LCTI’s Joint Operating Committee (JOC) Meeting
5:45 p.m. - 6:30 p.m. - Executive Session - Virtual
6:30 p.m. - Joint Operating Committee Meeting - Virtual

1. Call To Order/Roll Call

Subject: A. Call to Order by Chairperson and Roll Call Taken
Meeting: May 27, 2020 - Joint Operating Committee Meeting
Category: 1. Call To Order/Roll Call
Access: Private
Type: Procedural

Admin Content
The Chairperson will call the meeting to order and roll call will be taken.

2. Pledge of Allegiance

Subject: A. Chairperson leads the group in the Pledge of Allegiance.
Meeting: May 27, 2020 - Joint Operating Committee Meeting
Category: 2. Pledge of Allegiance
Access: Private
Type: Procedural

Admin Content
The Chairperson will lead the group in the Pledge of Allegiance.

3. Courtesy of the Floor

Subject: A. Courtesy of the Floor
Meeting: May 27, 2020 - Joint Operating Committee Meeting
Category: 3. Courtesy of the Floor
Access: Private
Type: Procedural

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

4. Approval of the Minutes

Subject: A. Approval of the April 22, 2020 Meeting Minutes
The Chairperson will ask for a motion to approve the Minutes from the April 22, 2020 JOC Meeting.

5. Chairperson Report

Subject: A. Chairperson Report
Meeting: May 27, 2020 - Joint Operating Committee Meeting
Category: 5. Chairperson Report
Access: Private
Type: Procedural

Admin Content:
The Chairperson will give his report.

6. Administrative Report

Subject: A. Administrative Report
Meeting: May 27, 2020 - Joint Operating Committee Meeting
Category: 6. Administrative Report
Access: Private
Type: Information

Admin Content:
Dr. Rushton - Executive Directors Report

Dr. Rushton will give the Executive Directors report and the Administrative team will give their report.

7. Grants

Subject: A. Grant(s) Approval
Meeting: May 27, 2020 - Joint Operating Committee Meeting
Category: 7. Grants
Access: Private
Type: Action

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

1. Submission of the 2020 Lehigh County Community Development Block Grant for Workforce Development Training in the amount of $19,500.00.

2. Submission of the Bosch Community Fund Grant for Mechatronic Trainers in the amount of $10,000.00.

8. Adult Workforce Education: Miscellaneous

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Adult Workforce Education: Miscellaneous</th>
</tr>
</thead>
</table>

Meeting  
May 27, 2020 - Joint Operating Committee Meeting

Category  
8. Adult Workforce Education: Miscellaneous

Access  
Private

Type  
Action

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

<table>
<thead>
<tr>
<th>Program</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL/A Tractor Trailer Driver Training-150 hrs.</td>
<td>$5,600</td>
<td>$5,655</td>
</tr>
<tr>
<td>CDL/B Truck Driver Training-50 hrs.</td>
<td>$3,185</td>
<td>$3,215</td>
</tr>
<tr>
<td>CDL/A Refresher-40hrs.</td>
<td>$3,085</td>
<td>$3,115</td>
</tr>
<tr>
<td>Logistics &amp; Forklift Safety-60 hrs.</td>
<td>$990</td>
<td>$1,000</td>
</tr>
<tr>
<td>CDL/A Tractor Trailer/Logistics Forklift Training-210 hrs.</td>
<td>$6,495</td>
<td>$6,555</td>
</tr>
<tr>
<td>CDL/B Truck Driver/Logistics Forklift Training-110 hrs.</td>
<td>$4,075</td>
<td>$4,115</td>
</tr>
<tr>
<td>Heavy Equipment Operations-184 hrs.</td>
<td>$6,720</td>
<td>$6,785</td>
</tr>
<tr>
<td>HEO &amp; Logistics/Forklift Safety Training-244 hrs.</td>
<td>$7,610</td>
<td>$7,685</td>
</tr>
<tr>
<td>HEO, CDL/B &amp; Dump Truck Training-274 hrs.</td>
<td>$11,920</td>
<td>$12,030</td>
</tr>
<tr>
<td>HEO &amp; CDL/A Training-334 hrs.</td>
<td>$12,225</td>
<td>$12,340</td>
</tr>
<tr>
<td>HEO, CDL/A, Dump Truck, Low-boy/Tag Trailer-404 hrs.</td>
<td>$15,805</td>
<td>$15,960</td>
</tr>
<tr>
<td>HEO, CDL/A, DT, Low-boy/Tag Trailer &amp; Forklift-464 hrs.</td>
<td>$16,700</td>
<td>$16,860</td>
</tr>
<tr>
<td>Dump Truck Operator &amp; CDL/B Training-90 hrs.</td>
<td>$5,295</td>
<td>$5,345</td>
</tr>
<tr>
<td>Dump Truck Operator &amp; CDL/A Training-200 hrs.</td>
<td>$8,290</td>
<td>$8,365</td>
</tr>
<tr>
<td>Diesel Truck Technician-200 hrs.</td>
<td>$3,470</td>
<td>$3,505</td>
</tr>
<tr>
<td>Diesel Truck Technician w/ CDL/A Training-350 hrs.</td>
<td>$8,970</td>
<td>$9,060</td>
</tr>
<tr>
<td>Diesel Truck Technician w/ CDL/B Training-250 hrs.</td>
<td>$6,555</td>
<td>$6,620</td>
</tr>
<tr>
<td>Heating, Ventilation &amp; Air Conditioning (HVAC)-180 hrs.</td>
<td>$3,575</td>
<td>$3,605</td>
</tr>
<tr>
<td>*Residential Wiring &amp; Electricity-200 hrs.</td>
<td>$3,920</td>
<td>$3,955</td>
</tr>
<tr>
<td>CNC/Prec. Machine Tool Technology-RSN-600 hrs.</td>
<td>$9,235</td>
<td>$9,325</td>
</tr>
<tr>
<td>Electromechanical/Mechatronics Technology-1350 hrs.</td>
<td>$19,985</td>
<td>$20,185</td>
</tr>
<tr>
<td>Industrial Electrical Maintenance Technology-625 hrs.</td>
<td>$9,615</td>
<td>$9,710</td>
</tr>
<tr>
<td>Electromechanical Machine Tool Technology-1115 hrs.</td>
<td>$14,230</td>
<td>$14,370</td>
</tr>
<tr>
<td>Welding Technology-150 hrs.</td>
<td>$3,550</td>
<td>$3,595</td>
</tr>
<tr>
<td>Small Gas Engines-30 hrs.</td>
<td>$835</td>
<td>$845</td>
</tr>
</tbody>
</table>

https://go.boarddocs.com/pa/lcti/Board.nsf/Private?open&login#
2. The Financial Aid Consulting Agreement with Lancaster County Career and Technology Center, Willow Street, PA for consultation services for the Adult Workforce Education Department at $74.00 per hour, not to exceed 35 hours, effective July 1, 2020 to June 30, 2021. (Attachment)

9. Adult Workforce Education: Personnel

Subject A. Adult Workforce Education: Personnel
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 9. Adult Workforce Education: Personnel
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:
Admin Content

10. Personnel Action: Resignations

Subject A. Personnel Action: Resignations
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 10. Personnel Action: Resignations
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:
Admin Content

11. Personnel Action: Administrative Staff

Subject A. Personnel Action: Administrative Staff
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 11. Personnel Action: Administrative Staff
Access Private
1. Wendy Harris, Director of Postsecondary and Workforce Education, effective no later than July 27, 2020, salary of $110,000 (Act 93).

12. Personnel Action: Professional Staff

Subject  A. Personnel Action: Professional Staff
Meeting  May 27, 2020 - Joint Operating Committee Meeting
Category  12. Personnel Action: Professional Staff
Access  Private

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

Admin Content
1. Alicia Levan, SOC Food Services Teacher effective beginning in the 2020-2021 School year, Step 3 of the BS/VOCII column of the 2020-2021 salary guide.

13. Personnel Action: Work Study

Subject  A. Personnel Action: Work Study
Meeting  May 27, 2020 - Joint Operating Committee Meeting
Category  13. Personnel Action: Work Study
Access  Private

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

Admin Content
1. To re-appoint the following work study student at the rate of $9.00 per hours, not to exceed 28 hours/week for up to 10 weeks ending no later than August 21, 2020. This student is returning to her summer position from last year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sierra Gross</td>
<td>Painting</td>
<td>Keith Lyons</td>
</tr>
</tbody>
</table>

14. Personnel Action: Miscellaneous

Subject  A. Personnel Action: Miscellaneous
Meeting  May 27, 2020 - Joint Operating Committee Meeting
Category  14. Personnel Action: Miscellaneous
Access  Private
The Joint Operating Committee (JOC) will be asked to approve the following:

**Admin Content**

1. Payment to the following Guidance Counselors for a combined maximum of 50 days to be paid at their per diem rate for the scheduling of students June 10, 2020 through August 24, 2020. The counselors will be supervised and scheduled by Ms. Grace Loeffler.
   * Daniel Snyder
   * Christine Luey
   * Katrina Sparozic
   * Cory Schnaufer
   * Brieann Murray

2. Payment to Dr. Mark Covelle, Academic Center Principal, for up to 10 days during the summer months in the 2020/2021 school year to work on the Academic Center schedule and prepare the Academic Center for the 2020-2021 school year. Dr. Covelle will be paid at his per diem rate.

3. Payment to Kristin Jachowicz, Supervisor of Special Education, for up to 15 days during the summer months in the 2020-2021 school year to work on the scheduling of special needs students and participate in meetings with the sending districts for the 2020-2021 school year. Mrs. Jachowicz will be paid at her per diem rate.

4. Martha Figueroa, Bilingual Support Coordinator, to contact graduates for the Post Graduate Survey as required by the Perkin’s Grant for 65 hours at her JOC approved hourly rate effective May 29, 2020 through June 30, 2020. Ms. Figueroa will be supervised by Ms. Grace Loeffler. The cost will be covered by the Perkins Grant.

**15. Curriculum**

Subject | A. Curriculum
---|---
Meeting | May 27, 2020 - Joint Operating Committee Meeting
Category | 15. Curriculum
Access | Private
Type | Action

**Admin Content**

1. Kelly Cahoon, Instructional Coach and Stacie Knehr Kutz, Instructional Technology Specialist for time to develop virtual professional development activities in Schoology to assist teachers in preparing for remote learning. Work completed prior to July 1, 2020 will be at the professional related duties rate of $37.00 per hour. Work completed on or after July 1, 2020 will be at the professional related duties rate of $37.50 per hour. Each coach will be paid for a maximum of 100 hours. Costs to be paid by the Curriculum Budget.

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

Subject | A. Personnel & Salary
---|---
Meeting | May 27, 2020 - Joint Operating Committee Meeting
Category | 16. Committee Reports: Personnel & Salary - Ms. Audrey Mathison
Access | Private
Type | Action, Information

**Recommended Action**

The Joint Operating Committee will be asked to approve/accept:
1. To approve the 2020/2021 ACT 93 Administrator salaries effective July 1, 2020. (Attachment)

2. To approve the 2020/2021 Non-Classified and Confidential Personnel salaries effective July 1, 2020. (Attachment)

3. To approve the 2020/2021 Lehigh Career & Technical Institute Education Support Personnel Association, ESPA/PSEA/NEA, Secretary and Technical Specialist hourly rate increases effective July 1, 2020. (Attachment)

Note: the Instructional Assistant hourly rate increases will be approved at the June 24, 2020 JOC meeting when all the sending district information is received.

4. To approve Patricia T. Bader, Business Administrator's 2020/2021 salary effective July 1, 2020 (Attachment)

Administrative File Attachments
2020-21 Act 93 increases.pdf (67 KB)
FINAL 20-21 NON CONF SALARIES.pdf (73 KB)
FINAL 20-21 ESPA secty and tech only SALARY SPREADSHEET.pdf (28 KB)
2020-21 BA increase letter to JOC.pdf (62 KB)

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

Subject A. Committee Reports: Business & Finance
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 17. Committee Reports: Business & Finance - Mr. David Kennedy
Access Private
Type Action

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

Admin Content
1. To approve the 2020 - 2021 Proposed Capital Projects – Facility Budget (Attachment)
2. To approve the 2020 - 2021 Proposed Capital Projects – Technology Budget (Attachment)
3. To approve the 2020 - 2021 Proposed Technical School Student Organization Budgets (Attachment)

Administrative File Attachments
May 2020 Proposed Capital Projects Facility Budget proposal 2020 2021.pdf (64 KB)

18. Committee Reports: Facilities - Mr. Paul Champagne

Subject A. Facilities
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 18. Committee Reports: Facilities - Mr. Paul Champagne
Access Private
Type Information

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

Subject A. Policy

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 19. Committee Reports: Policy - Ms. Lisa Roth

Access Private

Type Action, Information

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

1. The following policies are for a Second Reading and Approval:
   - Policy 006 - Meetings
2. There are no policies for First Reading.
3. The following policies are for Review:
   - Policy #222 – Tobacco and Vaping Products
   - Policy #247 - Hazing

Administrative File Attachments
Policy #006 Meetings 5.21.2020.pdf (215 KB)
Policy #222 Tobacco and Vaping Products 5.21.2020.pdf (128 KB)
Policy #247 Hazing 5.21.2020.pdf (152 KB)

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

Subject A. Public Relations

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 20. Committee Report: Public Relations - Ms. Carol Facchiano

Access Private

Type Information

Admin Content
There is no Public Relations Committee meeting tonight.

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

Subject A. Education Committee

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 21. Committee Report: Education Committee - Ms. Kathleen Parsons

Access Private

Type Information

Admin Content
There is no Education Committee meeting tonight.
22. Conferences

Subject A. Conferences
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 22. Conferences
Access Private
Type Action

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

Admin Content
1. To approve the conference date change and location of the “Anatomy in Clay Conference” for Michaelina Greenawalt and Jonell Kiechel. The conference will be held on October 19-20, 2020 at Lehigh Carbon Community College. The registration fees ($550 each) from the original conference will be transferred to this conference.

2. To rescind the following motion from last month due to the cancellation of the conference:
   - Kenneth Midgett was to attend the “Women in Energy” conference on from August 2-3, 2020. However, Mr. Midgett will no longer be attending this conference, he will work with the group in a virtual format. All costs to LCTI have been refunded.

23. Bond Fund - Change Orders

Subject A. Bond Fund - Change Orders
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 23. Bond Fund - Change Orders
Access Private
Type Action

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

Admin Content
1. Change Order EC-05 dated May 12, 2020 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Billitier Electric, Inc for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $32,164.75 resulting in an increase of the previous contract amount of $455,394.59 to a new contract amount of $487,559.34. The Change Order is for the cost of materials and labor and related the installation of two 14’ round Hunter HVLS fans w/ 1-430 series controller to operate both fans. (Attachment)

Administrative File Attachments
May 2020 Bond Fund Change Order EC-05 Change Order 5-12-20.pdf (233 KB)

24. Bid Recommendations

Subject A. Bid Recommendations
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 24. Bid Recommendations
Access Private
### 25. Budget Transfers

**Subject**  
A. Budget Transfers

**Meeting**  
May 27, 2020 - Joint Operating Committee Meeting

**Category**  
25. Budget Transfers

**Access**  
Private

**Type**  
Action

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

**Admin Content**  
1. Approval of 2019-2020 Budget Transfers (Attachment)

**Administrative File Attachments**  
May 2020 Budget Transfers.pdf (387 KB)

### 26. Insurance Recommendations

**Subject**  
A. Insurance Recommendations

**Meeting**  
May 27, 2020 - Joint Operating Committee Meeting

**Category**  
26. Insurance Recommendations

**Access**  
Private

**Type**  
Action

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

**Admin Content**  
1. Approval of Insurance Recommendations (Attachment)

**Administrative File Attachments**  
May 2020 Historical Insurance Premiums Attachment A.pdf (158 KB)  
May 2020 Insurance Recommendations 2020-2021 Attachment B.pdf (139 KB)

### 27. List of Bills

**Subject**  
A. List of Bills
### Subject: B. List of Bills - 2017B - Proceeds

**Meeting:** May 27, 2020 - Joint Operating Committee Meeting  
**Category:** 27. List of Bills  
**Access:** Private  
**Type:** Action  

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

**Admin Content**
1. The List of Bills - 2017B Proceeds (Attachment)

**Administrative File Attachments**

*May 2020 List of Bills 2017B Proceeds.pdf (62 KB)*

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### 28. Financial Reports

**Subject:** A. Financial Reports

**Meeting:** May 27, 2020 - Joint Operating Committee Meeting  
**Category:** 28. Financial Reports  
**Access:** Private  
**Type:** Action  

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

**Admin Content**
1. Combined Treasurer’s Report (Attachment FR#1)  
2. Investment Report (Attachment FR#2)  
3. Term Investment Detail Report (Attachment FR#3)  
5. Revenue Summary Report - General Operating Fund (Attachment FR#5)  
7. Revenue Summary Report - Academic Center Fund (Attachment FR#7)  
8. Expenditure Summary Report - Academic Center Fund (Attachment FR#8)  
29. Miscellaneous

Subject A. KRE Security, LLC

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 29. Miscellaneous

Access Private

Type Action

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

Admin Content
1. KRE Security, LLC of Hamburg, PA to provide security services to LCTI for seven (7) hours a day for 185 days at the rate of $22.50 an hour. The total cost for one security officer for the 2020/2021 school year is $29,137.50.

Administrative File Attachments
KRE Security Signed Agreement 5.20.pdf (251 KB)

Subject B. LCTI School Store Donation

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 29. Miscellaneous

Access Private

Type Action

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

Admin Content
1. Cyndee Barkley to donate food stock and beverages from the School Store, approximate value is $1,900. Items to be donated are perishable and have an expiration date of early summer.
Subject C. MAX Teaching, Inc.
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. Payment to MAX Teaching, Inc. for presenting two (2) professional development workshops on May 27 and 28, 2020 in a virtual setting. Total cost will be $3,202.00, including the workshop, required textbooks, materials and shipping charges. Cost to be paid by the Perkins Grant. (Invoice attached)

Administrative File Attachments
Max Teaching Invoice - 20375 -May JOC.pdf (46 KB)

Subject D. LJ Coaching and Consulting
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. Payment to LJ Coaching and Consulting for presenting three days of professional development on May 19 and 20, 2020 and June 2, 2020 in a virtual setting. Total cost will be $9,600.00. Staff will learn about Collins Writing and how to develop engaging learning assignments in a virtual learning environment. Cost to be paid by the Perkins Grant. (Invoice attached)
2. Payment to LJ Coaching and Consulting for presenting three (3) days of professional development workshops on June 3,4 and 5, 2020 in a virtual setting. Staff will learn how to develop engaging learning assignments in a virtual learning environment. Total cost will be $9,600.00. Cost to be paid by the Perkins Grant (Invoice attached)

Administrative File Attachments
Invoice_1034_from_LJ_Coaching_and_Consulting.pdf (11 KB)
Invoice_1033_from_LJ_Coaching_and_Consulting.pdf (11 KB)

Subject E. Digital Feast, Inc.
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
1. Approve amendment to contract between Digital Feast Inc. and Lehigh Career & Technical Institute approved by the JOC on March 25, 2020 to provide for a change in the following terms and conditions of the contract: Deliverables, place of performance, and completion dates for work without change in contract price:

**Delete:**

Senior Video: To keep the spirit of energy and fun high, we will shoot B-roll, going from room to room, capturing as many seniors as possible in class or in activities, to gain the necessary B-roll. To provide for the best outcome for Senior Video, we will include 3 hours of B-roll filming. Multiple students selected by LCTI, will be interviewed for a span of 4-5 hours. An interview background that adds more color or interest will be mutually agreed upon.

**Add:**

In place of the Senior Video listed under Deliverables in the Scope of Work, Digital Feast will edit and deliver:

2. Approximately 100 stand-alone videos to be submitted by LCTI’s career and technical education teachers. The final version of each video will include an intro with music, a lower third, a closing graphic and an outro with music.

3. Approximately 20 stand-alone videos to be submitted by LCTI’s academic teachers and school counselors. The final version of each video will include an intro with music, a lower third, a closing graphic and an outro with music.

4. A video ceremony with approximately 17 segments to be submitted by LCTI’s administrators and students. The segments will be combined to create a 20-25-minute ceremony. The ceremony will include an intro with music, lower thirds for each segment, transitions between each segment and an outro with music.

5. Digital Feast will deliver the stand-alone teacher videos on or before May 28 and the video ceremony on or before June 4.

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Subject  | F. LCTI Professional Education Committee
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Meeting  | May 27, 2020 - Joint Operating Committee Meeting
Category  | 29. Miscellaneous
Access  | Private
Type  | Action

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

Admin Content  
1. Approve the membership list of the LCTI Professional Education Committee. (Attachment)

2. Approve posting the LCTI Professional Education Plan for a 28-day period of public review as required by Chapter 49, Section 17(a). (Attachment)

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Administrative File Attachments
- Professional Development Plan.pdf (557 KB)
- Professional Development Committee.pdf (14 KB)

Subject  | G. Lehigh Career & Technical Institute Induction Plan
Meeting: May 27, 2020 - Joint Operating Committee Meeting

Category: 29. Miscellaneous

Access: Private

Type: Action

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

Admin Content:
1. Approve posting the LCTI Induction Plan for a 28-day period of public review as required by Chapter 49.1, Approval of Induction Plans. (Attachment)

Administrative File Attachments
LCTI Induction Plan.pdf (319 KB)

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Subject: H. Lehigh Career & Technical Institute Comprehensive Plan

Meeting: May 27, 2020 - Joint Operating Committee Meeting

Category: 29. Miscellaneous

Access: Private

Type: Action

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

Admin Content:
1. Approve posting the LCTI Comprehensive Plan for a 28-day period of public review as required by the Pennsylvania Department of Education. (Attachment)

Administrative File Attachments
Comprehensive Plan -Public Review Copy.pdf (336 KB)

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Subject: I. Stratix Systems, Inc.

Meeting: May 27, 2020 - Joint Operating Committee Meeting

Category: 29. Miscellaneous

Access: Private

Type: Action

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

Admin Content:
1. Approve the attached Docuware Pro, online document management, and workflow automation statement of work between LCTI and Stratix Systems, Inc. for the services described in Exhibit I of the Agreement. The Agreement is a two-year subscription service. The cost of the Agreement for the first year is $19,812.00 for system setup, configuration, subscription, training/assistance, and $11,112.00 for year two subscription. Pricing based on the COSTARS contract. (Attachment)

Note: This product will be used for improved current forms management and to digitize the entire process for efficiency and accuracy.
Subject J. Communities in Schools Lehigh Valley
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:
Admin Content
1. Payment to Communities in School Lehigh Valley in the amount of $5,000.00 per agreement between LCTI and CISLV. The cost to be covered by the Perkin’s Grant.

Subject K. Mark C. Perna, Tools for School (TFS)
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
Type Action
Recommended Action The Administration recommends that the Board approve and authorize the JOC Chairperson or Vice Chairperson to execute the attached agreement.
Admin Content
1. Payment to Mark C. Perna, Tools for School (TFS) G02 Partners, for renewal of the one year agreement for portal access and on-line resources for the amount of $2400.00. Cost to be covered by the Perkin’s Grant.

Subject L. Greater Northern Lehigh Chamber of Commerce Scholarship
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:
Admin Content
1. To approve the Greater Northern Lehigh Chamber of Commerce Scholarship of $500.00 to a graduating senior student who meets the established criteria who will be continuing their education with a business related major or to transition into a career requiring business supplies. Funding to be provided by the Greater Northern Lehigh Chamber of Commerce and must be used during the 2020/2021 academic year. There are five (5) $500.00 scholarships available.
Subject  M. Alex Huber Memorial Award
Meeting  May 27, 2020 - Joint Operating Committee Meeting
Category  29. Miscellaneous
Access  Private
Type  Action
Recommended Action  The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. To approve the Alex Huber Memorial Award of $200 in gift certificates ($100.00 to Carhart Store and $100.00 for Redwing Boots) to the top senior student in the Heavy Equipment Operations program recognized by the program teacher. The gift certificates are provided by the Huber family.

Subject  N. Jerry Hausman Memorial Scholarship
Meeting  May 27, 2020 - Joint Operating Committee Meeting
Category  29. Miscellaneous
Access  Private
Type  Action
Recommended Action  The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. The Jerry Hausman Memorial Scholarship of $2,000.00 to a graduating Allentown School District student from LCTI who desires to further their education in a construction related field. Funding for this scholarship will be provided by the Hausman family and the Allentown School District Foundation. The scholarship is renewable for up to four consecutive years.

Subject  O. Jerry Hausman Memorial Tool Stipend
Meeting  May 27, 2020 - Joint Operating Committee Meeting
Category  29. Miscellaneous
Access  Private
Type  Action
Recommended Action  The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. The Jerry Hausman Memorial Tool Stipend of $500.00 to a graduating Allentown School District student from LCTI to secure personal tools needed to begin a career in the building trades. Funding to be provided by the Hausman family and the Allentown School District Foundation.

Subject  P. Fee Schedule
Meeting  May 27, 2020 - Joint Operating Committee Meeting
Category  29. Miscellaneous
Access: Private
Type: Action

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

**Admin Content**
1. The attached Fee Schedule for the Rental of Facilities, effective July 1, 2020. The Executive Director shall maintain the authority to deviate from this schedule for cooperative joint programs with the CLIU21, LCCC and Sponsoring School Districts. (Attachment)

**Administrative File Attachments**
May 2020 Fee Schedule for Rental of Facilities effective July 1 2020.pdf (13 KB)

---

**Subject**
**Q. Contracted Rate of Flex Students**

**Meeting**
May 27, 2020 - Joint Operating Committee Meeting

**Category**
29. Miscellaneous

**Access**
Private

**Type**
Action

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

**Admin Content**
1. The contracted rate of flex students at $10.00 per hour for the 2020 - 2021 school year.

---

**Subject**
**R. Inactive Lunch Positive Balances**

**Meeting**
May 27, 2020 - Joint Operating Committee Meeting

**Category**
29. Miscellaneous

**Access**
Private

**Type**
Action

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

**Admin Content**
1. The transfer of funds in the amount of $347.00 to the CTSO National Conference Account for student balances remaining from the June 30, 2018 school year in compliance with Policy #808 - Food Services. (Attachment)

**Administrative File Attachments**
May 2020 2018-19 Inactive Lunch Positive Balances.pdf (75 KB)

---

**Subject**
**S. Write-off of Student Lunch Balances**

**Meeting**
May 27, 2020 - Joint Operating Committee Meeting

**Category**
29. Miscellaneous

**Access**
Private
Admin Content
1. The write-off of student lunch balances not to exceed $592.30 for negative balances remaining in inactive student lunch accounts as of June 30, 2018. (Attachment)

Administrative File Attachments
May 2020 2018-19 Inactive Lunch Negative Balances.pdf (94 KB)

Subject T. 2020 - 2021 Cafeteria Prices
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
Type Action
Recommended Action The Joint Operating Committee (JOC) will be asked to approve the following:

Admin Content
1. To approve the following 2020-2021 cafeteria prices, effective for the first student day which is scheduled for September 1, 2020. (Attachment)
   (1) $ .40 Reduced Student Lunch Price
   (2) $2.40 Paid Student Lunch Price

   Note: The Paid Student Lunch Price and the Reduced Student Lunch Price for school years 2015-2016 through 2018-2019 were $2.20 and $.40. For 2019-20, a $.10 increase was put in place to offset.

Administrative File Attachments
May 2020 2019-20 Lehigh County Lunch Prices.pdf (95 KB)

Subject U. 2020 - 2021 Tuition/Enrollment Agreement
Meeting May 27, 2020 - Joint Operating Committee Meeting
Category 29. Miscellaneous
Access Private
Type Action
Recommended Action The Administration recommends that the Board approve and authorize the JOC Chairperson or Vice Chairperson to execute the attached agreement.

Admin Content
1. 2020-2021 tuition/enrollment agreement between PA Cyber Charter, 652 Midland Avenue, Midland, PA 15059 and Lehigh Career & Technical Institute. (Attachment)

   Note: Charters schools may send their students to LCTI only in programs that have a vacancy and only after our sending districts have assigned their students. Tuition is paid by the Charter school for each student and the Charter school is responsible for busing.
Subject V. Nominating Committee Report

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 29. Miscellaneous

Access Private

Type Action

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

Admin Content
1. Appointment – To approve the appointment of ______________ as Treasurer to the Joint Operating Committee for the term of July 1, 2020 - June 30, 2021.

Note: Section 404 of the school code requires an annual election of the Treasurer during the month of May.

Subject W. World of Imagination

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 29. Miscellaneous

Access Private

Type Action

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

Admin Content
1. The Administration recommends that World of Imagination (World) be permitted to resume operations for child care services under the existing Lease Agreement conditioned upon the following: execution of the attached Addendum to Lease Agreement by World and LCTI that sets forth all terms and conditions for World to resume business at the leased premises in accordance with an exemption granted by the Commonwealth that permits World to resume in-person operations for the limited purpose of providing child care services for the children of employees of life sustaining businesses.

Administrative File Attachments
World of Imagination - Addendum to Lease.pdf (243 KB)

Subject X. Textbook/Instructional Media

Meeting May 27, 2020 - Joint Operating Committee Meeting

Category 29. Miscellaneous

Access Private

Type Action

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

Admin Content
1. Purchase of the following textbooks for Exercise Science & Rehabilitation:
2. Purchase of the following textbooks to accompany the online software for Marketing & Business:

<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>Anatomy and Physiology: The Unity of Form and Function</td>
<td>Saladin</td>
<td>McGraw Hill</td>
<td>9781264207732</td>
<td>$123.50</td>
<td>45</td>
<td>$5,557.50</td>
</tr>
<tr>
<td>Advanced Fitness Assessment and Exercise Prescription</td>
<td>Gibson, Wagner, and Heyward</td>
<td>Human Kinetics</td>
<td>9781450466004</td>
<td>$129.00</td>
<td>30</td>
<td>$3,870.00</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>Musculino</td>
<td>Elsevier</td>
<td>9780323396202</td>
<td>$62.21</td>
<td>30</td>
<td>$1,866.30</td>
</tr>
</tbody>
</table>

3. Purchase of the following software for Marketing & Business:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Company</th>
<th>Contact Person</th>
<th>Contact Number</th>
<th>Contact Email</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mimic Social</td>
<td>Stukent</td>
<td>Eric Schenck</td>
<td>208-419-3026</td>
<td><a href="mailto:eric.schenk@stukent.com">eric.schenk@stukent.com</a></td>
<td>$3,705.00</td>
</tr>
</tbody>
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**30. New Business**

**Subject**  
A. New Business

Meeting  
May 27, 2020 - Joint Operating Committee Meeting

Category  
30. New Business

Access  
Private

**31. Adjournment**

**Subject**  
A. Meeting Adjourned

Meeting  
May 27, 2020 - Joint Operating Committee Meeting

Category  
31. Adjournment

Access  
Private

Type  
Action

Recommended Action  
The Joint Operating Committee meeting will be adjourned.

Admin Content
Meeting adjournment.

### 32. Next Meeting

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Next Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>May 27, 2020 - Joint Operating Committee Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>32. Next Meeting</td>
</tr>
<tr>
<td>Access</td>
<td>Private</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

**Admin Content**
The next meeting of the Joint Operating Committee will be Wednesday, June 24, 2020.