

Carbon Career & Technical Institute  
Joint Operating Committee Agenda

**Regular Meeting  
August 17, 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. Jeffrey 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 July 20, 2017 Regular Meeting. (Encl. 1)

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

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

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

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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. (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 - Lehighnton	<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"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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. (End. 3)

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 - Lehighnton	<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. 4)

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 - Lehighnton	<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
- B. Principal's Report – Mr. Brent Borzak
  - a. SkillsUSA
- C. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- 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 \_\_\_\_\_ 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 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"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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\*
- Maura Makuta – Teacher, Instructional Aide, Clerical\*, Tutor, Chaperone/Volunteer
- Jo Anne Mitzen – School Nurse
- Heather Mullen – Teacher, Instructional Aide, Clerical\*
- Jerald Neuman – Teacher, Tutor, Part-Time Integrated Math Instructor
- Leszek Pankowski – Teacher, Instructional Aide

(con't)

- 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 - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the following GED examiner be approved August 18, 2017 – June 30, 2018:

Heather Mullen

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

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

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

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

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

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ 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.

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

G. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept the letter of resignation received from Anthony Koval, Building Substitute effective immediately, as presented.

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

H. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept the letter of resignation received from Lisa Wargula, Enrollment Specialist for the GED Program effective immediately, as presented.

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

### ***Education***

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the following be approved as they pertain to Lehigh Area School District (LASD) freshman attending CCTI beginning with the start of the 2017-2018 school year:

- All will 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 - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

***Budget & Finance***

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

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"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to enter into an agreement with Craig Moser, THIRTEENGRAPHICS, 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 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"/>

***Buildings & Grounds***

NONE

***Administrative***

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

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"/>

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

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 \_\_\_\_\_ 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 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"/>

**XI. Reports**

- A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 5)

Note: The balance in this account stands at \$2,608.97.

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. 6)

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

**XIII. Old Business**

NONE

XIV. **New and Miscellaneous Business**

XV. **Next Regularly Scheduled Meeting:** **Thursday – September 21, 2017**

XVI. **Adjournment**