JOINT OPERATING COMMITTEE MEETING
Minutes of the May 2020

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

   The meeting was called to order by Joint Operating Committee Member Chairperson, Gary Fedorcha, at 6:51 p.m. remotely 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. Parsons, Mr. Rex, Ms. Roth, Mr. Smith, Ms. Johnson-Watts, Ms. Ziegler

   Also present at the meeting were: Dr. Rushton, Mrs. Bader, Ms. Brna, Dr. Greenawalt, Ms. Loeffler, Mr. Miller, Mr. Kapadia, Mr. Serfass, Ms. Conway, Ms. Weigman, Mr. Shaner

2. **Pledge of Allegiance**

   We did not have a pledge of allegiance.

3. **Courtesy of the Floor**

   Guests had no comment.

4. **Approval of the April 22, 2020 Minutes**

   Ms. Cunningham moved, seconded by Dr. Levinson to approve the minutes from the April 22, 2020 minutes.

   The motion was unanimously approved as follows:

   In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

   Opposed: (0) ...

5. **Chairperson Report – Gary Fedorcha**

   Mr. Fedorcha reported that the Policy Committee met virtually prior to the meeting and a virtual Executive Session was held to discuss personnel items and legal issues. He also mentioned there may be a July meeting.

6. **Administrative Report**

   **Dr. Rushton – Executive Directors Report**

   Dr. Rushton briefed the JOC on how we are planning the fall school year for face to face or virtual. He began a new meeting with the Administrators referred to as the “The Phoenix Project” a symbolism of rebirth and renewal. He is continually speaking to the superintendents weekly and keeping up to date with the school districts.
Mr. Kurt Adam
Mr. Adam informed the board that we are in the process of cleanout of lockers for students. He instituted a bag and tag procedure with proper PPE. Pick up dates are 6/8 & 6/9.

Mr. Adam mentioned that Ms. Barkley will be donating perishable goods to the Allentown school district from our school store.

Dr. Greenawalt
Dr. Greenawalt addressed the JOC with several items:
- The contract addendum with Digital Feast is on the agenda tonight for our virtual senior recognition.
- The LCTI Professional Education Committee, the Comprehensive Plan and the Induction Plan are on the agenda tonight for approval with a 28 day review.

Mr. Kapadia
Mr. Kapadia shared with the group that "Schoology" is doing very well and we have 90% of students logging on, 75% completing assignments, and between 80% to 90% student participation.

Ms. Loeffler
Ms. Loeffler reviewed the following items with the JOC:
- The Communities in School Coordinator Susan Badu are in contact with students remotely on zoom meetings from 12-1 and 2:30-3:30 every day. Also, email, phone calls, google meetings and one on one assistant. Will give more detail at the June meeting.
- There are several scholarship and awards on the agenda tonight for approval for students.
- We are continuing work with Mr. Perna. The LCTI career trees will be here by July. There will remote workshops with our staff and Tools for Schools (TFS) to implement retention.

Mr. Serfass:
Mr. Serfass reviewed the following items with the JOC:
- Replacing concrete and manhole in lot 4
- Landscaping clean up
- The Academic Center floor is being removed and will take 4-5 days
- The change order for adding ceiling fans is on the agenda tonight for approval
- D’Huey Engineering contract completed and on the agenda for approval tonight

7. Grants

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

A. Submission of the 2020 Lehigh County Community Development Block Grant for Workforce Development Training in the amount of $19,500.00.
Lehigh Career & Technical Institute (LCTI)

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

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorchia, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

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

8. **Adult Workforce Education: Miscellaneous**

A. To approve course tuition increases on the following programs in Adult Workforce Education Department effective August 1, 2020

<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>$8,655</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-1330 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>
<tr>
<td>Emissions Certification</td>
<td>$175</td>
<td>$175</td>
</tr>
<tr>
<td>State Safety Inspection CAT I</td>
<td>$225</td>
<td>$225</td>
</tr>
<tr>
<td>State Safety Inspection CAT II</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>State Safety Inspection CAT III</td>
<td>$110</td>
<td>$110</td>
</tr>
<tr>
<td>State Safety Inspection CAT IV</td>
<td>$45</td>
<td>$45</td>
</tr>
</tbody>
</table>
B. 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.

9. **Adult Workforce Education: Personnel**


The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0)

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

10. **Personnel Action: Resignations**


11. **Personnel Action: Administrative Staff**

    A. 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**

    A. 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**

    A. To re-appoint the following work study student at the rate of $9.00 per hour, not to exceed 28 hours/week for up to 10 weeks ending no later than August 21, 2020. These students are returning to their summer positions 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 and Decorating</td>
<td>Keith Lyons</td>
</tr>
<tr>
<td>Dominick Dimaggio</td>
<td>Distribution Center</td>
<td>Kyle Walbert</td>
</tr>
<tr>
<td>Tyler Miller</td>
<td>Distribution Center</td>
<td>Kyle Walbert</td>
</tr>
<tr>
<td>Dylan Beadle</td>
<td>Distribution Center</td>
<td>Kyle Walbert</td>
</tr>
<tr>
<td>Christian Monet</td>
<td>Distribution Center</td>
<td>Kyle Walbert</td>
</tr>
</tbody>
</table>
Lehigh Career & Technical Institute (LCTI)

B. To appoint the following new work study students at the rate of $9.00 per hour, not to exceed 28 hours/week for up to 10 weeks ending no later than August 21, 2020.

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hailie Krasenics</td>
<td>Painting and Decorating</td>
<td>Keith Lyons</td>
</tr>
<tr>
<td>Nathan Servais</td>
<td>Distribution Center</td>
<td>Kyle Walbert</td>
</tr>
<tr>
<td>Sara Geiger</td>
<td>Painting and Decorating</td>
<td>Keith Lyons</td>
</tr>
<tr>
<td>Izabel Febus</td>
<td>Painting and Decorating</td>
<td>Keith Lyons</td>
</tr>
</tbody>
</table>

14. **Personnel Action: Miscellaneous**

A. 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

B. 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.

C. 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.

D. 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.

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...
15. **Curriculum**

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

A. 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.

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorchia, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

Ms. Mathison moved, seconded by Mr. Kennedy to postpone the motion for consideration at the June 24, 2020 meeting:

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

A. To approve the 2020/2021 ACT 93 Administrator salaries effective July 1, 2020.

B. To approve the 2020/2021 Non-Classified and Confidential Personnel salaries effective July 1, 2020.

C. 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.

*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.*

D. To approve Patricia T. Bader, Business Administrator's 2020/2021 salary effective July 1, 2020.

The motion was unanimously approved to postpone as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorchia, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...
17. **Committee Reports: Business & Finance – Mr. David Kennedy**

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

A. To approve the 2020 - 2021 Proposed Capital Projects – Facility Budget
B. To approve the 2020 - 2021 Proposed Capital Projects – Technology Budget
C. To approve the 2020 - 2021 Proposed Technical School Student Organization Budgets

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

18. **Committee Report: Facilities**

A. There was no Facility meeting tonight.

19. **Committee Report: Policy Committee**

Ms. Roth moved, seconded by Dr. Levinson for approval:

A. The following policies are for a Second Reading and approval.
   - Policy #006 - Meetings

B. There are no policies for First Reading.

C. The following policies are for review:
   - Policy #222 – Tobacco and Vaping Products
   - Policy #247 – Hazing

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

20. **Committee Report: Public Relations**

There was no Public Relation meeting tonight.

21. **Committee Report: Education Committee**

There was no Education meeting tonight.
22. **Conferences**

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

A. 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.

B. 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.

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

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

23. **Bond Fund – Change Orders**

A. 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.

24. **Bid Recommendations**

A. Approval of the Bid Recommendations.

25. **Budget Transfers**

A. Approval of 2019-2020 Budget Transfers

26. **Insurance Recommendations**

A. Approval of Insurance Recommendations.
27. **List of Bills**
   A. The List of Bills
   B. The List of Bills – 2017B

28. **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)
   J. Welding Lab Construction Detail Report (Attachment FR#10)
   K. Bond Fund Budget Sources & Uses by Month – 2017B Proceeds (Attachment FR#11)
   L. Student Activity Report (Attachment FR#12)

The motion was approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Abstain: (1) Rex (#23 Item A, #27 Items A&B, #28 Item J)

Opposed: (0) ...

29. **Miscellaneous**

V. **Nominating Committee Report**

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

1. Treasurer Appointment – To approve the appointment of Paul Champagne as Treasurer to the Joint Operating Committee for the term of July 1, 2020 – June 30, 2021.

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

9
Ms. Facchiano moved, seconded by Ms. Cunningham to approve:

A. **KRE Security, LLC**

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.

B. **LCTI School Store Donation**

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.

C. **MAX Teaching, Inc.**

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.

D. **LJ Coaching and Consulting**

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)

E. **Digital Feast, Inc.**

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

F. **LCTI Professional Education Committee**

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

G. **Lehigh Career & Technical Institute Induction Plan**

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.

H. **Lehigh Career & Technical Institute – Comprehensive Plan**

1. Approve posting the LCTI Comprehensive Plan for a 28-day period of public review as required by the Pennsylvania Department of Education.

I. **Stratix Systems, Inc.**

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.

Note: This product will be used for improved current forms management and to digitize the entire process for efficiency and accuracy.
J. **Communities in Schools Lehigh Valley**

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.

K. **Mark C. Perna, Tools for School (TFS)**

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.

L. **Greater Northern Lehigh Chamber of Commerce Scholarship**

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.

M. **Alex Huber Memorial Award**

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.

N. **Jerry Hausman Memorial Scholarship**

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.

O. **Jerry Hausman Memorial Tool Stipend**

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.

P. **Fee Schedule**

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

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

R. **Inactive Lunch Positive Balances**

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.

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

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.

T. **2020 – 2021 Cafeteria Prices**

1. To approve the following 2020 -2021 cafeteria prices, effective for the first student day which is scheduled for September 1, 2020.

   (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.*

U. **2020 -2021 Tuition/Enrollment Agreement**

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

   *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.*

W. **World of Imagination**

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.
X. Textbooks/Instructional Media

1. Purchase of the following textbooks for Exercise Science & Rehabilitation:

<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 Publisher</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>

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>Marketing Strategies</td>
<td>Erikson, Voorhies, Hales</td>
<td>Stukent</td>
<td>978-0-9996302-2-8</td>
<td>$0.00</td>
<td>50-60</td>
<td>$0.00</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>
</table>

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

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

Y. Delivery of Payment Terms – Sands Chrysler Jeep Dodge

1. The payment on delivery payment terms to Sands Chrysler Jeep Dodge for a RAM Crew Cab 4x4 truck in the amount of $46,750.00 (plus applicable taxes and fees) approved at the April 2020 JOC meeting utilizing a COSTARS bid.

Note: the vendor will not accept the standard LCTI payment terms for this item and requires payment upon delivery.
Z. **Engineer of Record Services**

1. The agreement for Engineer of Records Services for Lehigh Career & Technical Services.

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

30. **New Business**

No new business.

31. **Adjournment**

Ms. Conover moved, seconded by Ms. Cunningham to adjourn the meeting at 7:22 p.m.

The motion was unanimously approved as follows:

In favor: (18) ... Byrd, Champagne, Conover, Cunningham, Desai, Facchiano, Fedorcha, Hein, Kennedy, Levinson, Maritch, Mathison, Parsons, Rex, Roth, Smith, Johnson-Watts and Ziegler

Opposed: (0) ...

Respectfully submitted,

[Signature]

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary