

Carbon Career & Technical Institute
Joint Operating Committee Agenda
Re-Organization

December 21, 2017

6:00 PM

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. **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 2017 through December 2020):

Lehighton Area School District - Andrew Yenser (Encl. 1)
Palmerton Area School District* - Kathy Fallow (Encl. 2)
Panther Valley School District - Wayne Gryzik (Encl. 3)

Note: *Filling the unexpired term of Darlene Yeakel through December 2018.

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	<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"/>
Ms. Fallow - Palmerton	<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"/>

(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	<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"/>
Ms. Fallow - Palmerton	<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"/>

(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	<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"/>
Ms. Fallow - Palmerton	<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"/>

(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 during 2018 in the dining room of the Carbon Career & Technical Institute (150 West 13th Street, Jim Thorpe, PA) at the times listed as follows:

(Encl. 4)

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

**Regular Meeting
December 21, 2017**

I. Call to Order - Chairman

II. Salute to the Flag

III. Roll Call

	Present	Absent
Mr. Gerald Strubinger, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Andrew Yenser, Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Kathy Fallow, 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. Glenn Confer, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Joshua Smale, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Justin Foster, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Shay Wagner, 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 November 16, 2017 Regular Meeting. (Encl. 5)

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

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

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

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for November 2017 showing a final balance of \$7,087,035.55 in the General Fund, and \$68,656.19 in the Student Activities Account. (End. 6)

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"/>
Ms. Fallow - Palmerton	<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"/>

VIII. **Approval of Payment of Bills**

A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 7)

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"/>
Ms. Fallow - Palmerton	<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"/>

IX. **Administrative Reports**

A. Director's Report - Mr. Dave Reinbold, Administrative Director

B. Principal's Report - Mr. Brent Borzak

C. Adult Education Report - Ms. Francine Kluck, Adult education Site Supervisor

- D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- E. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
- F. Superintendent of Record Report – Mr. Brian Gasper, Jim Thorpe 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 2017 through December 2018):

- Jim Thorpe Area School District – Mr. Glenn Confer (Encl. 8)
- Lehighton Area School District – Mr. Stephen L. Holland (Encl. 9)
- Palmerton Area School District – Mr. Joshua Smale (Encl. 10)
- Panther Valley School District – Mr. Justin Foster (Encl. 11)
- Weatherly Area School District – Mrs. Shay Wagner (Encl. 12 & 13)

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 2018 through January 2023):

- Panther Valley School District – Mr. Dave Kost (Encl. 14)

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

XI. Items of Business

Personnel

- A. MOTION by _____, SECONDED by _____ to appoint Teresa Young, Weatherly Area School District Superintendent, Superintendent of Record for Carbon Career & Technical Institute for the 2018 calendar year – effective January 18, 2018.

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"/>
Ms. Fallow - Palmerton	<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"/>

B. MOTION by _____, SECONDED by _____ to approve the following individuals as members of the CCTI Local Advisory (Participatory Planning) Committee for the 2017-2018 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 _____ that the below listed individual be approved to substitute for the 2017-2018 school year at the established rates, as follows:

James DeLotto - Van/Bus Driver
Susan Stermer - School Nurse

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

D. MOTION by _____, SECONDED by _____ to appoint the following individuals as a Homebound Instructor for the 2017-2018 school year on an as-needed basis at an hourly rate of \$30.00:

Jennifer Gulick
Phillip Strubinger
Dennis Vavra

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

E. MOTION by _____, SECONDED by _____ to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #10875, effective November 11, 2017 through November 10, 2018.

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

F. MOTION by _____, SECONDED by _____ to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #10884, effective December 13, 2017 through December 12, 2018.

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

G. MOTION by _____, SECONDED by _____ to approve Family Medical Leave time for employee #10852 for the following dates of absence: September 21 (1/2 day), 22, 28, October 10, 24, November 2, and 3, 2017.

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

Education

- A. MOTION by _____, SECONDED by _____ that forty-four (44) CCTI students attend the DECA State Competition February 21-23, 2018 in Hershey, PA at a cost of \$6,500 to help defray lodging, transportation, meal, and registration expenses.

Note: The total cost of the trip is \$13,678.00. The students will be responsible for paying approximately \$163.14 each, to make up the difference.

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"/>
Ms. Fallow - Palmerton	<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"/>

- B. MOTION by _____, SECONDED by _____ that Stephanie Barto, DECA Major Advisor, Scott Bartholomew, DECA Assistant Advisor, Sandi Kohutka, Instructional Aide, and William Stoudt, approved chaperone be approved as chaperones for forty-four (44) CCTI students participating in the DECA State Competition, February 21-23, 2018 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	<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"/>
Ms. Fallow - Palmerton	<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"/>

- C. MOTION by _____, SECONDED by _____ that thirty-seven (37) CCTI Cosmetology students attend the IBS (International Beauty Show) New York Hair Show March 6, 2018 at the Jacob Javits Center, New York, New York at a cost of \$2,633 to cover ticket and transportation expenses.

Note: Expenses for the trip are included in the 2017-2018 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 - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<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"/>

D. MOTION by _____, SECONDED by _____ that homebound instruction be approved for student #10909 for up to five (5) hours per week for a period of two (2) weeks beginning November 21, 2017 through December 4, 2017.

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

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

A. MOTION by _____, SECONDED by _____, to approve the second reading and adoption of the following policies:

- #334 - Administrative Employees (Encl. 15)
- #434 - Professional Employees (Encl. 16)
- #534 - Classified Employees (Encl. 17)

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"/>
Ms. Fallow - Palmerton	<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"/>

B. MOTION by _____, SECONDED by _____, to the Guidance Plan Addendum, as presented. (Encl. 18)

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"/>
Ms. Fallow - Palmerton	<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"/>

XII. Reports

A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 19)

Note: The balance in this account stands at \$2,227.03.

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. 20)

b. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 21)

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 Colleen Gooch, Adult Education Health Medical Instructor after attending Strategies: Educational Excellence for Healthcare November 2 and 3, 2017 at the Penn Stater, State College, PA. (Encl. 22)

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

B. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Anthony (A.J.) Burke, Culinary Arts Instructor after attending the Walnut Hill College Educators Event December 8, 2017. (Encl. 23)

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

XVI. Next Regularly Scheduled Meeting: Thursday – January 18, 2018

XVII. Adjournment