

Carbon Career & Technical Institute
 Joint Operating Committee Minutes
Re-Scheduled Regular Meeting
October 19, 2016

The Carbon Career & Technical Institute Joint Operating Committee met **Wednesday - October 19, 2016** for a Re-Scheduled 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 6:03 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 (arrived 6:06 p.m.)	<input type="checkbox"/>	<input checked="" 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: Bailey Wright, Senior Health Medical Student (Jim Thorpe Area SD); CCTI Staff: Jane Farkas, Science Teacher, Joseph Farkas, Electronics Communication Engineering Technology Instructor, Kevin Sowa, Academic Teacher, Michael Wildoner, English Teacher; Media Representation: Brian Myszowski, Times News

The Committee met in Executive Session prior to the meeting to discuss personnel, litigation, and negotiation items.

Approval of Minutes

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve the Minutes of the September 15, 2016 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 (September 2016)

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser to approve the Treasurer's Report for September 2016 showing a final balance of \$6,143,826.67 in the General Fund, and \$46,903.85 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. 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. Strubinger, SECONDED by Mr. Gryzik 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. 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 progressed towards the end of the first marking period. Senior Information Night was a success, with a large amount of parents turning out to ask pertinent questions, in addition to students. The Fall OAC meeting went well, with a large turnout and a great organized meal served by the culinary students. Progress reports have been sent out to parents. Monday Extra Help has started and students are taking advantage of this learning opportunity. The annual Fall Blood drive was a success and plans will be taking place to host two more this school year. The 50th Anniversary Event at CCTI was an unforgettable and historic experience, that was an overall great success. The PSAT took place on October 19th at CCTI, with a minimum of 50 student test takers. CCTI will be having our annual Veteran's Day Presentation on November 11th, with the Carbon County Veterans. Parent/Teacher conferences have been set for November 16th. Freshman presentations are in the process of getting set for our sending school districts.
 - b. Bailey Wright, Senior Health Medical Student (Jim Thorpe Area School District) reported on behalf of Health Medical and HOSA with the following:
 - i. She is the Secretary for PENN HOSA and the President of the local HOSA chapter
 - ii. First Keystone Blood Drive was September 30th, saving 120 lives. Two more are slated for the year with the next being December 16.
 - iii. 2nd marking period will begin with a healthy school initiative. All Health Medical and 11th grade students will receive a pedometer. The students will be educated on how nutrition and exercise promote healthy bodies. Students will track how many miles they walk and how many calories they burn per day. Diet and exercise will be tracked through the MyFitnessPal app. Students will be weighed every Monday. The students who lose the highest percentage of body weight and the most inches will receive a prize at the end of each marking period. An overall grand prize of a one (1) month gym membership and a consultation with a personal trainer will be given away at the end of the year.
 - iv. SkillsUSA, HOSA, and DECA will donate \$1.00 for every pound lost up to \$250 to the Leukemia and Lymphoma Society. These organizations are asking the JOC to match funds raised.
 - v. Health Medical is hosting a walk-a-thon in November to raise monies for the Bo Tkach Foundation, an organization that prevents suicide, OCD, and depression and the Epilepsy Foundation. These are both community awareness projects being led by two (2) groups of Health Medical girls for HOSA.
- B. Buildings & Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- a. Mr. Walters stated that the 50th Anniversary week was in his opinion, was spectacular. He shared that at the Open House, he and his staff received a multitude of compliments regarding the building, grounds, and their care. He said that was very rewarding to both he and his staff.

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch
- a. Brief discussion of CCTI's 2017-2018 Budget.
 - b. Mr. Deutsch shared with the JOC his renewal/certificate as a Pennsylvania Registered School Business Administrator.

Items of Business

Personnel

Substitutes Approved

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director, that the below listed individuals be approved to substitute for the 2016-2017 school year at the established rates, as follows:

- Alice Berger – Chaperone/Volunteer
- Christopher Gallagher – Teacher, Instructional Aide
- Justin Huegel – Teacher, Instructional Aide, Tutor
- Maura Makuta – Teacher, Instructional Aide, Tutor
- Brianna McMichael, Teacher, Instructional Aide
- Anthony Radocha – Custodial/Maintenance/Groundskeeper/Cleaner

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

Extra Help Instructor Approved

- B. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director to appoint the following individual as an Extra Help Instructor in conjunction with the Monday after school program at \$25 per hour on an as-needed/scheduled basis:

Jacquelyn Serra

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

Homebound Instructor Approved

- C. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director and the Principal 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:

Jacquelyn Serra

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

Attendance Officer Duties Assigned

D. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser on the recommendation of the Administrative Director, to assign Anthony Radocha the duties of an attendance officer, in order to fulfill PA magisterial guidelines.

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

Family Medical Leave Approved

E. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director, to approve approximately two (2) weeks of Family Medical Leave, effective November 11, 2016 for employee #0009440.

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

Family Medical Leave Approved

F. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director, to approve up to a period of twelve (12) weeks of Family Medical Leave, effective on or about February 1, 2017 through December 31, 2017, for employee #0007838, pending the receipt of a completed FMLA application.

Note: The employee has requested to use her accrued sick time during her FMLA leave.

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

Education

Field Trip Attendance Approved

A. MOTION by Mr. Strubinger, SECONDED by Mr. Yenser on the recommendation of the Administrative Director that forty (40) CCTI DECA students attend a field trip to the Philadelphia 76'ers, November 7, 2016 in Philadelphia, PA. Mrs. Stephanie Barto, DECA Major Advisor, Mrs. Sandi Kohutka, Instructional Aide, Mr. William Stoudt, and one approved chaperone will chaperone this event.

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

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

GED Test Purchase Approved

- B. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director to approve the purchase of twenty-four (24) GED tests at a cost of \$720.00 to match a Jim Thorpe Rotary grant contribution of same.

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

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

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

CCTI Course Handbook Approved

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director and the Principal to approve the CCTI Course Handbook, as presented.

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

Position Description Approved

- B. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director that the Academic Teacher position description be approved, as presented.

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

Use of CCTI as Emergency Evacuation Location Approved

- C. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director to approve the use of CCTI as an emergency evacuation location for Jim Thorpe Area School District students.

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

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 \$2,610.24.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger 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. Yenser, SECONDED by Mr. Strubinger to acknowledge receipt of the conference report submitted by Nate Rinda, Director of Technology after attending the PACTA (Pennsylvania Association of Career & Technical Administrators) 2016 Workshop for CTE Technology Coordinators, September 22 and 23, 2016 at the Nittany Lion Inn, State College, PA.

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

Motion carried.

Next Regularly Scheduled Meeting:

Thursday – November 17, 2016

Adjournment

Mr. Gryzik moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:29 PM.

Christina A. Graver
Joint Operating Committee Secretary