

Carbon Career & Technical Institute  
Joint Operating Committee Agenda

**Regular Meeting  
June 15, 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. 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. **Approval of Minutes**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Minutes of the May 18, 2017 Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

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

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

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Treasurer's Report for May 2017 showing a final balance of \$6,297,962.53 in the General Fund, and \$54,720.00 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 Report
- B. Principal's Report - Mr. Brent Borzak
  - a. Eugene Colosimo, Guidance Counselor
- C. Adult Education Report - Heather Mullen, Adult Education Site Supervisor
- D. Buildings and Grounds Report - Mr. Ken Walters, Supervisor of Buildings and Grounds
  - a. Enhanced Trailer/Tiny House Up-date
- 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. **Items of Business**

*Personnel*

- A. Election of CCTI Joint Operating Committee Treasurer for a one-year term - effective July 1, 2017 through June 30, 2018:

\_\_\_\_\_ nominates \_\_\_\_\_ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by \_\_\_\_\_.

\_\_\_\_\_ nominates \_\_\_\_\_ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by \_\_\_\_\_.

MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to close the nominations for the office of Treasurer.

Note: Jeffry Deutsch presently serves in this position.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

The Secretary casts the ballot electing \_\_\_\_\_ as Treasurer.

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ on the recommendation of the Administrative Director, to appoint Robert T. Yurchak, Attorney at Law (Nesquehoning, PA), as the Joint Operating Committee Solicitor for the 2017-2018 fiscal year at a retainer of \$7,000 and \$100 per hour for extra work done. The annual retainer shall include those items specified in the Scope of Services and Compensation Agreement.

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"/>

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ on the recommendation of the Administrative Director, that Margaret Kalogerakis (Albrightsville, PA) be re-employed as Coordinator of School Improvement at a salary of \$38,000 on a 200 day contract for the 2017-2018 school year, effective August 18, 2017. For the school term 2017-2018 the employee shall contribute \$80.00/month toward health care expenses, effective July 1, 2017.

Note: Mrs. Kalogerakis has served in the position for the past twelve years and has been instrumental in student achievement gains in Keystone and NOCTI testing.

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"/>

D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ on the recommendation of the Administrative Director, to continue the employment of Ms. Angelique Yaich as Instructor for the Carbon Alternative High School Diploma Program – 32 hours/week, 200 days, AM and PM Class Sessions, with those fringe benefits as required by law and appropriate health care coverage, at the rate of \$29.25/hour. For the school term 2017-2018 the employee shall contribute \$80.00/month toward health care expenses, effective July 1, 2017.

Note: There will be no deduction from the CCTI General Fund. Many Carbon County out of school youth are serviced by this program.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individuals effective July 1, 2017 through June 30, 2018:

Colleen Gooch as Adult Education Nurse Aide Instructor and Nurse Aide Coordinator @ \$33.00 per hour  
Diane Luicana as Adult Education GED Instructor @ \$21.00 per hour  
Tonia Schaeffer as Adult Education GED Instructor @ \$21.00 per hour  
Donna Valent as Adult Education GED Aide @ \$12.25 per hour  
Lisa Wargula as Adult Education GED Enrollment Specialist at \$10.75 per hour

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept the letter of resignation for the position of SkillsUSA Assistant Advisor received from Lisa Walck.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

G. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individual as a School-Wide Co-Curricular Activities and Student Club/Organization Advisor at the established rates for the 2017-2018 school year:

SkillsUSA Assistant - Christina Graver

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

### ***Education***

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to grant approval to operate a GED testing program for the 2017-2018 school year at the CCTI school site.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the following GED examiners be approved July 1, 2017 - June 30, 2018:

Deborah Enterline  
Elizabeth Schlecht  
Margaret Kalogerakis  
Lisa Wargula

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ on the recommendation of the Administrative Director, that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be renewed and executed for the 2017-2018 Fiscal Year, as presented: (Encl. 4)

Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA  
Blue Mountain Health Systems/Gnaden Huetten Memorial Hospital and The  
Summit, Palmerton/Lehighton, PA  
Office of Dr. Jayendra Patel, Jim Thorpe, PA  
Heritage Hill Senior Community, Weatherly, PA  
The Village at Palmerton, Palmerton, PA  
Guardian Eldercare DBA Weatherwood Nursing Home & Rehabilitation Center  
Switchback Medical Center, Inc., Jim Thorpe, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements is identical.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ on the recommendation of the Administrative Director that approval be granted to submit the Carl Perkins Career and Technology grant to the PA Department of Education for the year 2017-2018.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

### ***Budget & Finance***

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to authorize the Administrative Director to approve bills for payment from June 16 - June 30, 2017, the close of the 2016-2017 fiscal year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to authorize necessary 2016-2017 Budgetary Transfers as a result of the final payment of bills for the close of the 2016-2017 fiscal year. Authorization is contingent upon final approval of the CCTI Joint Operating Committee at its next regularly scheduled meeting.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to enter into an contract with CDS (Complete Document Solution) for approximately \$1,900/month to manage and support thirty-one (31) printers in the building.

Note: based on industry averages it costs approximately \$2,700/month to manage the printers. Projected savings over a twelve (12) month contract term is \$9,700.

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"/>

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Cosmetology Clinical price list effective with the 2017-2018 school year, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Buildings & Grounds***

NONE

***Administrative***

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the first reading of policy #405 (Professional Employees). (Encl. 5)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the second reading and adoption of policy #118 (Programs). (Encl. 6)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the second reading and adoption of the CCTI Wellness Policy (#246 - Pupils), as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve SkillsUSA to host a car show/fundraiser on the CCTI campus, Saturday, September 23, 2017 (rain date Saturday, September 30, 2017).

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the 3<sup>rd</sup> annual Golf Tournament scheduled for October 7, 2017 at White Birch Golf Course, Barnesville, PA to benefit CCTI students.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the 5<sup>th</sup> annual SkillsUSA 5k Run/Walk fundraiser scheduled for October 14, 2017 at Glen Onoko, Lehigh Gorge State Park.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

G. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the CCTI 2017-2018 Student & Parent Handbook, as presented.

Note: The handbook was distributed to the CCTI Joint Operating Committee members via e-mail June 8, 2017 for perusal.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

## XI. Reports

A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 7)

Note: The balance in this account stands at \$2,217.57.

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. 8)
- b. Mrs. Heather Mullen, Adult Education Site Supervisor (Encl. 9)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**XIII. Old Business**

NONE

**XIV. New and Miscellaneous Business**

*Faculty Conference Reports*

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the conference report submitted by Chef A.J. Burke, Culinary Arts Instructor after attending the Schiff's Foodservice Show May 7 & 8, 2017 at Mohegan Sun Pocono. (Encl. 10)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the conference report submitted by Scott Bartholomew, Special Education Teacher after attending the 45<sup>th</sup> Special Education Law Conference: Special Education Law at a Time of Change, May 12, 2017 at Lehigh University, Bethlehem, PA. (Encl. 11)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the conference report submitted by Jeremy Pease, Drafting and Design Technology Instructor after attending Synergis University: An Entire Day Dedicated to Helping You Stay Ahead (Autodesk Learning Event) May 17, 2017 at The Sands Hotel, Bethlehem, PA. (Encl. 12)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the report submitted by Jeremy Pease, National Technical Honor Society Advisor after attending a field trip to Washington, D.C. May 19-20, 2017. (Encl. 13)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**XV. Next Regularly Scheduled Meeting: Thursday – July 20, 2017**

**XVI. Adjournment**