

Carbon Career & Technical Institute
 Joint Operating Committee Minutes
Regular Meeting
January 19, 2017

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - January 19, 2017** for a 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 6:07 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 checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input checked="" 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 Students: Anastasia Blihar, Drafting and Design Technology Sophomore (Lehighton ASD), Ashley Weiner, Marketing/Distributive Education Senior (Palmerton ASD), Katelynn Scott, Marketing/Distributive Education Senior (Palmerton ASD); CCTI Staff: Stephanie Barto, Marketing/Distributive Education Instructor/DECA Major 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 December 20, 2016 Re-scheduled Reorganization and Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Report (December 2016)

- A. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for December 2016 showing a final balance of \$6,988,891.21 in the General Fund, and \$57,807.30 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. Yenser - 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.

Approval of Payment of Bills

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser 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. Yenser - 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
- a. Student Representative – Mrs. Margaret Kalogerakis, Student Council Major Advisor introduced student Anastasia Blihar, Drafting and Design Technology Sophomore (Lehighton ASD) who reported on the following:

Student Council

- The members presented some lunch ideas to Chef Burke, their assignment at last month's meeting - many new food choices for Chef to look into and more of the meals that are presently offered.
- A trip is being planned for late February to the Shriners Children's Hospital in Philadelphia. Collecting pull-tabs for their recycling program. Trip should motivate students to collect more in our classes. Beneficial to actually see how our small contribution adds up.
- Members will wear their Student Council shirts once a month, the day of the JOC meeting. Giving members a chance to stand out and be in touch with other students on any issue that could possibly be presented to administration.
- Small number of students will be helping a Palmerton Church, who in turn prepares food bags and delivers them to three elementary schools in the Palmerton Area School District.
- Students will be designing and making Valentine Cards for all students. Valentines will be distributed on February 14th.

Interact Rotary Club

- Very busy making WAPI's (water pasteurization indicator). Received the kit of 200 and are now in the process of putting them together. When finished they will be sent to Honduras, through the Jim Thorpe Rotary Club.
- Selling raffle tickets for a park bench, made by our carpentry students. Proceeds will go to the Dimmick Library in Jim Thorpe

SADD

- Driving simulators from LVH will be coming to CCTI in February.
- Feb. 14 - Domestic Violence Service Center will be coming to do a presentation on Healthy Relationships and Violence.
- Still collecting clothing for Operation School Wear and have donated three (3) times this year.
- Selling Flower Grams for Valentine's Day the first week of Feb.
- Raised \$130 for Jeans for Troops, which uses the money to assist the GI Go Fund.

- B. Principal's Report – Mr. Brent Borzak
- a. 2016-2017 school year progressed into 2017. Looking forward to a successful second half of the school year. Students, staff and administration are focused on working towards school goals. Second marking period coming to a close.
- b. Currently in the process of administering the winter wave of Keystone Exams to our students.
- c. January 31st, will be hosting freshman tours for sending school districts.
- d. February will be celebrating Career and Technical Education Month at CCTI with various activities, including multiple presentations related to teen issues and other topics.

e. DECA

Mr. Borzak introduced Mrs. Stephanie Barto, DECA Major Advisor who in turn introduced DECA President, Ashley Weiner, Marketing/Distributive Education Senior (Palmerton ASD) and Vice-President, Katelynn Scott, Marketing/Distributive Education Senior (Palmerton ASD) who shared a PowerPoint presentation reflecting the activities (76ers field trip) and fundraising (bake sale, "tape that teacher," CCTI built bird house raffle - built by carpentry students, designed by Graphic Design students, "bagger for a day" at Country Harvest n Palmerton, etc.) in which DECA has partaken thus far this year as well as the following:

CCTI DECA District Winners 2016

Carbon Career & Technical Institute's DECA chapter hosted the annual DECA District 7 competition on December 8, 2016. Over 320 students from 10 schools participated in the event. The competition included a 100 question written test and a role-play scenario that the student must solve and present to a judge. The combination of the scores determines the final results of each event. Events include various marketing, hospitality and sports events. The top six students in the individual events and the top four team participants will advance to the state conference in Hershey this February. Forty-five (45) CCTI DECA members participated. The chapter had seven (7) 1st place winners and twenty-nine (29) state qualifiers. Congratulations to all of our winners.

CCTI DECA Advisors and chaperones are: Mrs. Stephanie Barto, Mrs. Sandi Kohutka, Mr. Bill Stoudt and Mr. Scott Bartholomew.

Apparel and Accessories

Vicky Hetrick - 4th (PASD)
Emily Devonshire - 5th (PVSD)

Automotive Services

Shannon Higgins - 1st (PASD)
Jacob Snyder - 2nd (PVSD)
Garry Goodhile - 3rd (PVSD)
Nichita Golovca - 4th (JTASD)

Business Finance Services

Connor Samuels - 3rd (PASD)

Business Services Marketing

Rachael Dickson - 1st (PASD)
Rebekah Lorah - 3rd (PASD)
Seth Patterson - 5th (JTASD)
Jen Meyer - 6th (WASD)

Food Marketing Series

Nick Ellis 3rd - (PVSD)

Quick Serve Restaurant Management

Bryce Rivera - 2nd (JTASD)

Restaurant and Food Service Management

Colby Zerbe - 1st (LASD)

Retail Merchandising

Morgan Neumann - 2nd (LASD)

Sports and Entertainment Marketing

Eric Nothstein - 2nd (PASD)
Ryan Schmidt - 3rd (PASD)
Alyssa Stamets - 4th (JTASD)
Garrett Demkovitz - 5th (PASD)

Principle of Business Management

Kaitlyn Solomon - 6th (LASD)

Principles of Hospitality and Tourism

Hailey Behler - 6th (PASD)

Hotel and Lodging Management

Ashley Srogi – 4th (PASD)
 Alyssa Halada – 5th (PASD)

Marketing Communications

Kayla Bumberger - 6th (PASD)

Principles of Marketing

Dylan Everett - 5th (JTASD)

Marketing & Communications Team Event

Katelynn Scott (PASD) & Ashley Weiner (PASD) - 1st

Travel and Tourism Team Event

Anastasia Blihar (LASD) & Malynda Peabody (JTASD) – 1st

Mrs. Barto expressed her gratitude to Mr. Chris Anthony, former CCTI employee, current owner of Country Harvest in Palmerton for his generosity and support to CCTI's students allowing the "bagger for a day" activity as well as raffle sales. She also thanked the JOC and administration for their continued generosity and support. She added that a future fundraising activity will be a bowl-a-thon at Haja Lanes in Palmerton, another great supporter of CCTI.

- C. Adult Education Report – Mrs. Heather Mullen, Adult Education Site Supervisor
 The following written report was shared in Mrs. Mullen's absence:

Course Update

- Welding – September 26 Start – 6 students enrolled (complete in February)
- Welding - March Start - now registering
- Intro. to Precision Machine – 4 students completed
- Intermediate CNC Operations - Last course offered in partnership with LCCC PATH. Information Session on January 23rd at 6:00 pm. Now registering \$249!
- ServSafe Exam – Ongoing
- CPR/AED – December 20th - 5 students completed
- CPR Healthcare Provider - March 16th - Now registering
- CPR Heartsaver - April 20th - Now registering
- Microsoft Excel – Independent Study - January
- PennDOT Safety Inspection Mechanic - Class I Exam - Now registering
- Certified Personal Trainer – March - Now registering

Nurse Aide Update

- 1st course started in December with 8 students
- Next Nurse Aide evening course begins March 20th. Now registering,
- Summer CNA Day course - Begins in June. Now registering.
- Nurse Aide Orientations held on Third Thursday of the month at 4:00 pm
- Program will be FREE or Reimbursable for many students.

LCCC Partnership

- LCCC's PATH Grant supports the CNC and Precision Machining courses. It reduces the cost to the student from \$1,325.00 to \$249.00 – Current course for spring is Intermediate CNC Operations. This is the last class with funding.

Grant Report

- Subcontractor with LCCC through PA Department of Ed Federal Literacy Grant to provide Secondary Diploma/College/Career Preparation instruction to 44 individuals for 2016-2017.
- The program provides FREE support for those that wish to test for the GED, prepare for college entrance, or brush up on skills for employment.
- Course offerings include day and evening options in Jim Thorpe or Lehigh, and distance learning options.
- Orientations are held at both Lehigh HS and CCTI throughout the year. Next Orientation is January 26th at 6:00 pm at CCTI

Outreach and Program Development Report

- Developing professional Development Courses for Kovatch - In need of instructors
- Attended CareerLink Healthcare Job Fair January 10th at LCCC
- Offered to host next CareerLink Manufacturing and Production Career Fair on March 15th at CCTI
- Offered to host Department of Transportation Regional Update for licensed Inspection Mechanics in March

Employment Opportunities

Carbon Career & Technical Institute is developing a pool of potential instructors for technical, business, and personal interest programs in the Adult Education Department.

Current Openings:

Professional Development Instructor- Supervisory Leadership
Forklift Instructor - Powered Industrial Truck

- D. Buildings & Grounds Report – Mr. Ken Walters, Supervisor of Buildings & Grounds
- a. Mr. Walters reported that all is currently running well. He and his staff continue to keep the building safe and secure during the winter weather. Only one snow day to date.
 - b. Mr. Walters answered questions regarding the upcoming house (tiny house/ enhanced trailer) building project.
 - He contacted the company in California that is producing the trailer for the project and was told approximately two (2) additional weeks will be needed to complete at which time a delivery date will be scheduled.
 - The students under the direction of Mr. Hazelton, Carpentry Instructor have been reviewing the drawings in preparation.
 - The finished project will be just shy of 200 sq. ft. at 8½' x 24'
 - Mr. Reinbold shared that the deadline is the end of the 2017-2018 school year.
- E. Business Administrator's Report – Mr. Jeffrey P. Deutsch
- a. Motion to approve the 2017-2018 proposed secondary budget to the five (5) participating districts is on this evening's agenda for approval.
 - a. Zero increase to the districts
 - b. 1.5% increase in expenditures

Items of Business

Personnel

Substitutes Approved

A. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger that the below listed individuals be approved to substitute for the 2016-2017 school year at the established rates, as follows:

- Jeffrey Donadi - Tutor
- Alysse Hart - Teacher, Instructional Aide
- Donald McGorry - Custodial/Maintenance/Groundskeeper/Cleaner
- Ashleigh Papay - Custodial/Maintenance/Groundskeeper/Cleaner

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

Motion carried.

Education

Competition Attendance Approved

A. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser that two (2) senior CCTI Auto Service Technology students attend the 15th Annual GLVADA (Greater Lehigh Valley Auto Dealers Association) Auto-Tech Competition Saturday, February 25, 2017 at Northampton Community College.

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. Yenser - 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"/>

Motion carried.

Budget & Finance

Forwarding of 2017-2018 Proposed Secondary Budget Approved

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve the 2017-2018 Proposed Secondary Budget for Carbon Career & Technical Institute, calling for Receipts and Expenditures in the amount of \$8,210,852 to be forwarded as presented to the Boards of School Directors in each of the participating school districts for final adoption by Resolution.

Note: The 2017-2018 Proposed CCTI Budget represents an increase in district member share of 0.00% compared to the 2016-2017 year increase of 0.00%, the 2015-2016 year increase of 0.00%, the 2014-2015 year increase of 0.00%, and the 2013-2014 year increase of 0.50%.

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. Yenser - 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.

Buildings & Grounds

NONE

Administrative

Conference Attendance Approved

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Yenser that Jeremy Pease, Drafting and Design Technology Instructor attend Synergis University: An Entire Day Dedicated to Helping You Stay Ahead (Autodesk Learning Event) May 17, 2017 at The Sands Hotel, Bethlehem, PA at a cost of \$102.82 to cover the expense of registration, mileage, and a meal.

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. Yenser - 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.

Revised 2016-2017 Student/Teacher Calendar Approved

- B. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger to approve the revised 2016-2017 CCTI Student/Teacher Calendar, as presented.

Note: The January 11, 2016 snow/emergency day will be made up on February 17, 2017.

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

Motion carried.

Reports

Foundation Report Approved

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

Note: The balance in this account stands at \$2,612.26.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser 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

Resolution Accepted

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director, in honor of School Director Recognition Month, to accept the Resolution provided by the Executive Board of the Pennsylvania School Boards Association, as presented.

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

Motion carried.

- B. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve the tuition reimbursement for the Administrative Director, as presented.

Next Regularly Scheduled Meeting:

Wednesday – February 22, 2017

Adjournment

Mr. Strubinger moved, seconded by Mr. Gryzik that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:33 PM.

Christina A. Graver
Joint Operating Committee Secretary