

Carbon Career & Technical Institute
 Joint Operating Committee Minutes
Regular Meeting
May 18, 2017

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - May 18, 2017** for its 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 6:06 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 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 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: Dominic Borger, Drafting and Design Technology Senior (PASD), Owen Everett, Welding Technology Junior (LASD), Zak Klotz, Heating, Ventilation, Air Conditioning and Refrigeration Junior (LASD), Austin Miller, Precision Machine Technology Sophomore, (PVSD), Malynda Peabody, Drafting Design & Technology Sophomore (JTASD), Jakson Ring, Precision Machine Technology Junior (PASD), and Derbe Stroup, Precision Machine Technology Junior (PASD); Members of the Public: Mrs. Molly Phillips, President, Carbon County Pennsylvania Association of School Retirees (PASR), Mr. Shane Stroup, Parent, Mr. Tom Ring, parent, Ms. Debra Oswald, Parent; CCTI Staff: Stephanie Barto, Marketing/Distributive Education Instructor/DECA Advisor, Jane Farkas, Science Teacher, Joseph Farkas, Electronics Communication Engineering Technology Instructor, Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, Tammy Marshall, Instructional Aide/SkillsUSA Assistant Advisor, Robert Pathroff, Instructional Aide; 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 April 20, 2017 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Report (April 2017)

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for April 2017 showing a final balance of \$6,829,226.05 in the General Fund, and \$64,577.61 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 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.

Approval of Payment of Bills

- A. MOTION by Mr. Yenser, 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. 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 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. Molly Phillips, President, Carbon County Pennsylvania Association of School Retirees (PASR) – Mrs. Phillips spoke of the PASR Loretta Woodson Award, an award whose purpose is to “recognize public school personnel who have exhibited creativity, initiative or productivity relevant to the learning process and growth of children.” This award is presented to a teacher and/or a member of the extended staff at a school. This year CCTI was chosen and in speaking with Mr. Reinbold, Administrative Director it was determined that the award be presented to Mrs. Stephanie Barto, CCTI Marketing/Distributive Education Teacher and Senior Class Advisor as well as Mr. Robert Pathroff, CCTI Instructional Aide. Both Mrs. Barto and Mr. Pathroff were present at this evening's meeting. Mrs. Phillips shared Mrs. Barto's award with the group. On May 4th the two were honored at a PASR luncheon where they were presented their awards. Mrs. Phillips said she was honored and proud to be able to as President, present the award to these two individuals.
 - b. Student Representative(s) – Austin Miller, Precision Machine Technology Sophomore (Panther Valley SD) shared the following:

Student Council

- Completed penny wars competition – estimated total \$250 (still counting).
 - “Most pennies” title goes to Computer Engineering Technology class. Proceeds going to The Shriners Hospital for Children, with a small percentage to a senior in student council, (randomly drawn by underclass mates).
- Palmerton members continue to assist the Micah's Backpack, in Palmerton.
- The collection of pull tabs will end May 25th and will be given to The Shriners Hospital for Children, for their recycling program. When we visited the hospital, we learned that this recycling program contributes to their transportation efforts. They are extremely grateful and ask the students to continue their efforts after high school.
- Summer programs including lunch – members are urged to volunteer in their community this summer.

Interact Rotary Club

- Received confirmation that WAPI project arrived in Honduras. Waiting for pictures.
- Elections were held for next year's board members.
- A meeting will be planned for recruitment by the end of this school year.
- A check in the amount of \$300 will be given to the Dimmick Memorial Library, in Jim Thorpe. Money was raised from various school events, including; hat day, egg hunt, and park bench raffle.
- Members are encouraged to participate in local summer projects.

National Technical Honor Society Update - May 2017

- 2016-2017 Members End of Year Activities
 - Preparing for trip to Washington DC on May 19-20
 - Preparing for Graduation
- All Members
 - Final Annual Meeting tentatively set for May 30th
 - Breakdown of duties for 2017-2018 new officers
 - Explanation of post-Graduation NTHS membership opportunities
 - Discuss community service/fundraising for 2017-2018

SADD

- SADD distributed Prom Promise's for all students going to Prom. Promise is to not drive impaired or distracted on prom night. The students along with their parents sign. For those who have signed the promise SADD will be rewarding one student with a \$25 iTunes card.
- In conjunction with Prom, SADD holds a Grim Reaper Day. With parent permission students agree to "die" in a distracted driving accident. They cannot talk to friends, only teachers if they are asked a question specifically. Everyday 6 teenagers are killed in a distracted driving accident and SADD is trying to bring awareness to the issue.
- We will be doing another day of Jeans for Troops in honor of Memorial Day. The date is Thursday, May 25. All staff can pay \$5 and wear jeans for the day. The proceeds go to our Veterans.

Health Medical

- Blood Drive held and 49 units collected

Aevidum

- On 4/7/17 the Carbon County Interagency and Family Collaborative Board held its Annual Human Services Priority Brunch. At this event, CCTI's Aevidum Club was selected as the recipient of a \$350 grant. The grant money will be used to fund the purchase of T-shirts that the club members can wear at specific functions during the school year to identify the club members as those who other students can reach out to and contact for support. The club members are proud of their commitment to improving the school's health environment and want to stand out as someone "Who's Got Your Back".

DECA

- Just returned from the International convention in Anaheim, California. CCTI DECA students were part of 19,000 students who joined forces for competition, leadership training, networking and an incredible travel experience. In addition to the DECA events, the students spent a day at Disneyland and took a scenic tour of Hollywood, LA and the Santa Monica Pier. DECA participants would like to thank the JOC for their continued support of our co-curricular program.
- c. SkillsUSA – Community Service Car Show – Malynda Peabody, Drafting Design and Technology Sophomore (Jim Thorpe ASD), Austin Miller, Precision Machine Technology Sophomore (Panther Valley SD), and Owen Everett, Welding Technology Junior (Lehighton ASD):
- Malynda explained that the three were working on a team building event for SkillsUSA to benefit the local animal shelters (Jim Thorpe and Nesquehoning). One of their fundraising events will be a car show held this Saturday, May 20 from 10:00 a.m. to 4:00 p.m. at CCTI. The event will also include a food sale, raffles, and a 50/50. She explained that they have already received multiple donations from staff and students, both monetary and needed shelter items and will continue to seek donations and fundraise until April of 2018 at which time the project will be complete and the three will head to the State competition (this particular competition is a “direct to state” competition) where they will present their binder containing photos and documentation of all of the events and activities held to raise funds and awareness. Malynda also shared that CCTI administration granted the three the opportunity to offer community service hours to CCTI students who help at the event (CCTI students are required to complete a total of 25 hours of community service before graduation).
 - Owen explained that 300 flyers were printed and distributed in the surrounding area to notify people of the car show event. He is expecting approximately 300 people.
 - Austin shared the information for this event through social media by creating a Facebook page with times, dates, up-dates, registration information, food available, and an area to answer questions. His page has seen an interest from over 200 individuals.
- d. Student Forum – Dominic Borger, Drafting and Design Technology Senior (Palmerton ASD) shared the following:
- Explained that student forum is made up of students from local schools coming together and working as a group with leadership goals.
 - Student Forum joined forces and raised \$10,000 this year.
 - Raised funds and awareness for Angel 34 – a non-profit organization providing financial assistance to families of children with cancer and supporting cancer research. The Angel 34 organization has a goal of bringing a children’s cancer clinic to the Lehigh Valley.
 - Student Forum raised monies by making commercials, posters, and selling paper angels, selling chocolate covered pretzels, and other activities. Dominic went to each of CCTI’s CTE areas to explain Angle 34 and their mission.

- Dominic thanked the JOC and Administration for allowing CCTI students to participate in student forum.
 - Mr. Reinbold introduced Mrs. Tammy Marshall, Student Forum Advisor who also attended this evening's meeting.
- e. SkillsUSA Medal Winners – Mr. Kevin Kuehner, SkillsUSA Major Advisor introduced Derbe Stroup, Precision Machine Technology Junior (Palmerton ASD), Jakson Ring, Precision Machine Technology Junior (Palmerton ASD), and Zackary Klotz, Heating, Ventilation, Air Conditioning and Refrigeration Junior (Lehighton ASD):
- Derbe Stroup – CNC Turning Gold Medalist briefly shared his experience at the State competition. He said it was definitely a good experience and he couldn't be happier with his final results. He also enjoyed spending time with his advisors and fellow students at the event.
 - Jakson Ring, CNC Technician Gold Medalist was thankful to be able to attend the State competition and was amazed at how well organized and thought out everything was at the event. He said the competition was definitely challenging and was not expecting to place 1st. He is very proud of his accomplishment and thanked Mr. Kuehner for all that he and Derbe have learned in his Precision Machining class.
 - Zack Klotz, Plumbing Silver Medalist thanked everyone for allowing him and his fellow students to participate at the State level. Mr. Kuehner explained that although Zack did not receive a gold, he would still be moving on to the national competition as the gold medal winner was unable to attend. He also shared that all three of these students are juniors and beat out many of the seniors in attendance.
 - As an advisor, Mr. Kuehner receives final scores for all competitors and said that our CCTI winners “dominated the other schools” winning by quite a large margin in both CNC Turning and CNC Technician.
 - Mr. Reinbold shared that Mr. Kuehner has had gold medalists go on to the national level for four years in a row.
- B. Principal's Report – Mr. Brent Borzak
- a. Approaching the end of another successful school year - CCTI students and staff are very busy.
 - b. NOCTI written exams, AP testing, and NOCTI performance testing have been completed.
 - c. Keystone exams are being administered. Started the week of May 15th.
 - d. CCTI Prom took place on May 12th, at Hideaway Hills country club.
 - e. Senior Awards Ceremony will take place the evening of May 24th.
 - f. School community is in preparation for the upcoming graduation ceremony at Jim Thorpe High School on June 8, with graduation practice on June 6th and 7th.
 - g. Students' last day is June 8th.
 - h. Preparing for the end of the year in-service days of June 9th and 12th.
 - i. Administration and guidance are continuing to work on scheduling for the 2017-2018 school year. A record number of applications have been received. Mr. Reinbold shared that approximately 100 seniors will be graduating and approximately 200 applications have been received increasing the projected 2017-2018 enrollment.

- j. Administration is preparing for a 339 Evaluation (Program Approval Technical Assist Visit).
- C. Buildings and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- a. **Enhanced Trailer/Tiny House Up-date** – Students have made a good deal of progress though testing and end of year activities. The unit is framed and sheathed using building techniques and materials that they would not normally run into if it were just a standard stick build home. Special hurricane anchors and strapping to protect the unit from becoming unstable as it is taken over the road, as an example. Mr. Reinbold suggested that prior to next month’s regularly scheduled meeting, the JOC members view the progress of the enhanced trailer/ tiny house.
 - b. **Summer Hours** - I have finalized my staff’s summer hour schedule to support all of our classroom and floor maintenance throughout the summer while continuing to accommodate the Adult Education, Cosmetology, Certified Nurse Aide, GED, SHINE, etc. 6 a.m. – 4 p.m. Monday-Friday 6/13-8/21. Products have been ordered to support these efforts.
 - c. **Summer Projects** –Cable TV fiber solution, masonry/asphalt preventative maintenance, maintenance/step repair, asphalt repair. DVR Camera recorder replacement, voice mail server replacement, HVAC system preventative maintenance, kitchen hood preventative maintenance, fire alarm inspection, access control, security & CCTV, intercom & sound system preventative maintenance.
- D. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
- a. Nothing new to report at this time.

Items of Business

Personnel

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

Adjusted Salary Approved

- A. that the 2016-2017 salary for the following individual be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Diane Hyjurick, Math Teacher
 \$60,131 - 2016-2017 Salary
 + 600 - Master/M. EQU
 \$60,731 - Adjusted 2016-2017 Salary

Family Medical Leave Time Approved

- B. to approve Family Medical Leave time for employee #0008148, effective April 20, 2017 through May 20, 2017.

Occupational Advisory Committee Members Approved

- C. to approve the Occupational Advisory Committee members, as presented.

School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed

- D. to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors for the 2016-2017 school year at the rates indicated per the CCAVTS Education Association Agreement currently in effect:

Aevidum Club Major Advisor Geri Vavra	National Technical Honor Society Major Advisor Jeremy Pease
Aevidum Club Assistant Advisor Rebecca Schaeffer	Rotary Interact Community Service Club Major Advisor Margaret Kalogerakis
Class Advisor Grade 11 (Class of 2018) Kimberly Bittle	SADD Major Advisor Rebecca Schaeffer
Class Advisor Grade 12 (Class of 2017) Stephanie Barto	SkillsUSA Major Advisor Kevin Kuehner
DECA Major Advisor Stephanie Barto	SkillsUSA Assistant Advisors Tammy Marshall Jeremy Pease
DECA Assistant Advisor Sandra Kohutka	Student Council Major Advisor Margaret Kalogerakis
HOSA Major Advisor Michele Dominic	Yearbook Major Advisor Maritza Reinbold
HOSA Assistant Advisor* Autumn Frey	

Note: *Per the CCTI Memorandum of Agreement (in addition to the existing Agreement between the CCTI Joint Operating Committee and the CCTI Education Association) approved 09/15/2011.

School-Wide Co-Curricular Activities and Student Club Organization Advisors Approved

- E. to approve the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2017-2018 school year:

Aevidum – Geri Vavra
DECA – Stephanie Barto
DECA Assistant – Sandra Kohutka
HOSA – Michele Dominic
DECA/HOSA Assistant – Scott Bartholomew
National Technical Honor Society – Jeremy Pease
Rotary Interact Community Service Club – Margaret Kalogerakis
SADD – Rebecca Schaeffer
Senior Class – Stephanie Barto
SkillsUSA – Kevin Kuehner
SkillsUSA Assistant – Tammy Marshall, Maritza Reinbold, Lisa Walck
Student Council – Margaret Kalogerakis

(con't)

Student Forum – Tammy Marshall
Underclass – Kimberly Bittle
Yearbook – Maritza Reinbold

Teacher Mentors Reaffirmed

- F. to reaffirm the following individuals as Teacher Mentor for the 2016-2017 school year at the established stipend of \$750.00:

Scott Bartholomew – Karoline Vavra, Physical Education/Health Teacher
Anna Leigh Conway – Justin Pshar, Math Teacher
Anna Leigh Conway – Jacquelyn Serra, English Teacher
Michele Dominic – William Bravo, Graphic Design Long-Term Substitute
Michele Dominic – Anthony (A.J.) Burke, Culinary Arts Instructor

Teacher Mentors Appointed

- G. that the following Teacher Mentors be appointed (as needed) for the 2017-2018 school year at the established stipend of \$750.00:

Anna Leigh Conway – Academic Teacher
Michele Dominic – Technical Instructor

Homebound Instructors Appointed

- H. 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:

Anthony Koval
Maura Makuta

Substitute Approved

- I. that the below listed individual be approved to substitute for the 2016-2017 school year at the established rates, as follows:

Maura Makuta – Clerical*

Note: *Appointment through August 2017.

Additional Days Approved – Part-Time Cooperative Education Coordinator

- J. that Stephanie Barto, Part-time Cooperative Education Coordinator, be employed for a period of ten (10) days, during the summer 2017, at her per diem rate.

Note: Mrs. Barto will supervise a number of secondary and other students at cooperative education placements, as well as develop additional placements for our students within and outside Carbon County.

Additional Days Approved - Guidance Counselor

- K. that Eugene Colosimo, Guidance Counselor, be employed for a maximum of eighteen (18) days, during the summer 2017, at his per diem rate.

Note: Mr. Colosimo will assist with the coordination of summer student enrollments from the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties as assigned by the Principal and the Administrative Director.

Additional Days Approved - Culinary Arts Instructor & Culinary Arts Instructional Aides

- L. that the following individuals be approved two (2) additional work days, prior to August 23, 2017 at the individual's per diem rate:

Anthony (A.J.) Burke, Culinary Arts Instructor
Ashleigh Papay, Culinary Arts Instructional Aide
Michele Troutman, Culinary Arts Instructional Aide

Note: This time will be devoted to preparing for cafeteria production services for the new school year.

Building Substitute Approved

- M. to approve Anthony Koval as the Building Substitute effective August 23, 2017 through the close of the 2017-2018 school year at the approved daily rate.

Substitute Custodian/Maintenance/Groundskeeper/Cleaner Personnel Approved

- N. that the following substitute Custodian/ Maintenance/ Groundskeeper/ Cleaner Personnel be approved, effective May 19, 2017 through May 2018:

Autumn Frey	Ashleigh Papay
Jeffrey Hazelton	Robert Pathroff
Michele Marouchoc	John Rogers
Tammy Marshall	Eric Schlecht
Donald McGorry	Geri Vavra
Walter O'Donnell	Douglas Witt
Leszek Pankowski	

Adult Education Instructors Approved

- O. to approve the following individuals as Adult Education Instructors on an as needed basis, at a salary of \$21.00-\$23.00 per hour effective May 19, 2017 through May 2018:

Tammy Marshall
Hal C. Resh*
Harold Resh

Note: *Pending receipt of all mandated clearances.

Substitute Van/Bus Drivers Contracted

P. that the following individuals be contracted as a substitute van/bus driver at a rate of \$15.00/hour through May 2018:

Katherine Holton
Lynn Jo Kester

Substitute S.H.I.N.E. Van/Bus Drivers Approved

Q. that the following individuals be approved as substitute S.H.I.N.E. van/bus drivers at a rate of \$30 per run through May 2018:

Joseph Gorski
Katherine Holton
Lynn Jo Kester

Part-Time Custodian/Maintenance/Groundskeeper/Cleaner Personnel Appointed

R. to appoint the following individuals as Part-Time Custodian/Maintenance/ Groundskeeper/ Cleaner Personnel at a rate of \$10.50 per hour, effective July 1, 2017 through June 30, 2018:

Michele Marouchoc
Douglass Witt

Letter of Resignation Accepted

S. to accept the letter of resignation received from Anthony Radocha, School Resource Officer effective Jun 30, 2017.

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 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.

Homebound Instructor Appointed

T. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik to appoint the following individual as a Homebound Instructor for the 2016-2017 school year on an as-needed basis at an hourly rate of \$25.00:

Maura Makuta

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

Motion carried.

Education

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

Homebound Instruction Approved

- A. that homebound instruction be approved for student #10524 for 5 hours per week for a period of six (6) weeks beginning May 1, 2017 through June 8, 2017.

Permission to Use Designated Instructional Area(s) Granted

- B. to grant permission to the CLIU #21 for use of a designated instructional area(s) to operate Life Skills Support Classes at the CCTI facility for the 2017-2018 school year.

Occupational Advisory Committee Minutes Approved

- C. to approve the Occupational Advisory Committee minutes, as presented.

Permission to Notify Employees of Reasonable Assurance Granted

- D. to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a "reasonable assurance" their position will be available to them again when school re-opens in August 2017.

National Leadership and Skills Conference Attendance Approved

- E. that three (3) students attend the National Leadership and Skills Conference (competition) June 19-24, 2017 in Louisville, KY chaperoned by Mr. Kevin Kuehner, SkillsUSA Major Advisor at a cost of \$3,536.00 to cover the cost of registration, transportation, and lodging.

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 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.

Homebound Instruction Approved

- F. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger that homebound instruction be approved for student #10662 for 5 hours per week beginning May 16, 2017 through May 31, 2017.

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

Motion carried.

Budget & Finance

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

Depositories Approved

- A. to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2017-2018 Fiscal Year:
- Mauch Chunk Trust Company
 - General Fund Account, Activities Fund Account, Payroll Account
 - PLGIT (Pennsylvania Local Government Investment Trust)
 - House Building Renovation Account, Capital Projects Account, Scholarship Trust Fund, General Fund, CCTI Foundation Account, CCTI Building Renovation/Expansion fund)
 - INVEST (PA Treasurer Program for Local Governments)
 - General Fund
 - Jim Thorpe National Bank
 - General Fund

Participation in Cooperative Arrangements Approved

- B. to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2017-2018 fiscal year through the following:
- Carbon Lehigh IU #21
 - Central Susquehanna IU #16

Permission Granted for Participation in National School Lunch Program & U.S.D.A. Commodities Program

- C. to grant permission to participate in the National School Lunch Program and the U.S.D.A. Commodities Program for the 2017-2018 school year.

Section 125 Flexible Plan Benefits Plan Amendment Approved

- D. to amend the Section 125 Flexible Plan Benefits Plan, effective July 1, 2017 to continue the Medical Plan Cash Opt-Out Election of \$300.00 per month (waive Family Medical Plan) and \$200.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years. Buyout amount is the same as 2016-2017.

Auditor Appointed

- E. to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2017-2018 fiscal year, effective July 1, 2017, at an annual fee of \$17,500.

Note: The audit covers CCTI, as well as the school foundation and authority.

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 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:

Substitute Rates Established

- A. to establish the following substitute rates for the 2017-2018 school year:

1. Teacher (Category A per diem)
 - Day 1 through Day 15 \$ 95 per day
 - Day 16+ Cumulative \$100 per day
2. Teacher (Category B short-term)
 - 16-89 Consecutive Days \$160 per day
3. Teacher Aide
 - Day 1 through Day 15 \$ 95 per day
 - Day 16+ Cumulative \$100 per day
4. Secretary \$100 per day

Substitute Custodian/Maintenance/Groundskeeper/Cleaner Personnel Rate Approved

- B. to establish the hourly rate of \$10.50 for the 2017-2018 school year for SUBSTITUTE Custodian/Maintenance/ Groundskeeper/ Cleaner Personnel.

Seminar Attendance Approved

- C. that Dennis Starry, Auto Collision Repair Instructor attend the 2017 OTC (Ohio Technical College) High School Instructor Seminar, June 26 – June 29, 2017 at Ohio Technical College, Cleveland, OH at a cost of \$175.00 to cover the cost of seminar registration.

Job Descriptions Approved

- D. that the Advisor Job Descriptions be approved, as presented.

Advisor Evaluation Forms Approved

- E. that the Advisor Evaluation forms be approved, as presented.

Entrance into Agreement Approved

- F. to enter into an agreement with the Pennsylvania Department of Transportation through a Pennsylvania Department of Transportation Safety Inspector Certification and Recertification Training Program Performance Agreement, as presented.

Policy Adoption Approved

- G. to approve the second reading and adoption of policy #432 (Professional Employees).

Policy First Reading Approved

- H. to approve the first reading of policy #118 (Programs).

Policy First Reading Approved

- I. to approve the CCTI Wellness Policy, 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. 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 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. Yenser SECONDED by Mr. Obert to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,616.36.

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
 - Per Mrs. Mullen's request, Mr. Reinbold informed the group that the correct date of the upcoming Healthcare Career Fair to be held at CCTI is July 12.

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

N ONE

Next Regularly Scheduled Meeting:

Thursday – June 15, 2017

Adjournment

Mr. Gryzik moved, seconded by Mr. Obert that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:43 PM.

Christina A. Graver
Joint Operating Committee Secretary