

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**February 15, 2018**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - February 15, 2018** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania, was called to order by Mr. Gerald Strubinger, at 6:06 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 type="checkbox"/>	<input checked="" 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 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 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: CCTI Students: Morgan Neumann, Marketing Junior (Lehighon ASD) and Alyssa Stamets, Marketing Senior (Jim Thorpe ASD); Members of the Public: Kailyn Jones, Christopher Phillips, CCTI Graduate, Wilmer Redline, JTASD Board Member; CCTI Staff: Stephanie Barto, DECA Advisor/Marketing Instructor/Cooperative Education Instructor, Anna Leigh Conway, Science Teacher/CCTIEA President, Jeffrey Hazelton, Carpentry Instructor, Francine Kluck, Adult Education Site Supervisor, Sandi Kohutka, DECA Co-Advisor/Instructional Aide, Kevin Kuehner, SkillsUSA Advisor/Precision Machine Instructor, Tammy Marshall, Student Forum Advisor/Instructional Aide, 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. Yenser, SECONDED by Ms. Fallow to approve the Minutes of the January 18, 2018 Regular Meeting.

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

Motion carried.

**Courtesy of the Floor to Visitors**

- A. Mrs. Anna Leigh Conway, Science Teacher at CCTI introduced herself, shared her lifelong connection and commitment to the community and extended an open invitation as the CCTIEA President to the Joint Operating Committee for any future communications.

**Approval of Treasurer’s Report (January 2018)**

- A. MOTION by Mr. Yenser, SECONDED by Mr. Foster 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.

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. Foster - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Ms. Fallow, SECONDED by Mr. Yenser 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. Foster - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 asked Mr. Borzak to introduce the presenters for the evening.
- B. Principal's Report – Mr. Brent Borzak
- a. DECA – Mrs. Stephanie Barto, DECA Advisor with member Alyssa Stamets, Marketing Senior (Jim Thorpe ASD) and DECA Chapter Historian who shared the following:
    - DECA members travelled to the Wells Fargo Center in Philadelphia for DECA 76'ers Day where the marketing department presented to the group. The group also received a tour of the Center and a behind the scenes look at this NBA organization.
    - Carbon Career & Technical Institute's DECA chapter hosted the annual DECA District 7 competition on December 7, 2017. Over 275 students from 10 schools participated in the event. The competition includes a 100 question written test and a role play scenario that the students must solve and present to a judge. The combination of the scores determines the final results of each event. Events include various marketing, hospitality and sports events. The top six students in the individual events and the top four team participants will advance to the state conference in Hershey this February. Fifty-eight CCTI DECA members participated. The chapter had seven 1<sup>st</sup> place winners. A total of 31 students qualified for the state conference. Congratulations to all of our winners. Thank you to CCTI DECA Advisors and chaperones: Mrs. Stephanie Barto, Mrs Sandi Kohutka, Mr. Bill Stoudt, and Mr. Scott Bartholomew.
    - Alyssa and two other students will be competing at the state level at districts in the Community Service Project category. Two of their main fundraisers were the walk-a-thon and the bowl-a-thon. The three will present a check to the American Cancer Society during their annual telethon at Penn's Peak.
    - Mrs. Barto introduced Mrs. Sandi Kohutka, DECA Co-Advisor who shared information on the upcoming state competition in Hershey, PA.
    - Mrs. Barto shared information on the Thrive Award already attained by the students. She also commented on how wonderful it is to see the marketing DECA students assisting the non-marketing students with their projects as they prepare for the upcoming competition, as well as the cross-collaboration among trade areas at the school. Thirteen technical areas will be represented by CCTI at this year's event.
  - b. Student Council – Morgan Neumann, Marketing Junior (Lehighon ASD) who shared the following:
    - **Student Council**
      - Members are gearing up for their annual fund raiser and fun game – “Penny Wars” This past week they were selling raffle tickets for Valentine stuffed animals.
      - Student Council continues, once a month with the Micah's back pack program in the Palmerton area school district.
      - We also continue to collect the pull tabs to benefit the recycling program for the Shriners Children's Hospital.
      - Last week 8 members visited the Pennsylvania State Capitol in Harrisburg, compliments of Representative Doyle Heffley. It truly was a grand tour and the bonus was Governor Wolf was there giving his annual budget speech.

He mentioned benefits of technical education, so we were truly impressed to be a part of that day.

- Officers were voted in at the last meeting
  - Alyssa Parramore – President
  - Kyle Edwards – Vice-President
  - Secretary – Lynzi Binder
- **Interact Rotary Club**
  - Presently they are partnering with the Dimmick memorial Library in Jim Thorpe to help with the project “Little Libraries” creating more accessibility to the library. Through this, millions of books are exchanged each year, profoundly increasing access to books for readers of all ages and backgrounds.
  - Members are busy working on fund raisers -The IRC is selling Hot Chocolate on Tuesdays & Wednesdays during the winter months, and then a spring beverage.
  - We will try (weather permitting) to hold an Egg Hunt March 28<sup>th</sup>
  - Celebrating March Madness – Hat Day – stay tuned for date
- **The National Technical Honor Society**
  - Is in the initial stages of preparation for the induction of the 2018-19 members. They are also preparing for a trivia-based fundraiser and gearing up for our annual Easter Egg Hunt for the students of St. Joseph's Regional Academy.
- **SADD and Aavidum**
  - Sold Flower grams for Valentine’s Day. Students purchased the flower and attached a note to brighten the day of the person receiving it. This has become an annual fundraiser for the club.
- c. Student Forum – Mrs. Tammy Marshall, Student Forum Advisor with member Alyssa Stamets, Marketing Senior (Jim Thorpe ASD) who shared the following:
  - During the past five months, six CCTI students along with students from fifteen other schools, worked to create a website to teach students about digital, financial, and social literacy. Countless hours of research and presentations by students and outside sources provided the team with information to enable us to get information to our design team to make the website come to life. We started this process with icebreakers at the beginning of the year to get to know one another. After the first two meetings, we were able to learn what attributes each student was able to provide. Some of the skills that our school was able to showcase were marketing, graphic design, and computer skills. Other schools provided production equipment, while still others had students with strong spokesperson abilities. We are looking forward to the next couple of months and the release of our website.
- d. SkillsUSA – Mr. Kevin Kuehner, SkillsUSA Advisor
  - District competition is now complete with state competition in April.
  - Last year had a national winner who recently received an invitation to the WorldSkills competition in 2019 to be held in Russia. Student is excited and hopeful he is accepted to attend.
  - Thanked the Joint Operating Committee for allowing students this opportunity as they utilize not only their trade skills but soft skills as well, to become successful young adults.
  - Mr. Reinbold shared that one of the school goals for CCTI this year was to increase the number of students participating in SkillsUSA competitions. With an anticipated

number of 53 students attending the state competition this year, an approximate 48% increase from last year will be seen.

- e. Graduate Up-Dates – Mr. Michael Wildoner
- Mr. Wildoner, English Teacher at CCTI, introduced himself and shared his objective of inviting one or two graduated students to CCTI to speak of their current activities (i.e. schooling, work, etc.). This evening Christopher Phillips returned to share the following:
    - Chris is a 2017 CCTI graduate (Palmerton ASD) from the Electrical Distribution and Automation/Electrician program. He is currently working for the International Brotherhood of Electrical Workers Local 375 of Allentown installing and maintaining electrical equipment while serving as an apprentice. Chris took his entrance exam while still in high school (receiving the highest score from his group) which consisted of math, English and some technical questions. He now works a 40 hour work week and will attend classes 2 nights a week for 5 years to fulfill his apprenticeship commitment to become a journeyman. He thanked the staff at CCTI, the Principal, and his technical teacher, Mr. George Cope for the education and opportunities he was provided. Chris mentioned that he too participated in SkillsUSA at the state level when he was a student at CCTI.
    - Mrs. Barto (Cooperative Education Instructor) mentioned that although they were happy for his opportunity, his cooperative education employer was sad to see him go after graduation.
    - Mr. Reinbold shared that the school is looking into additional apprenticeship opportunities for students at CCTI.
- f. Mr. Reinbold asked Mr. Wilmer Redline, JTASD Board member and substitute welding instructor at CCTI who was in attendance at this evening's meeting, to share information about a speaker who recently visited the welding students. Mr. Redline invited Mr. Marciante a fellow JTASD board member, to speak to the students about a current job opportunity in Ohio where welders are making up to \$137 per hour installing gas distribution lines. This particular job will host approximately 400 welders. He will have Mr. Marciante visit again with information regarding apprenticeship programs for welders.
- g. Mr. Reinbold asked Mr. Jeff Hazelton, Carpentry Instructor for a brief up-date on the tiny house project. Mr. Hazelton stated that the students are doing a great job on the house and expressed what a great opportunity this is. The siding and roofing is complete. The students were able to experience the installation of a metal roof and wood siding on this build. Students are building custom cabinets and steps. The electrical and plumbing students have also been working in the home. Interior finish work has begun. He thanked all for this opportunity.
- h. Mr. Reinbold asked Mrs. Conway to speak about an upcoming SkillsUSA project she is spearheading. She shared her involvement with the local environmental center and their needs at the center, particularly a roof shed and trail maintenance. She, with the help of Mr. Hazelton will lead a group of students to build the roof, raise funds to pay for the roof, mulch trails, weed flower beds, and plant native plants that are started inside her classroom as part of her Biology curriculum. This is a project that will begin shortly, in preparation for a SkillsUSA state competition in April of 2019.

C. Adult Education Report – Mrs. Francine Kluck, Adult Education Site Supervisor

**Course Offerings Spring/Summer 2018**

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

Program descriptions, orientations, and start dates are available at [www.carboncti.org/adult-education](http://www.carboncti.org/adult-education)

**Spring 2018 Program Starts**

- Penn Dot Safety Inspection January 25; 7 students
- Nurse Aide January 29<sup>th</sup>; 10 students

**Outreach and Program Development Report**

- January 31 – Pearson Vue Testing Center open (12 tests administered)
- February 5 – GED classes resume in the evening at LAHS
- February 5 – Certified Personal Trainer Orientation
- February 6 – New classes begin at the Prison for women
- February 15- Nurse Aide Orientation
- February 15 – Pharmacy Technician Orientation
- February 21 – GED Student Orientation
- February 21- Pearson Vue Testing Center open

**Grant Report – GED Classes**

- GED classes starting at CCTI Days January 30, Carbon County Prison February 6, CCTI Evenings February 27 and Leighton Area High School District February 5.
- GED exam scholarships awarded - 40 GED modules to date.
- March 28<sup>th</sup> GED Spring Graduation planned - 15 students anticipated.

**Alternative Education**

- Marking period concluding March 16<sup>th</sup>; 19 students currently enrolled.

**GED Admin – Pearson Testing Center**

- Participant registration is open for GED testing February 21 and March 14, 2018.

D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds

- a. In addition to Mr. Hazelton’s earlier report, Mr. Walters shared that a meeting with the client took place today and that the project is past the half-way mark and slated to complete on time by the end of the current school year.

- E. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
  - a. Mr. Deutsch shared that the 2018-2019 budget is currently out with the five participating school districts. He stated should anyone have questions, to please let him know.

**Items of Business**

*Personnel*

**Substitutes Approved**

- A. MOTION by Mr. Yenser, SECONDED by Ms. Fallow 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 - 4    NO - 0    ABSENT - 1    ABSTENTIONS - 0

Motion carried.

*Education*

MOTION by Ms. Fallow, SECONDED by Mr. Foster that the following motions be approved:

**Homebound Instruction Approved**

- A. 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.

**Lehigh Valley AWS Student Welding Competition Attendance Approved**

- B. 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.

**SkillsUSA State Leadership Conference Attendance Approved**

- C. 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.

**SkillsUSA State Leadership Conference Chaperones Approved**

- D. 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.

**Freshman Exploratory Program Exceptions Approved**

- E. 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 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> 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.

**Homebound Instruction Approved**

- F. that homebound instruction be approved for student #10370 for up to 5 hours per week beginning February 20, 2018 through March 5, 2018.

**Curriculum Addition Approved**

- G. to approve the addition of Advanced English 10 to the CCTI curriculum effective with the 2018-2019 school year.

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. Foster - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Yenser, SECONDED by Mr. Foster that the following motions be approved:

**Testing Fee Contribution Approved**

- A. 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.

**Establishment of Activities Account Approved**

- B. to authorize the establishment of a CCTI Activities Account in the amount of \$500.00 to assist homeless students.

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. Foster - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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*

NONE

*Administrative*

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

**Revised 2017-2018 CCTI Student/teacher Calendar Approved**

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

Note: The revision reflects additional snow days of February 7 and 8, 2018 with make-up days of March 29 and June 6, 2018.

**Local Homeless Education Liaison Appointed**

- B. to appoint Eugene Colosimo, Guidance Counselor as the local Homeless Education Liaison for CCTI.

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

Motion s carried.

## Reports

### Foundation Report Accepted

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

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

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

Motion carried.

## Administrative Reports

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

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

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

Motion carried.

## Old Business

NONE

## New and Miscellaneous Business

NONE

**Next Regularly Scheduled Meeting:**

**Thursday – March 15, 2018**

## Adjournment

Mr. Yenser moved, seconded by Mr. Foster, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:47 PM.

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Christina A. Graver  
Joint Operating Committee Secretary