

Carbon Career & Technical Institute
 Joint Operating Committee Minutes
Regular Meeting
January 18, 2018

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - January 18, 2018** 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 Mr. Gerald Strubinger, at 6:04 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Wayne Gryzik, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Andrew Yenser, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Kathy Fallow, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Joshua Smale, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Justin Foster, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Shay Wagner, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Teresa Young, 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: Dave Kost, Donna Kost, Debra Mickey, Ryan Rehatchek; CCTI Staff: 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.

Approval of Minutes

A. MOTION by Mr. Gryzik, SECONDED by Mr. Yenser to approve the Minutes of the December 21, 2017 Reorganization and Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Report (December 2017)

- A. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik to approve the Treasurer’s Report for December 2017 showing a final balance of \$7,264,060.42 in the General Fund, and \$63,086.50 in the Student Activities Account.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<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 Ms. Fallow to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<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. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<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. Mr. Reinbold introduced recently retired secretaries Donna Kost and Debra Mickey. Each was presented with a plaque for their years of dedication and service to the school by Principal, Brent Borzak. Mr. Borzak thanked them and reflected on the friendly, caring, and welcoming environment the two created while working in the main office of the school. He said their dedication was second to none and that he was glad and fortunate to have had the opportunity to work with them for many years. He finished with “They are two of the best! Enjoy your retirement!” Mr. Reinbold followed, also commending the two for their work and service to the school. He thanked them both, as well as Dave Kost (former Supervisor of Buildings and Grounds) who was in the audience, for his many years of service to the school.

- B. Principal's Report – Mr. Brent Borzak
 - a. 2017-2018 school year has progressed into 2018. Looking forward to a successful second half of the school year. Students, staff and administration are focused on working toward our school goals.
 - b. Second marking period is coming to a close.
 - c. Currently in the process of administering the winter wave of Keystone Exams to our students.
 - d. In February we will be celebrating Career and Technical Education Month at CCTI with various activities, including multiple presentations involving topics related to teen issues and other topics.

- C. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - a. Through the recent run of snow storms, staff, equipment, and supplies have held up well. One minor breakage to a plow was fixed by the school's welding students saving the school the cost of a new plow assembly. He thanked his staff and the welding students.
 - b. Roof, siding, and rough electric is currently underway on the tiny home project. Completion date is still on target and anticipated for the end of the 2017-2018 school year.

- D. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - a. There is a motion to move the 2018-2019 CCTI Proposed Operating Budget on to the five sending school districts for approval. There is no overall increase to the districts for the 5th year in a row. Both Mr. Deutsch and Mr. Reinbold requested JOC members let their home board members know to contact either administrator with any questions regarding the budget.

Items of Business

Personnel

Substitutes Approved

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

Delmar Griggs* - Tutor
 Cheryl Skasko-Shemansik* - Tutor
 Lisa Wargula* - Tutor

Note: *Pending all mandatory clearances.

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

Motion carried.

Education

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

Student Council Field Trip Approved

- A. that fifteen to twenty (15-20) CCTI Student Council students attend a field trip to Harrisburg, PA February 6, 2018 (snow date February 7, 2018).

Note: Students will tour the PA State Capitol and be recognized on the Floor.

Curriculum Addition Approved

- B. to approve the addition of Probability and Statistics to the CCTI curriculum effective with the 2018-2019 school year.

Homebound Instruction Approved

- C. that homebound instruction be approved for student #7920 for 5 hours per week beginning January 17, 2018 through January 30, 2018.

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

Budget & Finance

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

Forwarding of Proposed Secondary Budget Approved

- A. to approve the 2018-2019 Proposed Secondary Budget for Carbon Career & Technical Institute, calling for Receipts and Expenditures in the amount of \$8,330,745 to be forwarded as presented to the Boards of School Directors in each of the participating school districts for final adoption by Resolution.

Note: The 2018-2019 Proposed CCTI Budget represents an increase in district member share of 0.00% compared to the 2017-2018 year increase of 0.00%, the 2016-2017 year increase of 0.00%, the 2015-2016 year increase of 0.00%, and the 2014-2015 year increase of 0.00%.

Transfer of Funds Approved

- B. to authorize the transfer of funds in the amount of \$20,000 from the CCTI Capital Projects Account to the CCTI House Building/Renovation Account for the purpose of the Tiny House Project.

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

Motions carried.

Buildings & Grounds

Vehicle Purchase Approved

- A. MOTION by Mr. Gryzik, SECONDED by Mr. Obert to purchase two (2) 2018 Transit-150 XL Low Roof Passenger Wagons at a total cost of \$54,368.90.

Note: Total cost of the above listed vehicles is \$57,638.90 less \$2,000 for the trade-in of a 2000 GMC Van, less \$2,000 for the trade in of a 1999 Chevy Van, and an additional \$730.00 for lettering bringing the final purchase price to the above quoted \$54,368.90.

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

Motion carried.

Administrative

- A. MOTION by Mr. Yenser, SECONDED by Mr. Gryzik, to approve the revised 2017-2018 CCTI Student/Teacher Calendar, as presented.

Note: The revision reflects additional snow days of January 4, 5, 16, and 17, 2018 with make-up days of January 15, February 20, March 28, and June 5, 2018.

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

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$2,229.16.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Yenser, SECONDED by Ms. Fallow to accept Administrative Reports from the following:

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

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

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

- A. in honor of School Director Recognition Month, to accept the Resolution provided by the Executive Board of the Pennsylvania School Board Association, as presented.
- B. to acknowledge receipt of the conference report submitted by Anthony (A.J.) Burke, Culinary Arts Instructor after attending the Sysco Conference January 12, 2018.

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

Motions carried.

Next Regularly Scheduled Meeting:

Thursday – February 15, 2018

Adjournment

Mr. Gryzik moved, seconded by Mr. Obert, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:20 PM.

Christina A. Graver
Joint Operating Committee Secretary