

Carbon Career & Technical Institute  
 Joint Operating Committee Minutes  
**Regular Meeting**  
**April 20, 2017**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - April 20, 2017** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania, was called to order by Mrs. Darlene Yeakel, at 6:06 PM with the Secretary being present.

	Present	Absent
Mrs. Darlene Yeakel, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gerald Strubinger, Vice-Chairman	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Andrew Yenser, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Wayne Gryzik, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Chad M. Obert, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Elizabeth Porter, Facilitator of Special Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Joshua Smale, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. John Ciavarella, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Irene Genter, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian O'Donnell, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian Gasper, Superintendent of Record	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Students: Alex Groller, Auto Service & Technology Senior (Palmerton ASD); CCTI Staff: Michael Wildoner, English Teacher; Media Representation: Brian Myszkowski, Times News

The Committee met in Executive Session prior to the meeting to discuss personnel, litigation, and negotiation items.

**Approval of Minutes**

A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to approve the Minutes of the March 20, 2017 Re-Scheduled Regular Meeting.

VOTE: YES - 3    NO - 0    ABSENT - 2    ABSTENTIONS - 0

Motion carried.

**Courtesy of the Floor to Visitors**

NONE

**Approval of Treasurer’s Report (March 2017)**

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to approve the Treasurer’s Report for March 2017 showing a final balance of \$7,054,639.85 in the General Fund, and \$62,179.32 in the Student Activities Account.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Approval of Payment of Bills**

- A. MOTION by Mr. Obert, SECONDED by Mr. Gryzik to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Administrative Reports**

- A. Director’s Report – Mr. Dave Reinbold, Administrative Director
  - a. Student Representative(s) – Alex Groller, Senior Auto Service Technology Student (Palmerton ASD) reported on the following:

**Student Council**

Palmerton student members, continue to be involved with Micah’s Backpack program. Once a month, 4 to 6 students deliver and prepare backpacks for needy children in the Palmerton Area School district.

Penny wars will be held the first week in May – this is the Student council’s annual fund raiser. The recipient of the proceeds will be determined at the next meeting.

### **Interact Rotary Club**

Members sponsored an egg hunt for CCTI students, last Thursday.

At their next meeting, new officers will be elected and recruitment for next year will take place.

The club is still in the process of coordinating a basket raffle with the proceeds benefiting the Dimmick Library.

Also in May, they will have a donation box for unwanted prescription glasses. This will benefit the Lions Club.

### **Aevidum**

Members had a presentation scheduled with The Link on April 18<sup>th</sup>

### **DECA**

DECA is excited to attend the National Conference in Anaheim, California. The chapter has chosen the American Cancer Society as their charitable organization for the 2017-2018 school year. DECA is joining forces with HOSA and hopes to raise over \$7000.00. DECA members Rachael Dickson and Shannon Higgins attended the annual telethon on April 7<sup>th</sup> to help answer phones. It was a wonderful experience!

### **SADD**

April 4<sup>th</sup> - Agent Janene Holter from the Attorney General's Office spoke to the entire school on the dangers of social media and how it can seriously affect employment opportunity in their near future.

May - We will be doing our Pre-prom Grim Reaper Day and all attending the prom will sign the Prom Promise to emphasize being safe on prom night.

### **National Technical Honor Society**

Twelve (12) new members were inducted into NTHS at the CCTI Induction Ceremony on March 30<sup>th</sup>. There were over 90 people in attendance at the banquet, including families, friends, teachers, and some JOC members. It was exciting to add to the membership. We are currently at 27 members in the CCTI chapter.

Twenty-three (23) of our student members collected donations and provided an Easter Egg Hunt on April 12<sup>th</sup> for forty-nine students at St. Joseph's Regional Academy in Jim Thorpe. It was a blast seeing the kids collect over 400 eggs, and, of course, seeing Bailey Wright running around in a bunny suit.

### **Carbon County Oratory Competition**

On March 30<sup>th</sup> Alex and Rachael Dickson, Sophomore Marketing Student (Palmerton ASD) competed in the Carbon County Oratory Competition held at Penn's Peak. Alex, speaking on the topic of Motocross took first place in the male division. Rachael spoke on the topic of the benefits vs. the disadvantages of a book becoming a movie. This year was the first CCTI received an invitation to participate.

- B. Principal's Report – Presented in the absence of Mr. Brent Borzak
  - a. 2016-2017 school year has successfully entered the fourth marking period.
  - b. Over 60 CCTI students with perfect attendance for the 3<sup>rd</sup> marking period!
  - c. Focused on preparing for our upcoming weeks of testing for NOCTI, AP and Keystone Exams.
  - d. Spring OAC took place on April 5<sup>th</sup>.
  - e. Annual Senior Awards Ceremony will take place on May 24<sup>th</sup>.
  - f. Prom, graduation and other end of the year activities are set in place.
  - g. Administration and guidance very busy going through applications of new and incoming students.
  
- C. Buildings and Grounds Report – Mr. Reinbold spoke in the absence of Mr. Ken Walters, Supervisor of Buildings and Grounds
  - a. Enhanced Trailer/Tiny Home Up-Date
    - Started building approximately 2 weeks ago.
    - The floor and decking is in and the walls are up.
    - Meeting with home owner for regular construction meetings to meet their personal specifications.
  
- D. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- E. 2017-2018 CCTI Budget has been approved with a final vote of 41 – yes, 0 – no, and 4 – absent.

### **Items of Business**

#### *Personnel*

MOTION by Mr. Obert, SECONDED by Mr. Gryzik that the following motions be approved:

#### **Salary Adjustment Approved**

- A. that the 2016-2017 salary for the following individual be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Jean Bales, Social Studies Teacher  
\$54,281 – 2016-2017 Salary  
+ 600 – Master/M. EQU  
\$54,881 – Adjusted 2016-2017 Salary

**Advisor Position Approved**

- B. on the recommendation of the Administrative Director to approve the position of advisor for Student Forum at rate of \$1,600 for the 2017-2018 school year.

**Teacher Mentors Reaffirmed**

- C. to reaffirm the following individuals as Teacher Mentor for the 2016-2017 school year at the established stipend of \$750.00, pro-rated as indicated below:

Michele Dominic\* - Alysse Hart, Cosmetology Instructor  
Kevin Kuehner\*\* - Jeffrey Hazelton, Carpentry Instructor

Note: \* Pro-rated through December 16, 2016  
\*\* Pro-rated through November 19, 2016

**Homebound Instructor Appointed**

- D. to appoint the following individual as a Homebound Instructor for the 2016-2017 school year on an as-needed basis at an hourly rate of \$25.00:

Ashleigh Papay

**Substitutes Approved**

- E. that the below listed individuals be approved to substitute for the 2016-2017 school year at the established rates, as follows:

- Colleen Gooch - Teacher, Nurse, Instructional Aide
- Sara Hernandez - Teacher, Instructional Aide

Note: Pending receipt of outstanding clearances/trainings.

**Unpaid Leave Granted**

- F. to grant unpaid leave, up to but not beyond June 30, 2017 to employee #75668.

VOTE: YES - 3    NO - 0    ABSENT - 2    ABSTENTIONS - 0

Motions carried.

***Education***

MOTION by Mr. Obert, SECONDED by Mr. Gryzik that the following motions be approved:

**Field Trip Approved**

- A. that Jeremy Pease, National Technical Honor Society Advisor and one (1) approved chaperone, chaperone fifteen (15) National Technical Honor Society senior students on a field trip to Washington, D.C. May 19-20, 2017 at a cost of \$2,270.94 to cover a portion of the transportation, meal, and lodging expenses.

Note: The trip will include visits to the Smithsonian National Museums and a walking tour of the city.

**Homebound Instruction Approved**

- B. that homebound instruction be approved for student #10799 for 2.5 hours per week for a period of six (6) weeks beginning March 27, 2017 through June 2, 2017.

**Freshman Exploratory Program Admission Requirements Set**

- C. to set the number of students who meet the 2017-2018 admissions requirements to the Freshman Exploratory Program at ten (10) per sending school district.

Note: At this time, Carpentry, Graphic Design, Precision Machine Technology, and Welding are fully enrolled and not accepting 9<sup>th</sup> grade applicants.

**Car Show/Fundraiser Approved**

- D. to approve SkillsUSA to host a car show/fundraiser on the CCTI campus, Saturday, May 13, 2017.

VOTE: YES - 3      NO - 0      ABSENT - 2      ABSTENTIONS - 0

Motions carried.

*Budget & Finance*

**Resolution Receipt Acknowledged**

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to acknowledge receipt of the Resolution pertinent to the 2017-2018 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$8,210,852 as follows:

**Jim Thorpe Area School District**

Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

**Lehigh Area School District**

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

**Palmerton Area School District**

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

**Panther Valley School District**

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

**Weatherly Area School District**

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

VOTE: YES - 3    NO - 0    ABSENT - 2    ABSTENTIONS - 0

Motion carried.

*Buildings & Grounds*

NONE

*Administrative*

**Carbon Alternative High School Diploma Program Class Schedule Approved**

- A. to approve 2017-2018 class schedule for the Carbon Alternative High School Diploma Program as follows:

**Summer 2017**

Thursday, July 6, 2017 - Thursday, September 14, 2017 (50 days)

**Fall 2017**

Tuesday, October 3, 2017 - Friday, December 15, 2017 (50 days)

**Winter 2018**

Tuesday, January 2, 2018 - Friday, March 16, 2018 (50 days)

**Spring 2018**

Tuesday, April 3, 2018 - Tuesday, June 12, 2018 (50 days)

Note: Snow/emergency days are made up at the end of each semester.

**Technology in Education Legal Counsel Consortium Participation Approved**

- B. to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium for the 2017-2018 fiscal year.

Note: Sweet, Stevens, Katz & Williams is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for participation in this service has not increased from last year. However, the greater number of organizations participating will result in a lower annual fee per participant. For example, the 2016-2017 fiscal year cost was \$600 per participant (15 participants).

**First Reading Policy #432 Approved**

- C. on the recommendation of the Administrative Director to approve the first reading of policy #432 (Professional Employees).

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

**Reports**

**Foundation Report Accepted**

- A. MOTION by Mr. Obert SECONDED by Mr. Gryzik to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,615.20.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

**Administrative Reports**

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal
- b. Mrs. Heather Mullen, Adult Education Site Supervisor

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.



**Old Business**

NONE

**New and Miscellaneous Business**

NONE

**Next Regularly Scheduled Meeting:**

**Thursday – May 18, 2017**

**Adjournment**

Mr. Gryzik moved, seconded by Mr. Obert that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:25 PM.

---

Christina A. Graver  
Joint Operating Committee Secretary