

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
November 17, 2016**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - November 17, 2016** 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 6:10 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. Gerard E. Grega, 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Irene Genter, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Chad M. Obert, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Scot Engler, 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 Student: Makayla Smale, Cosmetology Senior (Palmerton ASD), Claire Patire, Cosmetology Senior (Jim Thorpe ASD), and Daniel Ahner, Computer Engineering Technology Senior (Palmerton ASD); CCTI Staff: Stephen Anderson, Math Teacher, Jean Bales, Social Studies Teacher, Katherine Baumgardt, English Teacher, Michael Baumgardt, Social Studies Teacher (and 2 Baumgardt Children), Marie Bieling, Special Education Teacher, Kimberly Bittle, Special Education Math Teacher, Eugene Colosimo, Guidance Counselor, Anna Leigh Conway, Science Teacher, and Daughter, George Cope, Electrical Distribution and Automation/Electrician Instructor, Julia Dougherty, Science Teacher, Jane Farkas, Science Teacher, Joseph Farkas, Electronics Communication Engineering Technology Instructor, Alysse Hart, Long-Term Substitute Cosmetology, Diane Hyjurick, Math Teacher, Heather Mullen, Adult Education Site Supervisor, Rebecca Schaeffer, School Nurse, Kevin Sowa, Academic Teacher, Michael Wildoner, English Teacher, Brian Wirth HVAC Instructor; Media Representation: Brian Myszkowski, Times News; Cameraman & On-Air Personality, TV-13

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 October 19, 2016 Re-Scheduled Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Reports (October 2016)

- A. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik to approve the Treasurer’s Report for October 2016 showing a final balance of \$6,492,828.33 in the General Fund, and \$62,665.08 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 - Lehighnton	<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. Grega - 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 - Lehighnton	<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. Grega - 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.

Director's Report

- A. Principal's Report – Mr. Brent Borzak
- a. The 2016-2017 school year has moved into the second marking period with 96 students achieving perfect attendance in marking period one!
 - b. PSATs were delivered at CCTI to fifty students.
 - c. Student Council has conducted Spirit Week, where students and staff participated in various school wide activities. Student Council are also busy collecting food for the needy.
 - d. The annual Veteran's Day presentation took place on November 11th at CCTI.
 - e. Starting the week of November 14th, CCTI has been presenting to the freshman of the sending districts, starting the kick off to the recruitment process.
 - f. CCTI course books have been sent out to all freshman parents of the sending schools.
 - g. Staff and students are prepping for the upcoming Keystone winter wave testing.
 - h. CCTI's SPP score is 91.2. I am proud of the dedication to excellence of all our staff and students and continual support of our JOC.
 - i. Cosmetology Up-date: Mr. Borzak introduced Ms. Alysse Hart, Long-Term Substitute, Cosmetology and students Makayla Smale, Cosmetology Senior (Palmerton ASD) and Claire Patire, Cosmetology Senior (Jim Thorpe ASD) who reported on the following:
 - Clinic (Thursday and Friday)
 - Beneficial for community
 - Discount services
 - Meet new cosmetologist
 - Beneficial for students
 - Learn on people, not mannequins
 - Get feedback
 - Learn to promote products
 - Learn how to commutate
 - Learn proper client consultation
 - Learn time management
 - Learn how to work with different skin types/ hair types
 - SkillsUSA
 - 3 sending competitors
 - Hair: Claire Patire (Senior, JTASD student)
 - Esthetics: Makayla Smale (Senior, PASD student)
 - Nails: Aubree Everett (Senior, JTASD student)
 - Benefits
 - Employers like it
 - If advance, you get the opportunity to travel and meet others
 - Time management
 - Advancing skills
 - College application

- j. Student Representative – Mrs. Margaret Kalogerakis, Student Council Major Advisor introduced student Daniel Ahner, Computer Engineering Technology Senior (Palmerton ASD) who reported on the following:

- **Aavidum Club**
 - Membership of approx. 50 students
 - Striving to enforce the "I've Got Your Back" message to our student body by placing paper hands around the building containing positive and encouraging messages on them
 - Bo Tkach foundation will again be conducting a training and information session for Aavidum on December 2nd at Lehigh Area High School for 10 students in our Aavidum club
- **HOSA (Health Occupations Students of America)**
 - Will hold a walk-a-thon on November 22nd. All proceeds to benefit the Bo Tkach foundation
- **Student Council**
 - Presently holding a food drive for the Thanksgiving Holiday. As of now 5/6 boxes will be distributed to our students and local food banks
 - Asking each technical area to save or bring in aluminum pull tabs to be donated to the Shriners Hospital for Children
 - Celebrated Decade week celebrating our 50th anniversary – dressing each day with an outfit for the 60's, 70's, 80's, & 90's
 - Spirit week was in October dressing in different themes and ending with dress up for Halloween
- **Interact Rotary Club**
 - Saving for a water pasteurization indicator by selling Hot Apple Cider during lunch
 - Had a meet & greet this week with the Jim Thorpe Rotary members along with a luncheon meeting
- **DECA (Distributive Education Clubs of America)**
 - Has 52 student members this year
 - On Monday November 7, thirty-two (32) DECA members participated in the DECA day with 76ers.
 - Traveled to the King of Prussia Mall first, where students participated in a retailing assignment.
 - Visited high end stores such as Neiman Marcus and Gucci observing store layouts, pricing, merchandising techniques and the level of customer service being offered to customers.
 - Participated in the career workshop sponsored by the DECA 76'ers organization - Katie Scott, a senior in Marketing won the \$250.00 scholarship sponsored by the 76ers organization.
 - While waiting for the tour, the group had a tour of the Citizen Bank Park. Students were on the field, in the dugout, the locker room, press room, saw in the indoor batting cages and the private suites that are available to corporate sponsors. Citizens Bank Park is a museum to honor past Philadelphia Phillies players and other American League players.
 - The students enjoyed the game, even though the 76'ers lost.

- Currently DECA members are preparing for our mock DECA competition on Tuesday, November 22, 2016 and our district competition on Thursday, December 8th.
- Our chapter has completed two fundraisers for MDA the PA DECA state cause raising \$175.00.
- Will be joining the Jim Thorpe Rotary for their shopping trip for the needy children of Jim Thorpe.
- **Senior Class**
 - Seniors have concluded the cap and gown ordering process.
 - After the holidays will begin planning the prom.
 - Seniors have also hosted two (2) successful fundraisers so far.
- **SADD (Students Against Destructive Decisions)**
 - Public Service PowerPoint - run during lunch for everyone to see. Topics range from hand washing, prescription drugs, heroin etc.
 - Clothing Drive - throughout year we collect clothes and shoes for Operation School Wear
 - Jeans for Troops - raised \$105 for the GI Go Fund helping veterans
 - In February the following programs are coming to CCTI thus far:
 - Driving Simulators from LVH
 - Teen Dating Violence
 - Spring Clean Up - April
- **SkillsUSA**
 - Forty-two (42) students will be competing at district competition on three (3) separate dates - November 30th, at Johnson College, December 7th at Wilkes Barre Area Technical School, and December 16th at Luzerne County Community College

B. Adult Education Report - Mrs. Heather Mullen, Adult Education Site Supervisor

Current Courses

Welding - Sept 26 - 6 students
Forklift - Need Instructor
Intro. to Precision Machine -Sept 12
ServSafe Exam - Ongoing
CPR/AED - December 20th
Microsoft Excel - Independent Study - December
PennDOT Safety Inspection Mechanic - Class III Exam December
Certified Personal Trainer - Cancelled by WITS - No Instructor

Tentative Spring 2017 Course Offerings

Certified Personal Trainer
Forklift
Welding
DSLR Camera Workshops
ServSafe Exam
CPR/AED
Microsoft
Nurse Aide (December)
Intermediate CNC Operations

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 Fall: Intro to PMT – Spring will be Intermediate CNC
- Request for Professional Development Course at Kovatch – Supervisory Leadership– Need instructor

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.
- Approximately 24 active students
- Course offerings include day and evening courses in Jim Thorpe or Lehigh, and distance learning options.
- Orientations are held at both Lehigh HS and CCTI throughout the year. Next Orientation is Dec 7th.

Outreach and Program Development Report

- Nurse Aide – Submitted Application and received Approval Early November. 1st class scheduled to start in December
- Curriculum selected as best practice.
- Program will be FREE or Reimbursable for most students.

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 - Supervisory Leadership

Forklift - Powered Industrial Truck

Enrollment Generalist (GED)

- C. Buildings & Grounds Report – Mr. Ken Walters, Supervisor of Buildings & Grounds
 - a. Mr. Walters reported that all is going well with operations and maintenance of the school. We have recently passed the 5-year mark from the building project ending some existing warranties. Recently had HVAC system reviewed with all systems running well.
 - b. With some storage needs coming up, the carpentry students are working on a 20' x 24' shed for the maintenance department
 - c. All equipment is serviced and ready for the winter months.

- D. Business Administrator's Report – Mr. Jeffrey P. Deutsch
 - a. The Annual Financial Report (PDE form 2057) for 2015-2016 was filed timely with PDE
 - b. Three (3) audits ending June 30, 2016 (General Fund, Authority, Foundation) are on the agenda for approval

Items of Business

Personnel

Salary Adjustments Approved

A. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director, that the 2016-2017 salary for the following individuals 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:

Stephanie Barto, Marketing/Distributive Education Instructor
\$65,475 - 2016-2017 Salary
+ 500 - Longevity Increase (20 years)
\$65,975 - Adjusted 2016-2017 Salary

Kimberly Bittle, Special Education Math Teacher
\$37,700 - 2016-2017 Salary
+ 600 - Master/M. EQU
\$38,300 - Adjusted 2016-2017 Salary

Anna Leigh Conway, Science Teacher
\$47,102 - 2016-2017 Salary
+ 600 - Master/M. EQU +15
\$47,702 - Adjusted 2016-2017 Salary

Karoline Vavra, Physical Education/Health Teacher
\$36,700 - 2016-2017 Salary
+ 600 - Master/M. EQU
\$37,300 - Adjusted 2016-2017 Salary

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. Grega - 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.

Category C Substitute Teacher Approved

- B. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director, to approve William R. Bravo as a Category C (long-term) substitute teacher (Graphic Design), effective on or about November 18, 2016 through the end of Semester II of the 2016-2017 school year at a pro-rated salary of \$36,700, as per the current CCTI Education Association Agreement.

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. Grega - 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.

Family Medical Leave Approved

- C. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director, to approve approximately twelve (12) weeks of Family Medical Leave, effective on or about February 1, 2017 ending on or about January 31, 2018 for employee #0009606.

Note: The employee will not be using any paid sick days during FMLA leave.

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

Motion carried.

Education

Homebound Instruction Approved

- A. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director and the Principal that homebound instruction be approved for student #10282 for up to five (5) hours per week for a period of six (6) weeks beginning November 28, 2016.

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

Motion carried.

SkillsUSA District Competition Attendance Approved

- B. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser on the recommendation of the Administrative Director that forty-two (42) CCTI students attend SkillsUSA District Competition. The competition will be held on November 30, 2016 at Johnson College, Scranton, PA, December 7, 2016 at Wilkes-Barre Area Career and Technical Center, Plains Township, PA, and December 16, 2016 at Luzerne County Community College, Nanticoke, PA (students will participate on the date/at the location determined by their specific competition).

Note: This competition is at no cost to the CCTI JOC.

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. Grega - 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.

SkillsUSA District Competition Chaperones Approved

- C. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director that Mr. Kevin Kuehner, SkillsUSA Major Advisor, Mrs. Tammy Marshall, SkillsUSA Assistant Advisor, and Mr. Jeremy Pease, SkillsUSA Assistant Advisor be approved as chaperones and attend the SkillsUSA District Competition at Johnson College on November 30, 2016, Wilkes-Barre Area Career and Technical Center on December 7, 2016, and Luzerne County Community College on December 16, 2016, as needed.

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

DECA District Competition Attendance Approved

- D. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director that fifty (50) CCTI students attend DECA District Competition at Jim Thorpe Memorial Hall, December 8, 2016 in Jim Thorpe, PA at a cost of \$1,175.00, to help defer student and chaperone/competition assistant costs.

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. Grega - 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.

DECA District Competition Chaperones Approved

E. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director that Mrs. Stephanie Barto, DECA Major Advisor, Mrs. Sandi Kohutka, Instructional Aide, Mr. Scott Bartholomew, Special Education Teacher and two (2) previously approved adult chaperones be approved as chaperones/competition assistants and attend the DECA District Competition at Jim Thorpe Memorial Hall, December 8, 2016 in Jim Thorpe, PA.

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

Motion carried.

HOSA State Leadership Conference Attendance Approved

F. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director that twenty-two (22) CCTI Health/Medical students attend the HOSA State Leadership Conference at the Lancaster Host Resort and Conference Center, March 8 - 10, 2017 in Lancaster, PA and one (1) CCTI Health/Medical student attend March 5-10 (HOSA State Officer) at a total cost of \$5,000, to help defer registration, transportation and lodging expenses.

Note: HOSA students will each contribute up to \$125 toward conference expenses.

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. Grega - 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.

HOSA State Leadership Chaperones Approved

G. MOTION by Mr. Strubinger, SECONDED by Mr. Yenser on the recommendation of the Administrative Director that Mrs. Michele Dominic, HOSA Major Advisor and Mr. Scott Bartholomew, Special Education Teacher be approved as chaperones for the HOSA State Leadership Conference at the Lancaster Host Resort and Conference Center, March 8 - 10, 2017 (Mrs. Dominic will attend with State Officer, March 5-10) in Lancaster, PA at a cost of \$1,000.00 for registration, transportation, and lodging expenses.

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

Motion carried.

Cosmetology Field Trip Approved

- H. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director that thirty-five (35) CCTI Cosmetology students attend the IBS (International Beauty Show) New York Hair Show March 14, 2017 at the Jacob Javits Center, New York, New York at a cost of \$2,890 to cover ticket and transportation expenses.

Note: Expenses for the trip are included in the 2016-2017 General Fund budget and student fundraisers.

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. Grega - 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.

Cosmetology Field Trip Chaperones Approved

- I. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director that Mrs. Lisa Walck, Cosmetology Instructor, Mrs. Alysse Hart, Long-Term Substitute Teacher (Cosmetology), Mrs. Tammy Marshall, Cosmetology Instructional Aide, and one (1) approved chaperone, chaperone thirty-five (35) CCTI Cosmetology students attending the IBS (International Beauty Show) New York Hair Show March 14, 2017 at the Jacob Javits Center, New York, New York.

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

Motion carried.

Hugh O'Brian Youth Leadership Program Attendance Approved

- J. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger, on the recommendation of the Administrative Director that two (2) CCTI students attend the Hugh O'Brian Youth Leadership Program (HOBY) May 18-21, 2017 at a location to be determined at a cost not to exceed \$600 for both students to defer the cost of registration, meals, 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. Grega - 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.

Agreements of Affiliation Approved

- K. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger, on the recommendation of the Administrative Director, that the previously approved Agreements of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/ Certified Nurse Aide Program and the entities listed below, be up-dated and executed for the 2016-2017 school year, as presented:

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, Jim Thorpe, PA

Note: The up-dated agreements will include the statement “the student and faculty will abide by existing laws, rules, policies, procedures and regulations of the facility and all applicable federal, state and local laws,” as required by the Centers for Medicare & Medicaid Services, Department of Health and Human Services.

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

Agreements of Affiliation Approved

- L. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser, on the recommendation of the Administrative Director, that the Agreements of Affiliation between the Carbon Career & Technical Institute Adult Education Certified Nurse Aide Program and the entities listed below, be approved and executed for the 2016-2017 school year, as presented:

Mahoning Valley Nursing and Rehabilitation Center
The Summit

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

Homebound Instruction Approved

- M. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director and the Principal that homebound instruction be approved for student #10412 for up to five (5) hours per week beginning December 9, 2016 through January 2, 2017.

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

Budget & Finance

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

CCTI General Fund Audit Report Accepted

- A. on the recommendation of the Administrative Director and the Business Administrator that the Audit Report for the Carbon Career & Technical Institute submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2016 be accepted, as presented.

Note: No findings for the 2015-2016 General Fund Audit.

CCVATS Authority Audit Report Accepted

- B. on the recommendation of the Administrative Director and the Business Administrator that the Audit Report for the Carbon County Area Vocational-Technical School Authority submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2016, be accepted as presented.

Note: No findings for the 2015-2016 Authority Audit.

CCAVTS Foundation Audit Report Accepted

- C. on the recommendation of the Administrative Director and the Business Administrator that the Audit Report for the Carbon County Area Vocational-Technical School Foundation submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2016, be accepted as presented.

Note: No findings for the 2015-2016 Foundation Audit.

Transfer of Funds Approved

- D. on the recommendation of the Administrative Director, to approve the transfer of \$4,000 from the General Fund to the Yearbook Activities Account as per the 2016-2017 approved CCTI budget.

Note: This expenditure was properly budgeted.

Transfer of Funds Approved

- E. on the recommendation of the Administrative Director, to approve the transfer of \$1,000 from the General Fund to the National Technical Honor Society Account as per the 2016-2017 approved CCTI budget.

Note: This expenditure was properly budgeted.

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

Buildings & Grounds

NONE

Administrative

Position Description Approved

- A. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director that the Adult Education Site Supervisor position description be approved, as presented.

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

Entrance into Agreement Approved

- B. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director and the Adult Education Site Supervisor to enter into a Federal Literacy GED Instruction Agreement with Lehigh Carbon Community College, as presented.

Note: This is at no cost to the CCTI.

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. Grega - 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.

CCTI Adult Education Student Nurse Aide Handbook Approved

- C. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director and the Adult Education Site Supervisor to approve the CCTI Adult Education Student Nurse Aide handbook, as presented.

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

Conference Attendance Approved

- D. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director, that Nate Rinda, Director of Technology attend the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 13-15, 2017 at the Hershey Lodge & Convention Center, Hershey, PA at a cost of \$628.70 to cover the expense of registration, lodging, and mileage.

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. Grega - 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.

Tentative Agreement Approval Failed

- E. MOTION by Mr. Strubinger, SECONDED by Mr. Yenser at the request of the CCTI EA that the JOC approve a document termed Tentative Agreement as presented.

Note: This document was previously termed a "CCTIEA approved proposal" and was not approved.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Grega - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Yeakel - Palmerton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion failed.

Position Description Approved

- F. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director and the Director of Technology that the Assistant to the Director of Technology position description be approved, as presented.

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

Workshop Attendance Approved

- G. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director that A.J. (Anthony) Burke, Culinary Arts Instructor attend the USDA Team Up for School Nutrition Success workshop, Friday November 18, 2016 at the Harrisburg Hershey Sheraton Hotel at a cost of \$413.00 to cover the expense of lodging, meals, and transportation.

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. Grega - 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.

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$2,610.92.

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

Faculty Conference Reports

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik to acknowledge receipt of the conference report submitted by Stephanie Barto, Part-Time Cooperative Education Instructor after attending the 2016 Cooperative Education Conference October 17-19, 2016 at the Nittany Lion Inn, State College, PA.

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

- B. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser to acknowledge receipt of the conference report submitted by Brent Borzak, Principal, Jeffrey Hazelton, Carpentry Instructor, and Kevin Kuehner, Precision Machine Technology Instructor after attending the Conference on Integrated Learning: The School-to-Career Connection Conference November 2-4, 2016 at the Penn Stater Conference Center Hotel, State College, PA.

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

Next Regularly Scheduled & Reorganization Meeting: Thursday – December 15, 2016

Adjournment

Mr. Gryzik moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:50 PM.

Christina A. Graver
Joint Operating Committee Secretary