Carbon Career & Technical Institute

Joint Operating Committee Agenda

Re-Scheduled Re-Organization

December 20, 2016

6:00 PM

I. Call to Order – Chairman

II. Salute to the Flag

III. Roll Call

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

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

V. **Letters of Appointment**

A. MOTION by , SECONDED by to acknowledge receipt of Letters of Appointment of Members of the Carbon Career & Technical Institute Joint Operating Committee (3-Year Term – December 2016 through December 2019):

Weatherly Area School District – Mr. Chad M. Obert (Encl. 1)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

VI. **Election of Temporary Chairman**

___ nominates ___ for Temporary Chairman,
SECONDED by ___.

___ nominates ___ for Temporary Chairman,
SECONDED by ___.

MOTION by ___ to close the nominations for and appoint ___ as Temporary Chairman.
SECONDED by ___.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

(The Secretary casts the ballot electing ___ as Temporary Chairman.)

VII. **Election of Chairman**

___ nominates ___ for Chairman,
SECONDED by ___.

___ nominates ___ for Chairman,
SECONDED by ___.

MOTION by ___ to close the nominations for and appoint ___ as Chairman.
SECONDED by ___.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

(The Secretary casts the ballot electing ___ as Chairman.)

VIII. **Election of Vice-Chairman**

___ nominates ___ for Vice-Chairman,
SECONDED by ___.

___ nominates ___ for Vice-Chairman,
SECONDED by ___.

MOTION by ___ to close the nominations for and appoint ___ as Vice-Chairman.
SECONDED by ___.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

(The Secretary casts the ballot electing ___ as Vice-Chairman.)

IX. **Monthly Meetings**

A. MOTION by , SECONDED by that the Regular Monthly Meetings of the Carbon Career & Technical Institute Joint Operating Committee be held on the 3rd Thursday of each month (*except where indicated) during 2017 in the dining room of the Carbon Career & Technical Institute (150 West 13th Street, Jim Thorpe, PA) at the times listed as follows: (Encl. 2)

Executive Session: 5:00 PM
Regular Meeting: 6:00 PM

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

X. **Adjournment**

Carbon Career & Technical Institute

Joint Operating Committee Agenda

Re-Scheduled Regular Meeting
December 20, 2016

I. Call to Order – Chairman

II. Salute to the Flag

III. Roll Call

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

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 November 17, 2016 Regular Meeting. (Encl. 3)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

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

VII. **Approval of Treasurer's Report (November 2016)**

A. MOTION by , SECONDED by to approve the Treasurer's Report for November 2016 showing a final balance of $6,655,010.24 in the General Fund, and $60,015.47 in the Student Activities Account. (End. 4)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

VIII. **Approval of Payment of Bills**

A. MOTION by , SECONDED by to approve Payment of Bills - General Fund and Other Accounts. (Encl. 5)

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	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

IX. **Administrative Reports**

A. Director's Report – Mr. Dave Reinbold, Administrative Director
   a. Student Representatives – Alyssa Parramore, Junior Health Medical Student (JTASD) and Jared David, Senior Electronics Communications Engineering Technology Student (PASD)
   b. SkillsUSA

B. Principal's Report – Mr. Brent Borzak

C. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds

D. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator

E. Superintendent of Record Report – Mr. Scot Engler, Palmerton Area School District Superintendent

X. **Letters of Appointment**

A. MOTION by , SECONDED by to acknowledge receipt of the Letters of Appointment of Alternate Representatives to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term – December 2016 through December 2017):

Jim Thorpe Area School District – Mr. John Ciavarella (Encl. 6)

Lehighton Area School District – Mr. Stephen L. Holland (Encl. 7)

Palmerton Area School District – Mr. Joshua Smale (Encl. 8)

Panther Valley School District – Mrs. Irene Genther (Encl. 9)

Weatherly Area School District – Mr. Brian O'Donnell (Encl. 10)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

B. MOTION by , SECONDED by to acknowledge receipt of the Letter of Appointment to the Carbon Career & Technical Institute Authority (5 Year Term – January 2017 through January 2022):

Lehighton Area School District – Mr. Duane Eidem (Encl. 11)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

XI. **Items of Business**

Personnel

A. MOTION by , SECONDED by to appoint Brian Gasper, Jim Thorpe Area School District Superintendent, Superintendent of Record for Carbon Career & Technical Institute for the 2017 calendar year – effective January 19, 2017.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

B. MOTION by , SECONDED by to approve the following individuals as members of the CCTI Local Advisory (Participatory Planning) Committee for the 2016-2017 school year:

Franklin Andreas	Kathy Henderson	Jaime Mendes
Philip Binder	Marlyn Kissner	Jeanne Miller
Ron Blisard	Diane Luicana	Bill Richards
John Drury	Toni Macaluso	Joseph Sebelin
Ron Fritz	Candy Madera	Rachel Strucko
Francine Garenty-Kluck	Todd Mason	Garry Wentz

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

C. MOTION by , SECONDED by to appoint of the following individual as Teacher Mentor at the established pro-rated stipend of $750.00, as indicated below:

Michele Dominic – William Bravo, LT Graphic Design Substitute

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

D. MOTION by , SECONDED by to appoint William Bravo as Extra Help Instructor in conjunction with the Monday after school program at $25 per hour on an as needed/scheduled basis.

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

E. MOTION by , SECONDED by to appoint the following individuals as Assistant Instructor on an as needed basis for the Adult Education Nurse Aide Program, effective December 21, 2016 through December 20, 2017:

Michele Dominic
Autumn Frey

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

F. MOTION by , SECONDED by to appoint Lisa Wargula as part-time GED Enrollment Specialist, pending clearances, at a rate of $10.50 per hour.

Note: This position is grant funded and is at no cost to CCTI.

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

G. MOTION by , SECONDED by to appoint Brandon Poole Assistant to the Director of Technology for a maximum of twenty-eight (28) hours per week scheduled over a 12 month period, at a rate of $20 per hour, beginning December 21, 2016.

Note: Mr. Poole is a CCTI Valedictorian. He has experience responding to IT Help Desk tickets, maintaining and recording inventory of hardware and software, utilizing operating systems and educational technology, and maintaining websites and blogs at Northwestern Lehigh School District and Concur New Media.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

H. MOTION by , SECONDED by on the recommendation of the Administrative Director, that the 2016-2017 salary for the following individuals 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:

Lisa Walck, Cosmetology Instructor
$54,281 – 2016-2017 Salary
+ 600 – Master/M. EQU
$54,881 – Adjusted 2016-2017 Salary

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

Education

A. MOTION by , SECONDED by that eight (8) CCTI Auto Service Technology students attend the 2017 Automotive Skills Trouble Shooting Contest (written portion), January 17, 2017 (inclement weather date January 18, 2017) at Northampton Community College, Bethlehem, PA. Mr. Harold Resh, Auto Service Technology Instructor will chaperone this event.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

B. MOTION by , SECONDED by that forty (40) CCTI students attend the DECA State Competition February 22-24, 2017 in Hershey, PA at a cost of $5,500 to help defray lodging, transportation, meal, and registration expenses.

Note: The total cost of the trip is $11,800.00. The students will be responsible for paying approximately $157.50 each, to make up the difference.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

C. MOTION by , SECONDED by that Stephanie Barto, DECA Major Advisor, William Stoudt, DECA Assistant Advisor, Scott Bartholomew, Special Education Teacher, and Sandi Kohutka, Instructional Aide be approved as chaperones for forty (40) CCTI students participating in the DECA State Competition, February 22-24, 2017 in Hershey, PA at a cost of $1,678.00 for lodging, transportation, meal, and registration expenses.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

D. MOTION by , SECONDED by to approve the purchase of twenty-two (22) HP Pro One 400 G2 computers at a total cost of $17,204.00 (total includes shipping and handling).

Note: The computers will replace those currently being utilized in the Health Medical lab and will be purchased using monies from the Capital Project.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

A. MOTION by , SECONDED by , to approve the Professional Service Agreement between Carbon Career & Technical Institute and Heather L. Mullen, Adult Education Site Supervisor, effective January 15, 2017 through January 14, 2018, as presented.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

B. MOTION by , SECONDED by , to approve the Professional Service Agreement between Carbon Career & Technical Institute and Brandon Poole, Part-Time Assistant to the Director of Technology (maximum 28 hours per week), effective December 21, 2016 through December 20, 2017, as presented.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

C. MOTION by , SECONDED by , that Dave Reinbold, Administrative Director be approved for enrollment in a Bridge English as a Second Language course at a cost of $260.00 to cover the cost of the course.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mrs. Yeakel - Palmerton	☐	☐	☐	☐

XII. **Reports**

A. MOTION by SECONDED by to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 12)

Note: The balance in this account stands at $2,611.54.

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

XIII. **Administrative Reports**

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

a. Mr. Brent Borzak, Principal (End. 13)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

XIV. **Old Business**

NONE

XV. **New and Miscellaneous Business**

Faculty Conference Reports

A. MOTION by , SECONDED by to acknowledge receipt of the conference report submitted by Margaret Kalogerakis, Coordinator of School Improvement after attending the Conference on Integrated Learning: The School-to-Career Connection Conference November 2-4, 2016 at the Penn Stater Conference Center Hotel, State College, PA. (Encl. 14)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

XVI. **Next Regularly Scheduled Meeting: Thursday — January 19, 2017**

XVII. **Adjournment**