

Carbon Career & Technical Institute
Joint Operating Committee Agenda
Regular Meeting
March 16, 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. 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. 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 February 22, 2017 Regular Meeting. (Encl. 1)

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

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

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

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for February 2017 showing a final balance of \$6,680,658.75 in the General Fund, and \$55,154.68 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(s)
- B. Principal's Report – Mr. Brent Borzak
 - a. HOSA (Health Occupations Students of America)
- 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. Brian Gasper, Jim Thorpe Area School District Superintendent

X. Items of Business

Personnel

- A. MOTION by _____, SECONDED by _____ to approve the following adult education instructor at a rate of \$21.00 per hour on an as needed basis through the June 2017 Joint Operating Committee meeting pending all required clearances and paperwork:

Jacob Heydt

Note: Mr. Heydt will not begin teaching until all clearances and paperwork have been received and reviewed in the Director's Office.

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

Education

- A. MOTION by _____, SECONDED by _____ that Kevin Kuehner, Precision Machine Technology Instructor chaperone one (1) Precision Machine Technology students on a field trip to the HAAS Factory Outlet March 29, 2017 in Bensalem, PA.

Note: Trip is to allow student to train on HAAS CNC Probe in preparation for CNC Technician SkillsUSA Competition.

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

- B. MOTION by _____, SECONDED by _____ that Harold Resh, Auto Service and Technology Instructor and John Rogers, Auto Service and Technology Instructional Aide chaperone fourteen (14) Auto Service and Technology students (p.m. only) on a field trip to the Greater Lehigh Valley Auto Dealers Show March 23, 2017 in Bethlehem, PA.

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

- C. MOTION by _____, SECONDED by _____ that, Harold Resh, Auto Service and Technology Instructor, John Rogers, Auto Service and Technology Instructional Aide, Dennis Starry Auto Collision Repair Instructor, Donald McGorry, Auto Collision Repair Instructional Aide and Hal Resh (approved chaperone) chaperone forty-two (42) Auto Service and Technology and Auto Collision Repair students on a field trip to America on Wheels Auto Museum April 4, 2017 in Allentown, PA.

Note: Expenses for the trip are included in the 2016-2017 General Fund Travel Budget.

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

- D. MOTION by _____, SECONDED by _____ that, Harold Resh, Auto Service and Technology Instructor, John Rogers, Auto Service and Technology Instructional Aide, Dennis Starry Auto Collision Repair Instructor, Donald McGorry, Auto Collision Repair Instructional Aide and Hal Resh (approved chaperone) chaperone forty-two (42) Auto Service and Technology and Auto Collision Repair students on a field trip to the Spring Carlisle Collector Car Swap Meet & Corral April 21, 2017 in Carlisle, PA.

Note: Expenses for the trip are included in the 2016-2017 General Fund Travel Budget.

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

- E. MOTION by _____, SECONDED by _____ that four (4) CCTI students attend the DECA International Career Development Conference April 22 - 29, 2017 in Anaheim, CA at a cost of \$5,000.00 to assist with registration, transportation, and lodging expenses.

Note: Students will each pay an additional \$100.00 as well as all meal 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"/>
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"/>

- F. MOTION by _____, SECONDED by _____ that Mrs. Stephanie Barto, DECA Major Advisor be approved as a chaperone for four (4) CCTI students participating in the DECA International Career Development Conference April 22 - 29, 2017 in Anaheim, CA at a cost of \$1,867.75 to cover registration, transportation, and lodging 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"/>
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"/>

Budget & Finance

- A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the Resolution pertinent to the 2017-2018 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$8,210,852 as follows:

Palmerton Area School District

(Encl. 4)

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

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

- B. MOTION by _____, SECONDED by _____ to approve the 2017-2018 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$110,910.

(Encl. 5)

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

- C. MOTION by _____, SECONDED by _____ to approve the 2017-2018 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$225,000.

(Encl. 6)

Note: The program routinely serves between 30-40 students over the course of a 200 day program year. This budget does not impact the CCTI General Fund.

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

- D. MOTION by _____, SECONDED by _____ to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$7,500 per year for the 2017-2018 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$37.50.

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

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED by _____ to approve the 2017-2018 CCTI Student/Teacher Calendar, as presented.

(Encl. 7)

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

- B. MOTION by _____, SECONDED by _____ that Brandon Poole, Assistant to the Director of Technology attend the 2017 PDE Data Summit March 13, 2017 at Hershey Lodge, Hershey, PA at a cost of \$219 each to cover the cost of registration and transportation.

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 _____ that Elizabeth Porter, Facilitator of Special Education and Scott Bartholomew, Special Education Teacher attend Lehigh University's 45th Special Education Law Conference May 12, 2017 at Lehigh University's Mountaintop Campus, Bethlehem, PA at a cost of \$195 each to cover the cost of registration.

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 Publisher Membership Agreement, as presented.

Note: The agreement allows CCTI to offer website visitors and Adult Education seekers online courses. By placing a link directing students to ed-2-go, CCTI earns commissions on registrations. There are no quotas, fees, or continuing commitments on our part. The affiliate network is at no cost to CCTI.

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

- E. MOTION by _____, SECONDED by _____ to ratify the Agreement between the CCTI Joint Operating Committee and the CCTI Education Association as presented, effective September 1, 2017 through August 31, 2021.

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"/>

- F. MOTION by _____, SECONDED by _____ to approve the following salaries for advisor positions for the 2017-2018 school year:

DECA/HOSA/SkillsUSA Advisors - \$2,300 ea.

Senior Class Advisor - \$2,300

Underclass Advisor (Freshmen, Sophomore, Junior - combined) - \$2,300

Student Council - \$2,300

NTHS - \$2,300

Yearbook - \$2,300

Rotary Interact - \$2,300

SADD - \$2,300

SkillsUSA/DECA Assistant Advisors - \$1,600 ea.

Aevidum - \$1,600

Note: This salary schedule is based on a formula using sending schools current salary schedules.

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"/>

XI. **Reports**

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 8)

Note: The balance in this account stands at \$2,614.14.

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 (End. 9)
- b. Mrs. Heather Mullen, Adult Education Site Supervisor (Encl. 10)

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 Nathaniel Rinda, Director of Technology after attending the 2017 Pennsylvania Educational Technology Expo and Conference (PETE & C) February 13-15, 2017 at the Hershey Lodge & Convention Center, Hershey, PA. (Encl. 11)

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

- B. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Rebecca Schaeffer, School Nurse after attending the Practical Strategies to Address the Challenges of Today's School Nurse conference February 28, 2017 at Hyatt Place, Bethlehem, PA. (Encl. 12)

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

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

XVI. Adjournment