve the minutes from the February 26, 2020 Minutes.

The motion was unanimously approved as follows:

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

Opposed: (0) ...

5. Chairperson Report – Gary Fedorcha

Mr. Fedorcha reported that there were no committee meetings tonight and thanked everyone for attending the meeting.

6. Student Representative’s Report

There was no student representative tonight.
7. **Administrative Report**

**Dr. Rushton – Executive Directors Report**

A. Dr. Rushton briefed the JOC on how we are handling the closure of LCTI. The Business office is cross trained and they are staggering employees schedules so there are not in the office together. The supervisory staff is working remotely with the school districts. Currently, the Cooperative Education is sidelined until further notice. At the time, we are getting our subsidies from all the school districts.

**Dr. Lisa Greenawalt**

A. **Continuity of Education**

Dr. Greenawalt presented a Continuity of Education Plan for all students enrolled at LCTI including Academic Enter and Career Academy Program for the next month.

Notation from Mr. Steve Miller, as of 7:30pm, no business has been conducted.

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

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

A. 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.

B. 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**

A. 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.

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

The motion was unanimously approved as follows:

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

Opposed: (0) ...
Ms. Roth moved, seconded by Ms. Cunningham to approve:

10. **Personnel Action: Resignations**
   
   A. To accept the resignation of Antonio Smith, Technology Assistant (Part-time position), effective March 13, 2020.
   
   B. To accept the resignation, due to retirement, of Michael Bernadyn, Automotive Technology Teacher, effective July 13, 2020.

11. **Personnel Action: Change of Status**
   
   A. Regular status for Brittany Perich, Student Services Administrative Assistant, effective March 23, 2020. Ms. Perich successfully completed her 90-day probationary period.
   
   B. 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**
   
   A. To change the date of resignation for Gretchen Boyer, Human Resources Manager, from March 27, 2020 to no later than April 8, 2020.
   
   B. 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**
   
   A. Angela Dalrymple as Food Service Worker, effective March 11, 2020 at the rate of $13.79 per hour.
14. **Personnel Action: Substitutes**
   
   A. Linda Moya as Substitute Food Service Worker, effective March 6, 2020 at the rate of $11.33 per hour.

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):
      
      - Stephen Ferguson (Stephanie Barto-School to Career Coordinator) effective April 27, 2020

16. **Personnel Action: Leave of Absence**
   
   A. Two (2) deductible days for Haidy Soto, Pre-Engineering Teacher on March 5 and 6, 2020.

   B. 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**
   
   A. 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.

   B. 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.

   C. 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.

   D. 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
E. 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.

F. 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.

G. 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.

H. 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.

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.

I. 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.

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.
The motion was unanimously approved as follows:

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

Opposed: (0) ...

18. **Curriculum**

Ms. Conover moved, seconded by Mr. Smith to approve:

A. 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.

The motion was unanimously approved as follows:

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

Opposed: (0) ...

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

There was no Personnel & Salary meeting tonight.

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

Mr. Kennedy gave the Business & Finance report:

- 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>
21. **Committee Report: Facilities**
   
   A. There was no Facilities meeting tonight.

22. **Committee Report: Policy Committee**
   
   There was no Policy meeting tonight.

23. **Committee Report: Public Relations**
   
   There was no Public Relation meeting tonight.

24. **Committee Report: Education Committee**
   
   There was no Education meeting tonight.

25. **Occupational Advisory Council Members**

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

   A. 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 Brunnabend

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

   - Dental Technology
     - Dr. David Burt
     - Toby Borcoman
The motion was unanimously approved as follows:

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

Opposed: (0) ...

26. **Conferences**

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

A. 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.

B. 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.

The motion was unanimously approved as follows:

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

Opposed: (0) ...

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

27. **Budget Transfers**

A. Approval of 2019-2020 Budget Transfers

28. **List of Bills**

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)
Lehigh Career & Technical Institute (LCTI)

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

Opposed: (0) ...

Abstain: (1)... Rex (Item #28B,#29A, 29J &29K)

30. **Miscellaneous**

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

**Textbook/Instructional Media**

A. 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>$51.00</td>
<td>2</td>
<td>$102.00</td>
<td></td>
</tr>
<tr>
<td>Project Book 2 (Teacher Annotated Edition)</td>
<td>UBC</td>
<td>CC0002G</td>
<td>$56.65</td>
<td>2</td>
<td>$113.30</td>
<td></td>
</tr>
<tr>
<td>Flash Drive (Teachers Annotated Edition)</td>
<td>UBC</td>
<td>N/A</td>
<td>$30.00</td>
<td>2</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Project Book 3 – Commercial</td>
<td>UBC</td>
<td>CC0003CG</td>
<td>$62.71</td>
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</tr>
<tr>
<td>Project Book 3 – Residential</td>
<td>UBC</td>
<td>CC003RG</td>
<td>$83.19</td>
<td>2</td>
<td>$166.38</td>
<td></td>
</tr>
<tr>
<td>One Trade, Many Careers</td>
<td>UBC</td>
<td>CCPASSG</td>
<td>$32.06</td>
<td>2</td>
<td>$64.12</td>
<td></td>
</tr>
<tr>
<td>ExamView Assessment Question Banks</td>
<td>UBC</td>
<td>N/A</td>
<td>$20.00</td>
<td>2</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>
Quadient Leasing USA Inc.

B. 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

Digital Feast Contract

C. 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.

Supplies to LVHN – COVID 19 Coronavirus

Mr. Champagne moved, seconded by Ms. Mathison to approve:
D. As directed by the Dr. Rushton, the donations of supplies are available to Health Care Providers 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</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>
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<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></td>
<td></td>
<td></td>
<td><strong>Total</strong> $6,250.52</td>
</tr>
</tbody>
</table>

- To approve the delivery at no cost to Healthcare Providers for the following supplies that were donated to LCTI Distribution Center program.
  
  *Note: the listed price contains no mark up and is the cost to LCTI.*

<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.*

**2020-2021 School Calendar**

E. The 2020-2021 School Calendar

The motion was unanimously approved as follows:

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

Opposed: (0) ...
31. **New Business**

   Mr. Kennedy commented that may be there is a potential for LCTI to make masks and shields for health care industry.

32. **Adjournment**

Ms. Cunningham moved, seconded by Ms. Conover to adjourn the meeting at 7:57 p.m.

The motion was unanimously approved as follows:

In favor: (20) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, 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