

Carbon Career & Technical Institute  
 Joint Operating Committee Minutes  
**Regular Meeting**  
**July 20, 2017**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - July 20, 2017** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania, was called to order by Mrs. Darlene Yeakel, at 6:08 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Wayne Gryzik, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Chad M. Obert, Member	<input checked="" type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input 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:           Members of the Public: Francis L. DeMatto; CCTI Staff: Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA 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. Gryzik, SECONDED by Mr. Strubinger to approve the Minutes of the June 15, 2017 Regular Meeting.

VOTE: YES - 5     NO - 0     ABSENT - 0     ABSTENTIONS - 0

Motion carried.

**Courtesy of the Floor to Visitors**

NONE

**Approval of Payment of Bills**

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger 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. Holland - 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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. Kevin Kuehner, Precision Machine Instructor/SkillsUSA Advisor – Mr. Kuehner thanked the JOC for the opportunity afforded to two CCTI Precision Machine (Derbe Stroup and Jakson Ring - placing 1<sup>st</sup> at the state level of competition) and one HVAC (Zack Klotz - placing 2<sup>nd</sup> at the state level of competition) students to attend the SkillsUSA National event in Louisville, KY. All three participating students were juniors and hope to return to nationals again this coming school year. Derbe Stroup brought home a gold medal finishing 1<sup>st</sup> in the nation. Jakson Ring, finishing 6<sup>th</sup> this year has his sights on the gold medal for next year. Mr. Kuehner reiterated what an excellent experience and opportunity this is for these students. The students were unable to attend this evening’s meeting (one on vacation, another at work). Mr. Kuehner shared that they are all pursuing their field and doing great.

On Thursday (7/27), the students will be recognized publically at the Commissioners’ Meeting (10:30 a.m.).

Mr. Kuehner plans to have a presentation in the cafeteria upon the students’ return to school, allowing the national attendees to briefly share their experience, and share their winnings with the hopes of exciting even more members of the student body to participate and reach for their full potential at the competitive level.

Mrs. Yeakel expressed how very impressed with Mr. Kuehner she is and how the love and respect his students have for him shows.

Mr. Reinbold shared that this is the 4<sup>th</sup> year in a row Mr. Kuehner has taken PMT students to the national level. He explained that the PMT program is 2<sup>nd</sup> to none due to Mr. Kuehner's efforts. He said that in a technical school, "the teacher is the program." Mr. Kuehner's enrollment is high, he consistently has students out on co-op, and his students find placement in the field. These are all attributed directly to Mr. Kuehner.

- b. Mr. Reinbold asked Mrs. Margaret Kalogerakis, Coordinator of School Improvement if she had anything to add to the evening's meeting. She said that the senior awards ceremony was fantastic, NOCTI testing went very well, and she's looking forward to an even better year, next year.
- B. Principal's Report – Mr. Brent Borzak
- a. Working toward the start of the 2017-2018 school year.
  - b. Scheduling ongoing.
  - c. Enrollment is currently at an all-time high with near 450 students.
  - d. 2017-2018 student handbook has been revised and completed.
  - e. Busy with planning and preparing for the new school year, setting goals, examining data, interviewing and scheduling.
  - f. New Student Orientation will take place August 22<sup>nd</sup>.
  - g. Teacher in-service will be August 23<sup>rd</sup>.
  - h. First day for students will be August 24<sup>th</sup>.
  - i. Met with Jr. Achievement Officials and two CCTI social studies teachers and are all set for 12 weeks of lessons to cover all curriculum. Will begin the 2<sup>nd</sup> week school is in session. – Mr. Reinbold pointed out that this was one of the 2017-2018 goals put in place and is already put in action. Another goal – increasing the number of participants in SkillsUSA has also begun movement as new competitions are being investigated and getting students interested in broader areas.
- C. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- a. Mr. Walters had nothing further to report at this time.
  - b. Mr. Reinbold shared that Ken and his crew have been working hard to get the facilities ready for the start of school, that they always do a great job, and that the building looks phenomenal.
- D. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- a. Mr. Deutsch shared that the 2016-2017 audit has begun and he will up-date the group in the near future.
- E. Mr. Reinbold added that CCTI will begin its school year two days ahead of the other Carbon County schools and carries 180 full instructional days (no Act 80 days).

## **Items of Business**

### *Personnel*

MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger that the following motions be approved:

### **School Physician Appointed**

- A. that Dr. Deborah Smith (Switchback Medical Center, Inc., Jim Thorpe, PA) be appointed School Physician for the 2017-2018 school year, as per Article XIV, School Health Services of the PA School Code of 1949, at a rate of \$10.00 per individual school (student) examination.

### **Law Firm Appointed**

- B. to appoint the law firm of King, Spry, Herman, Freund & Faul LLC for specialized work projects requiring PA Department of Education-certification for the 2017-2018 fiscal year on an as-needed basis at a rate to be negotiated.

Note: The King, Spry law firm has significant experience in Special Education and other important areas of litigation.

### **Records Retention Officer Appointed**

- C. that David Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2017-2018 school year.

### **Letter of Resignation Accepted**

- D. to accept the letter of resignation, effective July 14, 2017 from Lamont D. Rodgers, Jr., Custodial/Maintenance/Groundskeeper/ Cleaner Personnel, as presented.

### **School Resource Officer Appointed**

- E. to appoint Francis L. DeMatto School Resource Officer for a maximum of 190 scheduled days over a 12-month period, on a one-year contract at a rate of \$158 per day, beginning August 1, 2017.

Note: Mr. DeMatto is an experienced certified school resource officer who most recently was a School Police Officer for the Carbon-Lehigh Intermediate Unit #21. Mr. DeMatto is a retired PA State Police Officer and served eight years in the U.S. Navy and an additional seven in the U.S. Navy Reserves.

### **Position Approved**

- F. to approve the position of Adult Education Enrollment & Data Specialist, as presented.

**Letter of Resignation Accepted**

- G. to accept the letter of resignation, effective August 4, 2017 from Heather Mullen, Adult Education Site Supervisor, as presented.

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. Holland - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

*Education*

MOTION by Mr. Gryzik, SECONDED by Mr. Obert that the following motions be approved:

**Cosmetology Scholarship Program Continued**

- A. to continue a Cosmetology Scholarship Program for CCTI graduates to attain the PA Cosmetology Board Instructor/Manager License within the CCTI program.

Note: There will be no cost to the school for this service. At least ten AVTS's across PA offer this opportunity.

**GED Test Purchase Approved**

- B. to approve the purchase of twenty-four (24) GED tests at a cost of \$720.00 to match a portion of a Jim Thorpe Rotary grant contribution of same.

Note: This will enable the GED Program to off-set students' costs for forty-eight (48) total tests.

VOTE: YES - 5    NO - 0    ABSENT - 0    ABSTENTIONS - 0

Motions carried.

**Budget & Finance**

MOTION by Mr. Obert, SECONDED by Mr. Gryzik that the following motions be approved:

**Student Accident Insurance Purchase Approved**

- A. that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2017-2018 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at a cost not to exceed \$2,013.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past twelve years.

**Lunch Prices Established**

- B. that lunch prices for the 2017-2018 school year be established as follows:

Students -	Type A -	\$2.60
	Reduced -	.40
Adults -		\$5.00

**Zimmerman’s Dairy Retained as Supplier**

- C. that Zimmerman’s Dairy (Lehighon, PA) be retained as the CCTI Milk/Juice Supplier for the 2017-2018 school year. Prices for milk and juice shall remain the same as quoted for the 2016-2017 school year. Milk prices are established by the PA Milk Marketing Board.

**Transportation Contracts Approved**

- D. that Transportation Contracts be approved with the following Contractors for 2017-2018, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)  
2017-2018 - \$52.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighon)  
(Lehighon Area School District)  
2017-2018 - \$91.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighon)  
(Lehighon Area School District - Mid-Day Run)  
2017-2018 - \$70.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)  
(Palmerton Area School District)  
2017-2018 - \$226.00/day per bus

(con’t)

Panther Valley School District (1 Panther Way, Lansford)  
2017-2018 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)  
2017-2018 - \$140.00/day per bus

Note: All rates are the same as 2016-2017.

**Computer Purchase Approved**

- E. to purchase twelve (12) HP Business Desktop ProOne 400 G2 All-in-One Computers (for replacement throughout the building), eight (8) HP 250 G6 15.6" LCD Notebooks (for replacement throughout the building), eight (8) HP Care Pack - 3-Year Extended Service, two (2) HP ProBook x360 11 G1 EE 11.6" Touchscreen LCD 2 in 1 Notebooks (for the Health/Medical Classroom), and two (2) HP Care Pack - 3-Year Extended Warranty for a total cost of \$18,238.52.

**Computer Purchase Approved**

- F. to purchase twenty (20) Lenovo ThinkStation P310 Workstations, forty (40) Lenovo 8GB Memory, and twenty (20) Lenovo Quadro K620 Graphic Cards for the Drafting and Design Technology classroom at a total cost of \$29,453.40.

Note: This purchase will be funded by Carl D. Perkins grant with no cost to the CCTI Joint Operating Committee.

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. Holland - Leighton	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

***Buildings & Grounds***

NONE

***Administrative***

MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger that the following motions be approved:

**Policy Adopted**

- A. to approve the second reading and adoption of policy #405 (Professional Employees).

**Contract Approved**

- B. to enter into a contract with Carbon Lehigh Intermediate Unit #21 to provide the complete Discovery Streaming Digital Video Library owned by Discovery Education, Inc. for a period of one (1) year beginning July 1, 2017 at a cost of \$554.40.

**Memorandum of Understanding Approved**

- C. to approve the Memorandum of Understanding between Carbon Career & Technical Institute and Carbon County Correctional Facility, as presented.

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. Holland - 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Yeakel - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Motions carried.	

**Reports**

**Foundation Report Accepted**

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

Note: The balance in this account stands at \$2,618.86.

VOTE: YES - 5    NO - 0    ABSENT - 0    ABSTENTIONS - 0  
Motion carried.

**Administrative Reports**

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal
- b. Mrs. Heather Mullen, Adult Education Site Supervisor

VOTE: YES - 5    NO - 0    ABSENT - 0    ABSTENTIONS - 0  
Motion carried.

**Old Business**

NONE



**New and Miscellaneous Business**

NONE

**Next Regularly Scheduled Meeting:**

**Thursday – August 17, 2017**

**Adjournment**

Mr. Obert moved, seconded by Mr. Gryzik that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:24 PM.

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Christina A. Graver  
Joint Operating Committee Secretary