

Carbon Career & Technical Institute
 Joint Operating Committee Minutes
Reorganization and Regular Meeting
December 21, 2017

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - December 21, 2017** for its Reorganization and Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by Mr. Gerald Strubinger, at 6:05 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Andrew Yenser, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Kathy Fallow, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Wayne Gryzik, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Chad M. Obert, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Elizabeth Porter, Facilitator of Special Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Glenn Confer, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Joshua Smale, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Justin Foster, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Shay Wagner, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian Gasper, Superintendent of Record	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: Member of the Public: Wilmer Redline; CCTI Staff: Francine Kluck, Adult Education Site Supervisor, Lisa Walck, Cosmetology Instructor, Michael Wildoner, English Teacher; Media Representation: Brian Myszkowski, Times News

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

Reorganization Meeting

Letters of Appointment

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to acknowledge receipt of Letters of Appointment of Members of the Carbon Career & Technical Institute Joint Operating Committee (3-Year Term – December 2017 through December 2020):

Lehighton School District – Andrew Yenser
Palmerton Area School District – Kathy Fallow*
Panther Valley School District – Wayne Gryzik

Note: *Filling the unexpired term of Darlene Yeakel through December 2018.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

Election of Temporary Chairman

Mr. Gryzik nominates Mr. Gerald Strubinger for Temporary Chairman,
SECONDED by Mr. Obert.

MOTION by Mr. Gryzik to close the nominations for and appoint Mr. Gerald Strubinger as
Temporary Chairman.
SECONDED by Mr. Obert.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

(The Secretary casts the ballot electing Mr. Gerald Strubinger as Temporary Chairman.)

Election of Chairman

Mr. Gryzik nominates Mr. Gerald Strubinger for Chairman,
SECONDED by Mr. Obert.

MOTION by Mr. Obert to close the nominations for and appoint Mr. Gerald Strubinger as
Chairman.
SECONDED by Mr. Gryzik.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

(The Secretary casts the ballot electing Mr. Gerald Strubinger as Chairman.)

Election of Vice-Chairman

Mr. Obert nominates Mr. Wayne Gryzik for Vice-Chairman,
SECONDED by Mr. Strubinger.

MOTION by Mr. Obert to close the nominations for and appoint Mr. Wayne Gryzik as Vice-Chairman.
SECONDED by Mr. Strubinger.

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"/>
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

(The Secretary casts the ballot electing Mr. Wayne Gryzik as Vice-Chairman.)

Monthly Meetings

A. MOTION by Mr. Obert, SECONDED by Mr. Gryzik that the Regular Monthly Meetings of the Carbon Career & Technical Institute Joint Operating Committee be held on the 3rd Thursday of each month during 2018 in the dining room of the Carbon Career & Technical Institute (150 West 13th Street, Jim Thorpe, PA) at the times listed as follows:

Executive Session: 5:00 PM
Regular Meeting: 6:00 PM

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0
Motion carried.

Regular Meeting

Approval of Minutes

A. MOTION by Mr. Obert, SECONDED by Mr. Gryzik to approve the Minutes of the November 16, 2017 Regular Meeting.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0
Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Report (November 2017)

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to approve the Treasurer’s Report for November 2017 showing a final balance of \$7,087,035.55 in the General Fund, and \$68,656.19 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"/>
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Approval of Payment of Bills

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Administrative Reports

- Director’s Report – Mr. Dave Reinbold, Administrative Director
 - Mr. Michael Wildoner, English teacher spoke of his plan to invite graduated CCTI students to share their success stories with the Joint Operating Committee on a monthly basis.
 - Mr. Reinbold stated that next month there will be additional student presentations as well as results from the recent and upcoming DECA and SkillsUSA District Competitions.
- Principal’s Report – Mr. Brent Borzak
 - 2017-2018 school year is at the midpoint of the second marking period.
 - Progress reports for the second marking period have been sent out to all parents and handed out to all students.
 - Keystone Exam testing information was sent out to all parents.
 - Ninth grade tours at CCTI are now all completed.
 - Parent Teacher Conferences took place on December 13th.
 - We are in preparations to start the New Year off in a productive manner with the delivery of the Keystone Exams.
 - Wished everyone a Merry Christmas and a healthy New Year.

- Adult Education Report – Ms. Francine Kluck, Adult education Site Supervisor

Course Offerings Spring/Summer 2018

Heartsaver® First Aid and CPR/AED
 Nurse Aide
 Pharmacy Technician
 Certified Personal Fitness Trainer
 Welding Technology
 Introduction to Precision Machining
 ServSafe® Exam
 Cosmetology Refresher/Completion
 Esthetician
 Nail Technician
 PA State Inspection Mechanic Certification
 Small Gas Engine Repair
 Auto Collision
 HVAC
 GED Preparation Courses
 Introduction to Word and Excel

Program descriptions, orientations, and start dates are available at
www.carboncti.org/adult-education

Fall 2017 Program Starts

- Nurse Aide September 18th
- Penn Dot Safety Inspection October 12th
- Welding Technology started October 31st
- ServSafe® Exam November 2nd
- Pharmacy Technician November 7th

Outreach and Program Development Report

- November 30 – Carbon County Chamber Business Education Partnership
- November 30 – Nurse Aide High School Student visit at Jim Thorpe High School
- December 6 – GED Student Orientation
- December 12 – Pearson Vue Testing Center open (15 tests administered)
- December 14 & 15 – Pennsylvania Department of Education Nurse Aide Audit – Adult Education program
- December 14- Nurse Aide Orientation

Grant Report – GED Classes

- GED classes Fall 2017 ending at CCTI Days December 12, CCTI Evenings December 7, Leighton Area High School December 13, Carbon County Prison December 12.
- Program Director completed PA Adult Education Resources Training for TABE Initial Implementation Training and Introduction to eDataV2 – Adult Education. New Administrator Training completion December 22.
- GED exam scholarships have awarded 20 GED modules to date.

SHINE Partnership

- Adult Education is partnering with SHINE to offer an ESL Conversational Skills Class at Penn-Kidder Campus for the community. Program offered in sixteen class sessions; two days week from 5:00-7:00 p.m. This course is developed to establish and maintain direct conversation and communication with native speakers of English. The course focuses on a range of skillsets, including improving listening comprehension, participating in class discussions, understanding conversational strategies, asking and answering questions, and interacting effectively. Recruitment is currently taking place for participants to begin the program.

Alternative Education

- Marking period concluding December 15; next period begins January 2.

GED Admin - Pearson Testing Center

- Participant registration is open for GED testing December 12, 2017 and January 10, 2018.
- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - Wished everyone Happy Holidays.
- Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
 - Each member in attendance received a copy of the proposed 2018-2019 operating budget and a sample motion for next month’s JOC meeting. The motion will be to move the budget on to the five sending school districts. There will be no overall increase to the districts. Any questions throughout this process may be directed to Mr. Deutsch and/or Mr. Reinbold.

Letters of Appointment

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

- A. to acknowledge receipt of the Letters of Appointment of Alternate Representatives to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term – December 2017 through December 2018):
 - Jim Thorpe Area School District – Mr. Glenn Confer
 - Lehigh Area School District – Mr. Stephen L. Holland
 - Palmerton Area School District – Mr. Joshua Smale
 - Panther Valley School District – Mr. Justin Foster
 - Weatherly Area School District – Mrs. Shay Wagner

- B. to acknowledge receipt of the Letter of Appointment to the Carbon Career & Technical Institute Authority (5 Year Term – January 2018 through January 2023):

Panther Valley School District – Mr. Dave Kost

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

Items of Business

Personnel

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

Superintendent of Record Appointed

- A. to appoint Teresa Young, Weatherly Area School District Superintendent, Superintendent of Record for Carbon Career & Technical Institute for the 2018 calendar year – effective January 18, 2018.

Local Advisory (Participatory Planning) Committee Members Approved

- B. to approve the following individuals as members of the CCTI Local Advisory (Participatory Planning) Committee for the 2017-2018 school year:

Franklin Andreas	Kathy Henderson	Jaime Mendes
Philip Binder	Marlyn Kissner	Jeanne Miller
Ron Blisard	Diane Luicana	Bill Richards
John Drury	Toni Macaluso	Joseph Sebelin
Ron Fritz	Candy Madera	Rachel Strucko
Francine Garenty-Kluck	Todd Mason	Garry Wentz

Substitutes Approved

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

James DeLotto – Van/Bus Driver
Susan Stermer – School Nurse

Homebound Instructors Appointed

- D. to appoint the following individuals as a Homebound Instructor for the 2017-2018 school year on an as-needed basis at an hourly rate of \$30.00:

Jennifer Gulick
Phillip Strubinger
Dennis Vavra

Family Medical Leave Time Approved

- E. to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #10875, effective November 11, 2017 through November 10, 2018.

Family Medical Leave Time Approved

- F. to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #10884, effective December 13, 2017 through December 12, 2018.

Family Medical Leave Time Approved

- G. to approve Family Medical Leave time for employee #10852 for the following dates of absence: September 21 (1/2 day), 22, 28, October 10, 24, November 2, and 3, 2017.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Education

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

DECA State Competition Attendance Approved

- A. that forty-four (44) CCTI students attend the DECA State Competition February 21-23, 2018 in Hershey, PA at a cost of \$6,500 to help defray lodging, transportation, meal, and registration expenses.

Note: The total cost of the trip is \$13,678.00. The students will be responsible for paying approximately \$163.14 each, to make up the difference.

DECA State Competition Chaperones Approved

- B. that Stephanie Barto, DECA Major Advisor, Scott Bartholomew, DECA Assistant Advisor, Sandi Kohutka, Instructional Aide, and William Stoudt, approved chaperone be approved as chaperones for forty-four (44) CCTI students participating in the DECA State Competition, February 21-23, 2018 in Hershey, PA at a cost of \$1,678.00 for lodging, transportation, meal, and registration expenses.

Field Trip Approved

- C. that thirty-seven (37) CCTI Cosmetology students attend the IBS (International Beauty Show) New York Hair Show March 6, 2018 at the Jacob Javits Center, New York, New York at a cost of \$2,633 to cover ticket and transportation expenses.

Note: Expenses for the trip are included in the 2017-2018 General Fund budget and student fundraisers.

Homebound Instruction Approved

- D. that homebound instruction be approved for student #10909 for up to five (5) hours per week for a period of two (2) weeks beginning November 21, 2017 through December 4, 2017.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

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

Second Reading and Adoption of Policy Approved

- A. to approve the second reading and adoption of the following policies:

- #334 - Administrative Employees
- #434 - Professional Employees
- #534 - Classified Employees

Guidance Plan Addendum Approved

B. to approve the Guidance Plan Addendum, as presented.

Revised 2017-2018 Student/Teacher Calendar Approved

C. to approve the revised 2017-2018 CCTI Student/Teacher Calendar, as presented.

Note: The snow day of December 14, 2017 will be made up on February 16, 2018.

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"/>
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Reports

Foundation Report Accepted

A. MOTION by Mr. Gryzik SECONDED by Mr. Obert to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,227.03.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0
Motion carried.

Administrative Reports

A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal
- b. Ms. Francine Kluck, Adult Education Site Supervisor

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0
Motion carried.

Old Business

NONE

New and Miscellaneous Business

Faculty Conference Reports

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

- A. to acknowledge receipt of the conference report submitted by Colleen Gooch, Adult Education Health Medical Instructor after attending Strategies: Educational Excellence for Healthcare November 2 and 3, 2017 at the Penn Stater, State College, PA.
- B. to acknowledge receipt of the conference report submitted by Anthony (A.J.) Burke, Culinary Arts Instructor after attending the Walnut Hill College Educators Event December 8, 2017.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

Next Regularly Scheduled Meeting:

Thursday – January 18, 2018

Adjournment

Mr. Obert moved, seconded by Mr. Gryzik, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:25 PM.

Christina A. Graver
Joint Operating Committee Secretary