

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
September 21, 2017**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - September 21, 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 6:04 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Chad M. Obert, Member	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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: Kyle Edwards, Computer Engineering Technology Junior (JTASD), Theresa Muniz, Graphic Design Sophomore (PVSD); CCTI Staff: Geri Vavra, Instructional Aide/Aevidum Advisor; 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. Yenser, SECONDED by Mr. Strubinger to approve the Minutes of the August 17, 2017 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 2017)

- A. MOTION by Mr. Yenser, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for August 2017 showing a final balance of \$6,253,730.69 in the General Fund, and \$47,396.64 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. O’Donnell - 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. O’Donnell 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. O’Donnell - 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. Student Representative(s) – Peggy Kalogerakis, Student Council Advisor introduced Kyle Edwards, Computer Engineering Technology Junior (JTASD) who shared the following:

Student Council

- Had their first meeting and as in the past, a great group of students were selected by their technical teachers.
- Reviewed guidelines - each member needs to maintain good attendance, grades, conduct and attitude.
- Covered CCTI’s goals and explained how each member of the student council needs to support all goals and events held.
- Reviewed past activities, and expectations for the upcoming school year.

- Big news - student council will adopt/support a Palmerton student who is in the "Micah's Backpack Program." We will either collect food, or raise money to cover the cost of food items for this student.
- Student council will again collect pull tabs for Shriner's Children Hospital, head Thanksgiving & holiday collections, and will once again supervise penny wars as a fundraiser.
- The 3rd Thursday of the month, to coincide with the JOC meeting will be known as student council day. As the year progresses various activities will be held on this Thursday. Board members were also selected.

Interact Rotary Club

- Started the year with a fundraiser for victims of the hurricane in Texas (Harvey). They are selling lollipops during lunch. All proceeds will go to the Red Cross.
- The Rotary Club selected their board last year, so they were ready to get started early. This week they are in the process of recruiting new members.
- All student organizations, as well as faculty came together to donate and raise money for the Harvey Victims. The goal expected was to raise \$1500. Last report we were at \$1600. This check will be written to a food bank in Texas.

B. Principal's Report - Mr. Brent Borzak

- a. The 2017-2018 school year at CCTI is off to a fantastic start.
 - Staff and students are focused on teaching and learning.
 - 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 day of in-service was very productive and the first day of student meetings went very well.
 - CCTI career and technical organizations have been reorganizing and planning events for the new school year. Several upcoming weekend fundraisers will be:
 - Car Show on the September 23rd
 - Golf tournament on October 7th
 - 5K Walk/Run on October 14th.
 - Student photos were taken September 7th
 - CCTI will be hosting Senior Information Night on the evening of September 27th.
 - CCTI Blood Drive will take place on September 29th
 - Fall Occupational Advisory Committee meeting will take place on the evening of October 4th
 - Open House occurring on the evening of October 18th.

- b. Mr. Borzak introduced Mrs. Geri Vavra, Aavidum Advisor who introduced Theresa Muniz, Graphic Design Technology Sophomore (PVSD) who each spoke about the recent Aavidum training that took place at Nazareth High School.
- Mrs. Vavra stated that nine (9) CCTI students attended the training.
 - Aavidum is a Latin word meaning "I've got your back."
 - Currently 37 students are members of CCTI's Aavidum Club.
 - Mrs. Vavra would like to see 1-2 students from each technical area as members of Aavidum - giving CCTI students one more option for support in school.
 - Theresa shared a brief overview of the training beginning with an ice-breaker activity and including a group skit and free time to mingle among Aavidum members of other school districts in attendance. This was Theresa's second year attending and she thinks it would be a great event to host at CCTI. She stated that she loves being a member and thinks it is a great club - getting students to talk with one another and get the help they need.
- C. Buildings and Grounds Report - Mr. Ken Walters, Supervisor of Buildings and Grounds
- a. Currently in the process of getting bids for supplies for the tiny house project. Meetings with the customer have taken place to define specific items to include within the house.
- b. Mr. Reinbold shared that the tiny house will be showcased at the upcoming Excellence in Education Fair in Hershey, PA.
- D. Business Administrator's Report - Mr. Jeffry P. Deutsch, Business Administrator
- a. 2016-2017 audit by Kirk, Summa, and Co. is finished in-house. Mr. Deutsch anticipates no findings and expects the report to be available sometime in November.
- E. Up-date on School Goals, etc.
- a. Mr. Reinbold shared the non-traditional concentration taken on by the school at this time. Posters have been hung both at CCTI and the sending school districts advertising the non-traditional trade areas and opportunities. He and Mr. Borzak have been speaking with current non-traditional students. All students have been asked to share CCTI's non-traditional opportunities with students at their home school districts. Students who share the experience through a shadowing day are eligible for a school T-shirt, community service hours, etc.
- b. Mr. Reinbold also shared the following upcoming events at CCTI:
- Representative Doyle Heffley along with his film crew will be in to interview CCTI students tomorrow, September 22
 - Cars for Claws Car Show - Saturday, September 23
 - Harvest Café open to the public select Wednesday and Thursday evenings beginning Thursday, September 28 (see ad in Times News and CCTI website for more information)
 - Golf Tournament - Saturday, October 7
 - SkillsUSA 5K Run/Walk - Saturday, October 14

- c. Mrs. Kalogerakis, Coordinator of School Improvement added that through the latest Perkins review sending school districts were asked to include their Articulation Agreement with CCTI in their home school course handbook. As of this time, Weatherly Area School District and Panther Valley School District have included the Agreement in their handbook with Weatherly including CCTI course descriptions, as well. Mrs. Kalogerakis thanked the school districts for their attention to this.

Items of Business

Personnel

Salary Adjustment Approved

- A. MOTION by Mr. Yenser, SECONDED by Mr. O'Donnell that the 2017-2018 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:

Karoline Vavra, Physical Education/Health Teacher
 \$40,200 - 2017-2018 Salary
 + 900 - Master/M. EQU +15
 \$41,100 - Adjusted 2016-2017 Salary

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Building Substitute Approved

- B. MOTION by Mr. Yenser, SECONDED by Mr. O'Donnell to approve Phillip Strubinger as the Building Substitute effective October 1, 2017 through the close of the 2017-2018 school year at the approved daily rate.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Yenser - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. O'Donnell - 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. Yenser, SECONDED by Mr. O'Donnell that the following motions be approved:

Substitute Approved

C. that the below listed individuals be approved to substitute for the 2017-2018 school year at the established rates, as follows:

- Frank DeMatto – Van/Bus Driver
- Jeffrey Donadi – Tutor
- Autumn Frey – Van/Bus Driver
- Christopher Gallagher – Teacher, Instructional Aide
- Jeffrey Hazelton – Van/Bus Driver
- Kevin Kuehner – Van/Bus Driver
- Ashleigh Papay – Van/Bus Driver
- Jeremy Pease – Van/Bus Driver
- Harold Resh – Van/Bus Driver
- Elizabeth Schlecht – Van/Bus Driver
- Dennis Starry – Van/Bus Driver

Extra Help Instructors Appointed

D. 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	Julia Dougherty	Jeremy Pease
Jean Bales	Jane Farkas	Brandon Poole
Scott Bartholomew	Joseph Farkas	Justin Pshar
Stephanie Barto	Autumn Frey	Maritza Reinbold
Katherine Baumgardt	Jeffrey Hazelton	Harold Resh
Michael Baumgardt	Diane Hyjurick	John Rogers
Marie Bieling	Michele Klock	Rebecca Schaeffer
Kimberly Bittle	Sandra Kohutka	Kevin Sowa
Anthony (A.J.) Burke	Anthony Koval	Dennis Starry
Jacquelyn Cole	Kevin Kuehner	Phillip Strubinger
Eugene Colosimo	Michael Lewis	Michele Troutman
Anna Leigh Conway	Tammy Marshall	Geri Vavra
George Cope	Donald McGorry	Karoline Vavra
Douglas Del Conte	Walter O'Donnell	Lisa Walck
Frank DeMatto	Ashleigh Papay	Michael Wildoner
Michele Dominic	Robert Pathroff	Brian Wirth

Adult Education Instructors Approved

- E. 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 October 1, 2017 through October 2018:

Dana Miller
Kevin Kuehner

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. O'Donnell - 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.

Education

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

Field Trip Approved

- A. that Michele Klock, Graphic Design Instructor and Maritza Reinbold, Instructional Aide, chaperone sixteen (16) Graphic Design students on a field trip to Longwood Gardens, Kennett Square, PA October 6, 2017.

Note: Expenses for the trip are included in the 2017-2018 General Fund Travel Budget. Rain date is scheduled for October 9, 2017. Students will be given an assignment to capture a variety of images using the photography composition techniques covered in curriculum.

Field Trip Approved

- B. that Michele Dominic, Health Medical Instructor, Autumn Frey, Instructional Aide, and one (1) additional approved chaperone, chaperone thirty-two (32) Health Medical students on a field trip to the Mutter Museum, Philadelphia, PA October 20, 2017.

Note: Expenses for the trip are included in the 2017-2018 General Fund Travel Budget. Students will experience hands-on learning activities such as forensic anthropology in criminal investigations.

Field Trip Approved

- C. that Stephanie Barto, Marketing/Distributive Education Instructor, Sandi Kohutka, Instructional Aide, Scott Bartholomew, Teacher, and William Stoudt, approved chaperone, chaperone forty (40) Marketing/Distributive Education students on a field trip to the Philadelphia 76er's Wells Fargo Center, Philadelphia, PA November 1, 2017.

Note: Expenses for the trip are included in the 2017-2018 General Fund Travel Budget. This is a sports marketing event sponsored by DECA and the 76er's organization.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

MOTION by Mr. Strubinger, SECONDED by Mr. O'Donnell that the following motions be approved:

Conference Attendance Approved

- A. that Michele Dominic, Health Medical Instructor attend the HOSA Advisor Workshop October 4-6, 2017 at the Lancaster Host Resort and Conference Center Lancaster, PA at a total estimated cost of \$125 to cover lodging.

Conference Attendance Approved

- B. that Stephanie Barto, Cooperative Education Coordinator attend the 2017 Cooperative Education Conference October 10 and 11, 2017 at the Nittany Lion Inn, State College, PA at a total estimated cost of \$367.00 to cover registration and lodging.

Conference Attendance Approved

- C. that Michele Dominic, Health Medical Instructor attend Strategies: Educational Excellence for Healthcare November 2 and 3, 2017 at the Penn Stater, State College, PA at a total estimated cost of \$545.00 to cover registration and lodging.

Agreements of Affiliation Renewed and Executed

- D. that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be renewed and executed for the 2017-2018 Fiscal Year, as presented:

Carbon Foot and Ankle - Lehighon, PA
St. Luke's Hospital - Bethlehem, PA

Agreements of Affiliation Renewed and Executed

- E. that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Program be renewed and executed for the 2017-2018 Fiscal Year, as presented:

The Summit - Lehighon, PA
Mahoning Valley Nursing and Rehabilitation Center - Lehighon, PA

Substitute Van/Bus Driver rate Approved

- F. that the substitute van/bus driver rate be approved at \$20.00 per hour for the 2017-2018 school year.

Adult Education Instructor Agreement Approved

- G. that to approve the agreement between the Carbon Career & Technical Institute Adult Education program and Margaret Miller, Instructor, as presented.

Adult Education Fall 2017 Course Offerings Approved

- H. to approve the Adult Education Fall 2017 Course Offerings, as presented.

Digital Reality productions Contract Approved

- I. to approve the contract with Digital Reality Productions to produce a non-traditional student recruiting video, as presented.

Note: Perkins funding is available for this project.

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 - Lehighon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. O'Donnell - 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. Strubinger SECONDED by Mr. Yenser to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,222.04.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Administrative Reports

- A. MOTION by Mr. O'Donnell, SECONDED by Mr. Strubinger to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal

VOTE: YES - 4 NO - 0 ABSENT - 1 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 Dennis Starry, Auto Collision Repair Instructor after attending the 2017 Instructors Seminar June 26-29, 2017 at Ohio Technical College, Cleveland, OH.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Next Regularly Scheduled Meeting:

Thursday – October 19, 2017

Adjournment

Mr. O'Donnell moved, seconded by Mr. Strubinger that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:34 PM.

Christina A. Graver
Joint Operating Committee Secretary