

Carbon Career & Technical Institute
 Joint Operating Committee Minutes
Regular Meeting
September 15, 2016

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - September 15, 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 6:03 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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 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 Staff: Anthony (A.J.) Burke, Culinary Arts Instructor, Jane Farkas, Science Teacher, Joseph Farkas, Electronics Communication Engineering Technology Instructor, Justin Pshar, Math Teacher, Heather Mullen, Adult Education Site Supervisor, Karoline Vavra, Physical Education/Health Teacher

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 August 18, 2016 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0
Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Reports (August 2016)

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for August 2016 showing a final balance of \$6,251,273.86 in the General Fund, and \$42,150.39 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 at CCTI is off to a fantastic start. Staff and students are thrilled about the start of the new school year. All CCTI staff are working towards the school-wide goals for the new school year. An effective summer of preparations has led us to a smooth and efficient start. The first days of in-service were very productive and the first day of student meetings were successful. CCTI career and technical organizations have been reorganizing and planning events for the new school year. Student photos were taken September 7th. CCTI is hosting Senior Information Night this evening, September 15th. The CCTI Blood Drive will take place on September 30th. The Fall Occupational Advisory Committee meeting will take place on the evening September 28th.
- b. Mr. Borzak then introduced the following three new staff members and allowed them to share their personal background, experience thus far, and plans for the future at CCTI:
 - i. Anthony (A.J.) Burke, Culinary Arts Instructor
 - ii. Justin Pshar, Math Teacher
 - iii. Karoline Vavra, Physical Education/Health Teacher

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

a. **Fall 2016 Course Offerings**

- Certified Personal Trainer – Oct 4
- Welding – Sept 26
- Forklift – Nov
- Community Health Worker
- DSLR Camera Workshops
- Intro. to Precision Machine –Sept 12
- Auto Collision Repair
- ServSafe Exam – August and September
- Auto Service Technology
- CPR/AED – October
- Microsoft Excel
- PennDOT Safety Inspection Mechanic
- PennDOT Recertification Course

b. **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
- Currently no HVAC Courses
- Currently no Nurse Aide Course
- Request for Paint Spot Repair Training at Mack – Need instructor for daytime program – 40 Hours

c. **Grant Report**

- Subcontractor with LCCC through PA Department of Ed Federal Literacy Grant to provide Secondary Diploma/College/Career Preparation instruction to 45 individuals for 2016/2017
- Currently have 35 applications/tentative students – 14 attending Lehighon High School
- 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
- Course offerings include day and evening courses in Jim Thorpe or Lehighon, and distance learning options
- Orientations are held at both Lehighon HS and CCTI throughout the year

d. **Outreach and Program Development Report**

- Nurse Aide – Submitted Application and received our initial feedback on September 12th – Have until October 11th to submit revisions. Hoping to have a class up and running by January at the latest if we receive approval.
 - We will list our program with CareerLink for funding and students will be eligible for reimbursement.
- Various Community Events and Expos
 - Carbon County Career Fair – Sept 14
 - Jim Thorpe College and Technical Ed Night – Sept 21
- Carbon County Committee for Re-entry
- LCCC Sustainability Committee – Possibility
- East Central PA Area Health Education Center –Provides training to become a Community Health Worker
- W.I.T.S. - World Instructor Training Schools - Provides training and certification to become a Personal Fitness Trainer
- Joined the 2016-2017 Leadership Carbon Class hosted by the Chamber.

e. **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.
- In Need: Auto Paint instructor

C. **Buildings & Grounds Report** – Mr. Ken Walters, Supervisor of Buildings and Grounds

- a. In the absence of Mr. Walters, Mr. Reinbold shared updated information regarding the modular build.

D. **Business Administrator's Report** – Mr. Jeffrey P. Deutsch

- a. Nothing further to add beyond financial reports included in agenda.

Items of Business

Personnel

Letter of Resignation Accepted

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Grega on the recommendation of the Administrative Director to accept the letter of resignation received from Courtney McCarroll, English teacher and SkillsUSA Assistant Advisor, as presented.

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

Substitutes Approved

- B. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger 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:

- John Gunsser – Tutor
- Franklin Klock – Chaperone/Volunteer
- Frank Parano – Teacher, Instructional Aide
- Tami Pease – Teacher, Instructional Aide, Clerical*
- Marie Rosahac – Teacher

Note: *Appointment through August 2017.

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

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

Intermittent Family Medical Leave Approved

- C. on the recommendation of the Administrative Director, to approve twelve (12) weeks of intermittent Family Medical Leave, effective September 14, 2016 through September 13, 2017, for employee #0008148.

Extra Help Instructors Appointed

- D. on the recommendation of the Administrative Director to appoint the following individuals as Extra Help Instructors in conjunction with the Monday after school program at \$25 per hour on an as-needed/scheduled basis:

Stephen Anderson	Jane Farkas	Robert Pathroff
Jean Bales	Joseph Farkas	Jeremy Pease
Scott Bartholomew	Autumn Frey	Justin Pshar
Stephanie Barto	Alysse Hart	Maritza Reinbold
Katherine Baumgardt	Jeffrey Hazelton	Harold Resh
Michael Baumgardt	Diane Hyjurick	John Rogers

(con't)

Marie Bieling	Michele Klock	Rebecca Schaeffer
Kimberly Bittle	Sandra Kohutka	Kevin Sowa
Anthony (A.J.) Burke	Anthony Koval	Dennis Starry
Eugene Colosimo	Kevin Kuehner	Michele Troutman
Anna Leigh Conway	Michael Lewis	Geri Vavra
George Cope	Tammy Marshall	Karoline Vavra
Douglas DelConte	Donald McGorry	Lisa Walck
Michele Dominic	Walter O'Donnell	Michael Wildoner
Julia Dougherty	Ashleigh Papay	Brian Wirth

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

School-Wide Co-Curricular Activities and Student Club/Organization Advisor Approved

E. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director and the Principal, to approve the following individual as School-Wide Co-Curricular Activities and Student Club/Organization Advisor for the 2016-2017 school year, effective October 1, 2016 at a pro-rated rate indicated per the CCAVTS Education Association Agreement currently in effect:

SkillsUSA Assistant Advisor
Tammy Marshall

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. Holland - 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.

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

Resignation Accepted

F. on the recommendation of the Administrative Director and the Adult Education Site Supervisor to accept the resignation of Daisha Tinajero as Enrollment Generalist for the GED Program Effective September 14, 2016.

Resignation Accepted

G. on the recommendation of the Administrative Director and the Adult Education Site Supervisor to accept resignation of Robert Schaeffer as Instructor for the GED Program effective September 16, 2016.

Enrollment Generalist Appointed

- H. on the recommendation of the Administrative Director and the Adult Education Site Supervisor to appoint Bridget Johnston as Enrollment Generalist for the GED Program at \$10.50 upon the receipt of all mandated clearances through June 30, 2017.

Note: There is no cost to the CCTI General Fund. Position is fully grant funded.

GED Instructor Appointed

- I. on the recommendation of the Administrative Director and the Adult Education Site Supervisor to appoint Tonia Schaeffer as GED Instructor at a rate of \$21.00 per hour, effective September 17, 2016 through Jun 30, 2017.

Note: There is no cost to the CCTI General Fund. Position is fully grant funded.

Homebound Instructor Appointed

- J. 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:

Donald McGorry

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

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

English Teacher Appointed

- K. on the recommendation of the Administrative Director to appoint Jacquelyn Serra English Teacher, effective on or before October 20, 2016 pending receipt of all mandatory clearances, at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Jacqui is a graduate of Bloomsburg University. She is certified in Secondary English and K-12 ESL and has been placed in three (3) long-term substitute positions in the Hazleton Area School District.

Teacher Mentor Appointed

- L. on the recommendation of the Administrative Director, to appoint of the following individual as Teacher Mentor at the established stipend of \$750.00, as indicated below:

Anna Leigh Conway – Jacquelyn Serra, English Teacher

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. Holland - Leighton	<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"/>

Motions carried.

School Resource Officer Appointed

- M. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director to appoint Anthony Radocha School Resource Officer for a maximum of 190 scheduled days over a 12-month period, on a one-year contract at a rate of \$158 per day, beginning September 19, 2016.

Note: Mr. Radocha has over 12 years’ experience leading, supervising, and advising young adults in high school and college settings. He also has several years’ experience supervising security, maintenance, and custodial operations and personnel as a loss prevention supervisor.

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. Holland - Leighton	<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 type="checkbox"/>	<input checked="" 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.

Sophomore Class Advisor Appointed

- N. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger on the recommendation of the Administrative Director to appoint Anthony Radocha as the Sophomore Class Advisor for the 2016-2017 school year at a rate indicated per the CCAVTS Education Association Agreement currently in effect.

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. Holland - Leighton	<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 type="checkbox"/>	<input checked="" 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.

Education

Homebound Instruction Approved

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director and the Principal that homebound instruction be approved for student #10607 for up to two and one-half (2 ½) hours per week for a period of time not to exceed three (3) months beginning September 6, 2016.

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

Motion carried.

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

Revised Student/teacher Calendar Approved

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director to approve the revised 2016-2017 CCTI Student/Teacher Calendar, as presented.

Note: Act 80 day was changed from May 9, 2016 to May 10, 2016 to resolve a conflict with AP exams.

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

Motion carried.

Conference Attendance Approved

- B. MOTION by Mr. Strubinger, SECONDED by Mr. Gryzik on the recommendation of the Administrative Director, that Stephanie Barto, Cooperative Education Coordinator attend the 2016 Cooperative Education Conference October 17 and 19, 2016 at the Nittany Lion Inn, State College, PA at a total estimated cost of \$715.00 to cover 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. Holland - 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. Strubinger SECONDED by Mr. Gryzik to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,609.62.

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

NONE

Next Regularly Scheduled Meeting: Thursday – October 20, 2016

Adjournment

Mr. Gryzik moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:51 PM.

Christina A. Graver
Joint Operating Committee Secretary