

February



February 17, 2017

To: Members of the Joint Operating Committee
Alternate Representatives to the Joint Operating Committee
Superintendent of Record – Mr. Brian Gasper
Attorney Robert T. Yurchak
CCTI Administrative Staff:
 Mr. David Reinbold, Mr. Brent Borzak, Mr. Jeffrey Deutsch
 Mr. Ken Walters, Ms. Elizabeth Porter, Mrs. Margaret Kalogerakis

From: Christina A. Graver
CCTI Joint Operating Committee Secretary

Subject: Regular February Meeting

**The Regular Meeting of the
Carbon Career & Technical Institute's
Joint Operating Committee for the month of February
has been scheduled as follows:**

Date: Wednesday – February 22, 2017

Location: Dining Room
Carbon Career & Technical Institute
150 West 13th Street, Jim Thorpe, PA 18229

Executive Session: Dining Room
(a light meal will be available at this time) 5:00 p.m.

Meeting: 6:00 p.m.

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
February 22, 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 January 19, 2017 Regular Meeting. (Encl. 1)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

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

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

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for January 2017 showing a final balance of \$6,381,120.56 in the General Fund, and \$62,632.52 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. Margaret (Peggy) Kalogerakis, Coordinator of School Improvement – Perkins Review
- B. Principal's Report – Mr. Brent Borzak
 - a. National Technical Honor Society
- C. Adult Education Report – Mrs. Heather Mullen, Adult Education Site Supervisor
- D. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- E. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- F. 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 below listed individuals be approved to substitute for the 2016-2017 school year at the established rates, as follows:

- LeAnn Smale - Chaperone

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Education

- A. MOTION by _____, SECONDED by _____ that homebound instruction be approved for student #10108 for up to five (5) hours per week for a period of two (2) weeks beginning February 1, 2017 through February 15, 2017.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ on the recommendation of the Administrative Director that one (1) or two (2) CCTI Welding Technology students attend the Lehigh Valley AWS Student Welding Competition on March 3, 2017 (snow date March 10, 2017) at Northampton Community College, Bethlehem, PA. Mr. Del Conte, Welding Technology Instructor will chaperone this event.

| 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 that two (2) senior CCTI Auto Service Technology students attend the second round of the Northampton Community College 2017 Automotive Skills Troubleshooting Contest for Auto Service Technology seniors on March 14, 2017 at Northampton Community College, Bethlehem, PA. Mr. Resh, Auto Service Technology Instructor will chaperone this event.

Note: Fourteen (14) schools participated in round one of this event, with six (6) schools qualifying for round two.

| 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"/> |

- D. MOTION by _____, SECONDED by _____ that thirty-eight (38) CCTI ECET/CET students attend a trip to Lutron Electronics, Alburtis, PA March 23, 2017 at a cost of \$193 to cover transportation expenses. Mr. Farkas, ECET Instructor, Mr. Lewis, CET Instructor, and 1 additional approved chaperone will chaperone this event.

Note: Expenses for the trip are included in the 2016-2017 General Fund budget and student fundraisers.

| 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"/> |

- E. MOTION by _____, SECONDED by _____ that thirty-six (36) CCTI students attend the SkillsUSA State Leadership Conference (competition) April 19-21, 2017 in Hershey, PA at a cost not to exceed \$12,408 to cover registration, transportation, and lodging expenses.

Note: Student Activity Funds will contribute \$1,000.

| 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"/> |

- F. MOTION by _____, SECONDED by _____ that Kevin Kuehner, SkillsUSA Major Advisor, Jeremy Pease and Tammy Marshall, SkillsUSA Assistant Advisors be approved as chaperones for thirty-six (36) CCTI students participating in the SkillsUSA State Leadership Conference (competition) April 19-21, 2017 in Hershey, PA at a cost not to exceed \$1,650 to cover registration, transportation, and lodging expenses.

| 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"/> |

- G. MOTION by _____, SECONDED by _____ that seven (7) CCTI Cosmetology students attend a trip to the PA Escape Room, Dickson City, PA April 20, 2017 pending receipt of all permission slips. Mrs. Walck, Cosmetology Instructor and Ms. LeAnn Smale, approved chaperone will chaperone this event.

Note: Expenses for the trip are student funded. This trip will be taken outside of regular school hours.

| 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"/> |

H. 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 with the following exceptions:

1. Students who meet the admissions criteria and/or students who completed a 6th, 7th, or 8th grade Career Academy will be given priority to enter the programs.
2. Freshmen who commit to enrolling in low enrolled courses exclusively, and are accepted will not count toward their districts allotment of slots. Courses will be designated to be low enrolled after applications are received.

| 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"/> |

I. MOTION by _____, SECONDED by _____ that one (1) student attend the HOBY (Hugh O’Brian Youth) Leadership Seminar at Shippensburg University, May 18-21, 2017 as a returning alumni, at a cost of \$150.

| 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"/> |

Budget & Finance

A. MOTION by _____, SECONDED by _____ on the recommendation of the Administrative Director that CCTI contribute an amount not to exceed \$45 (approximately half of the total cost) toward AP exam fees for eligible students testing within the 2016-2017 school year, and that CCTI contribute the \$15 per exam fee for students taking the PSAT exam within 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"/> |

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED by _____ to approve the revised 2016-2017 CCTI Student/Teacher Calendar, as presented. (Encl. 4)

Note: The previously approved teacher in-service day of March 15, 2017 will be utilized as a student day. The previously approved holiday of April 13, 2017 will be utilized as a snow make-up day (student day).

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

- B. MOTION by _____, SECONDED by _____ to approve the revised CCTI Organizational Chart, as presented. (Encl. 5)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

- C. MOTION by _____, SECONDED by _____ to approve the Business Associate Agreement with Blue Mountain Health Systems, Blue Mountain Hospital, Gnaden Huetten Campus and Palmerton Campus, as presented.

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

XI. Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 6)

Note: The balance in this account stands at \$2,613.22.

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. 7)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

XIII. Old Business

NONE

XIV. New and Miscellaneous Business

XV. Next Regularly Scheduled Meeting: Thursday – March 16, 2017

XVI. Adjournment