

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
August 17, 2017

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - August 17, 2017** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by Mrs. Darlene Yeakel, at 6:01 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Elizabeth Porter, Facilitator of Special Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input 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 checked="" type="checkbox"/>	<input 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 Student: Derbe Stroup, Precision Machine Technology Senior (PASD); CCTI Staff: Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, Maritza Reinbold, Instructional Aide/Yearbook Advisor; 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. Strubinger, SECONDED by Mr. Gryzik to approve the Minutes of the July 20, 2017 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Reports (June & July 2017)

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

- A. to approve the Treasurer’s Report for June 2017 showing a final balance of \$5,614,782.75 in the General Fund, and \$48,910.15 in the Student Activities Account.
- B. to approve the Treasurer’s Report for July 2017 showing a final balance of \$5,867,201.00 in the General Fund, and \$49,210.44 in the Student Activities Account.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Approval of Payment of Bills

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

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
- B. Principal's Report – Mr. Brent Borzak
- a. SkillsUSA – Mr. Borzak introduced Derbe Stroup (Palmerton ASD, Junior during the 2016-2017 school year). Derbe shared his experience as he attended and competed at the National level of SkillsUSA, coming home with a gold medal after placing first amongst a total of twenty-six students in his completion. He stated that the whole event was “mind blowing” and intends to work hard trying to again reach the National level of competition in his field. Derbe shared his gold medal as well as the following items he received through competing and winning:
- A \$1,000 check and Acer tablet for reaching the National level of competition
 - For placing 1st, he received the following: \$4,000 check, machinist calculator, “Applied Math” book, “Machinist Handbook,” 3-D mouse to accompany Mastercam CAD software, and Mastercam CAD book, “Metalworking Glossary of Terms,” “CNC Programming Handbook,” and “Machine Shop Trade Secrets” book.

Derbe explained that all of these items would certainly be useful and of course at a huge cost savings to him throughout his career.

Mr. Kuehner added that on top of the monetary and valuable tool items the students receive, they also are exposed to many businesses who partner with the competition making valuable contacts for their future. He stated that the opportunities available to these students are phenomenal.

All present congratulated Derbe on this fantastic accomplishment.

Mr. Borzak continued his report with the following:

- b. The administration has been preparing for the upcoming 2017-2018 school year. Starting the school year with over four hundred and fifty students! Student schedules are nearing completion and students are scheduled in all of their appropriate courses.
- c. New Student Orientation will take place August 22nd at CCTI at 6 PM.
- d. In-Service schedule and activities have been prepared for August 23rd.
- e. First day for students is August 24th, where all day meetings will take place for students.
- f. Annual back to school letter has been sent out to students.
- g. Dates have been set for all school wide activities and events that are scheduled for the new school year.
- h. September, school photo day, as well as Senior Information Night on September, 27th are set in place.
- i. Looking forward to getting out into the districts in September to present to the freshman students.
- j. Eager to start the 2017-2018 school year and work toward our school wide goals of success.

- C. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - a. We’ve rounded the corner and can see that summer is now in our rear view mirror. My staff has worked unceasingly this summer to ensure Facility readiness would exceed expectations. I’d like to say it’s because of their dedication and effort that our incoming students will have the same pride in their school as our upperclassmen. The facility is ready for the 24th.
- D. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
 - a. The 2016-2017 audit is ongoing and should be complete by October/November

Items of Business

Personnel

Facilitator of Special Education Appointed

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to appoint Elizabeth F. Porter Facilitator of Special Education for 115 scheduled days over a 12 month period, at a rate of \$350.00 per day, beginning August 19, 2017.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Leighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Substitutes Approved

- B. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik that the below listed individuals be approved to substitute for the 2017-2018 school year at the established rates, as follows:

- Alice Berger – Chaperone/Volunteer
- Richard Cannella – Tutor, Part-Time Integrated Reading Instructor
- Donald Flexer – Teacher
- Autumn Frey – School Nurse, Health/Medical, Chaperone/Volunteer
- William Gerhard – Teacher, Instructional Aide
- Colleen Gooch – Teacher, Instructional Aide, Health Medical, School Nurse
- John Gunsser – Tutor, PT Integrated Math Instructor
- Sara Hernandez – Teacher, Instructional Aide, Tutor
- Marlon Kohan – Teacher, Instructional Aide, Tutor, Part-Time Integrated Math Instructor
- Sandra Kohutka – Clerical*
- Anthony Koval – Teacher, Instructional Aide
- Maura Makuta – Teacher, Instructional Aide, Clerical*, Tutor, Chaperone/Volunteer
- Jo Anne Mitzen – School Nurse

(con’t)

- Heather Mullen – Teacher, Instructional Aide, Clerical*
- Jerald Neuman – Teacher, Tutor, Part-Time Integrated Math Instructor
- Nikki Jo Nothstein – School Nurse
- Leszek Pankowski – Teacher, Instructional Aide
- Wilmer Redline – Teacher, Instructional Aide
- Jeffrey Reed – Teacher, Instructional Aide, Tutor, Part-Time Integrated Math Instructor, Chaperone/Volunteer
- Maritza Reinbold – Clerical*
- Marie Rosahac – Teacher, Instructional Aide
- Elizabeth Schlecht – Teacher, Instructional Aide, Chaperone/Volunteer
- Stephen Sosnowski – Teacher, Instructional Aide
- William Stoudt – Teacher, Instructional Aide
- Donna Valent – Clerical*
- Dennis Vavra – Teacher, Instructional Aide, Tutor, Part-Time Integrated Reading Instructor
- Geri Vavra – School Nurse, Clerical*
- Sherry Yorgey – Instructional Aide, Clerical*

Note: *Appointment through August 2018.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

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

GED Examiner Approved

C. that the following GED examiner be approved August 18, 2017 – June 30, 2018:

Heather Mullen

Adult Education Instructors Approved

D. to approve the following individuals as Adult Education Instructors on an as needed basis, at a salary of \$21.00-\$25.00 per hour effective August 18, 2017 through August 2019:

Jerry Harkness*
Kevin Kuehner
Harold Resh

Note: *Pending receipt of all mandated clearances.

Title IX and Section 504 Coordinator Appointed

E. that Brent Borzak be appointed Title IX and Section 504 Coordinator for the Carbon Career & Technical Institute for the 2017-2018 school year.

Additional Work Days Approved

- F. that Maritza Reinbold be approved three (3) additional work days, prior to August 23, 2017 at her per diem rate to produce large format posters and signage throughout the building, produce large format posters for sending school high schools and middle schools, and to perform other graphic design duties to prepare for the school year as assigned by administration.

Letter of Resignation Accepted

- G. to accept the letter of resignation received from Anthony Koval, Building Substitute effective immediately, as presented.

Letter of Resignation Accepted

- H. to accept the letter of resignation received from Lisa Wargula, Enrollment Specialist for the GED Program effective immediately, as presented.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

Attendance Officer Duties Assigned

- I. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to assign Francis (Frank) L. DeMatto the duties of an attendance officer, in order to fulfill PA magisterial guidelines.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Adult education Site Supervisor Appointed

- J. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik to appoint Francine Kluck Adult Education Site Supervisor and approve the Professional Service Agreement between Carbon Career & Technical Institute and Francine Kluck, Adult Education Site Supervisor, effective September 5, 2017 through September 4, 2018, as presented.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Leighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried

Education

Lehighton ASD Freshman Attendance

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik that the following be approved as they pertain to Lehighton Area School District (LASD) freshman attending CCTI beginning with the start of the 2017-2018 school year:
- The following will apply to students who attend half-time in the a.m. session
 - If the freshman decides to attend CCTI full time their sophomore year, the student must take a Social Studies credit through credit recovery at LASD, before their sophomore year. If the student does not fulfill this requirement, the student cannot attend full time.
 - One credit of Science will be waived for CCTI's graduation requirement by CCTI for only LASD students who began as half-time freshmen for the 2017-2018 school year.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Field Trip Approved

- B. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger that Christopher Gallagher, Precision Machine Technology Instructional Aide chaperone seven (7) Precision Machine Technology students on a field trip to Lehigh Valley CareerLink for the Skilled Manufacturing Job Fair August 24, 2017 in Allentown, PA.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Budget & Finance

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

Computer Purchase Approved

- A. to purchase twenty-four (24) Lenovo N23 11.6" Chromebooks, and Lenovo Warranty/Support and Google Chrome OS Management Console for each at a total cost of \$5,647.20.

Agreement Approved

- B. to enter into an agreement with Craig Moser, TH1RT3ENGRAPHICS, Annandale, NJ for Website Speed & SEO Updates and ADA Website Compliance at a cost of \$825, as presented

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Buildings & Grounds

NONE

Administrative

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

Conference Attendance Approved

- A. that Nate Rinda, Director of Technology attend the PACTA (Pennsylvania Association of Career & Technical Administrators) 2017 Workshop for CTE Technology Coordinators, September 21 and 22, 2017 at the Nittany Lion Inn, State College, PA at a total cost of \$481.55 to cover registration, lodging, and mileage.

Conference Attendance Approved

- B. that Brent Borzak, Principal, Margaret Kalogerakis, Coordinator of School Improvement, and up to two (2) Teachers, Instructors, and/or Instructional Aides attend the Conference on Integrated Learning: The School-to-Career Connection Conference November 8-10, 2017 at the Penn Stater Conference Center Hotel, State College, PA at a total cost not to exceed \$2,327.00 to cover registration, lodging, meals and mileage.

Conference Attendance Approved

- C. that Brent Borzak, Principal attend the PACTA (Pennsylvania Association of Career & Technical Administrators) Using the CTE Budgeting Process to Support Student Achievement Conference November 15, 2017 at reading Muhlenberg Career & Technology Center, Reading, PA at a total cost not to exceed \$335.00 to cover registration, meals and mileage.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$2,220.43.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Administrative Reports

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

- a. Mr. Brent Borzak, Principal

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – September 21, 2017

Adjournment

Mr. Gryzik moved, seconded by Mr. Strubinger that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:39 PM.

Christina A. Graver
Joint Operating Committee Secretary