

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
February 15, 2018**

I. Call to Order - Chairman

II. Salute to the Flag

III. Roll Call

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

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

V. **Approval of Minutes**

A. MOTION by _____, SECONDED by _____ to approve the Minutes of the January 18, 2018 Regular Meeting. (Encl. 1)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

VI. **Courtesy of the Floor to Visitors**

VII. **Approval of Treasurer's Report (January 2018)**

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for January 2018 showing a final balance of \$7,732,095.63 in the General Fund, and \$61,799.16 in the Student Activities Account. (End. 2)

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

VIII. **Approval of Payment of Bills**

A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 3)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

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

IX. **Administrative Reports**

A. Director's Report - Mr. Dave Reinbold, Administrative Director

- B. Principal's Report – Mr. Brent Borzak
 - a. Graduate Up-Dates – Mr. Michael Wildoner
 - b. DECA – Mrs. Stephanie Barto, DECA Advisor
 - c. Student Forum – Mrs. Tammy Marshall, Student Forum Advisor with member Alyssa Stamets, Marketing Senior (Jim Thorpe ASD)
 - d. Student Council – Mrs. Margaret Kalogerakis, Student Council Advisor
- C. Adult Education Report – Mrs. Francine Kluck, Adult Education Site Supervisor
- D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- E. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- F. Superintendent of Record Report – Mrs. Teresa Young, Weatherly Area School District Superintendent

X. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ that the below listed individuals be approved to substitute for the 2017-2018 school year at the established rates, as follows:

Cheryl Skasko-Shemansik – Teacher, Instructional Aide
 Stacie Strack – Teacher, Tutor, Instructional Aide, Van/Bus Driver
 Kathleen Williams* - Tutor
 Catherine Zimmerman* - Chaperone

Note: *Pending all mandatory clearances.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Education

- A. MOTION by _____, SECONDED by _____ that homebound instruction be approved for student #10607 for two and one-half (2.5) hours per week for a period of up to five (5) weeks beginning January 18, 2018 through February 18, 2018.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ on the recommendation of the Administrative Director that two (2) CCTI Welding Technology students attend the Lehigh Valley AWS Student Welding Competition on March 2, 2018 (snow date March 9, 2018) at Northampton Community College, Bethlehem, PA. Mr. Del Conte, Welding Technology Instructor will chaperone this event.

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

- C. MOTION by _____, SECONDED by _____ that fifty-two (52) CCTI students attend the SkillsUSA State Leadership Conference (competition) April 18-20, 2018 in Hershey, PA at a cost not to exceed \$17,356 to cover registration, transportation, and lodging expenses.

Note: Student Activity Funds will contribute \$1,000.

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

- D. MOTION by _____, SECONDED by _____ that Kevin Kuehner, SkillsUSA Major Advisor, Tammy Marshall, Maritza Reinbold, Chris Graver, SkillsUSA Assistant Advisors and one (1) additional approved chaperones be approved as chaperones for fifty-two (52) CCTI students participating in the SkillsUSA State Leadership Conference (competition) April 18-20, 2018 in Hershey, PA at a cost not to exceed \$3,070 to cover registration, transportation, and lodging expenses.

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

E. MOTION by _____, SECONDED by _____ to set the number of students who meet the 2018-2019 admissions requirements to the Freshman Exploratory Program at ten (10) per sending school district with the following exceptions:

1. Students who meet the admissions criteria and/or students who completed a 6th, 7th, or 8th grade Career Academy will be given priority to enter the programs.
2. Freshmen who commit to enrolling in low enrolled courses exclusively, and are accepted will not count toward their districts allotment of slots. Courses will be designated to be low enrolled after applications are received. Students will not be permitted to enroll in the Health Medical program as a freshman.

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

Budget & Finance

A. MOTION by _____, SECONDED by _____ on the recommendation of the Administrative Director that CCTI contribute an amount not to exceed \$45 (approximately half of the total cost) toward AP exam fees for eligible students testing within the 2017-2018 school year, and that CCTI contribute the \$15 per exam fee for students taking the PSAT exam within the 2018-2019 school year.

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

Buildings & Grounds

NONE

Administrative

NONE

XI. Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 4)

Note: The balance in this account stands at \$2,231.59.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. Administrative Reports

- A. MOTION by _____, SECONDED by _____ to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal (Encl. 5)
- b. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 6)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

XIII. Old Business

NONE

XIV. New and Miscellaneous Business

- XV. **Next Regularly Scheduled Meeting:** Thursday – March 15, 2018

XVI. Adjournment