

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

- I. Call to Order - Chairman
- II. Salute to the Flag
- III. Roll Call

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

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

V. **Approval of Minutes**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Minutes of the March 20, 2017 Re-Scheduled Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

VI. **Courtesy of the Floor to Visitors**

VII. **Approval of Treasurer's Report (March 2017)**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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. (End. 2)

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

VIII. **Approval of Payment of Bills**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 3)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

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

**IX. Administrative Reports**

- A. Director's Report – Mr. Dave Reinbold, Administrative Director
  - a. Student Representative(s)
- B. Principal's Report – Mr. Brent Borzak
  - a. Alex Groller, Senior Auto Service & Technology Student (Palmerton ASD)
- C. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
  - a. Enhanced Trailer/Tiny Home Up-Date
- D. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- E. Superintendent of Record Report – Mr. Brian Gasper, Jim Thorpe Area School District Superintendent

**X. Items of Business**

*Personnel*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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.

ROLL CALL VOTE:

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

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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

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

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**Education**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

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

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

### *Budget & Finance*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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** (Encl. 4)

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

**Leighton Area School District** (Encl. 5)

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

**Palmerton Area School District** (Encl. 6)

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

**Panther Valley School District** (Encl. 7)

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

**Weatherly Area School District** (Encl. 8)

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

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

### *Buildings & Grounds*

NONE

*Administrative*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve 2017-2018 class schedule for the Carbon Alternative High School Diploma Program as follows: (Encl. 9)

**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.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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).

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

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ on the recommendation of the Administrative Director to approve the first reading of policy #432 (Professional Employees). (Encl. 10)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**XI. Reports**

- A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 11)

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

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**XII. Administrative Reports**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept Administrative Reports from the following:

a. Mr. Brent Borzak, Principal (Encl. 12)

b. Mrs. Heather Mullen, Adult Education Site Supervisor (Encl. 13)

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

**XIII. Old Business**

NONE

**XIV. New and Miscellaneous Business**

N ONE

XV. Next Regularly Scheduled Meeting: Thursday – May 18, 2017

**XVI. Adjournment**