April

April 13, 2018

To: Members of the Joint Operating Committee
Alternate Representatives to the Joint Operating Committee
Superintendent of Record – Mrs. Teresa Young
Attorney Robert T. Yurchak
CCTI Administrative Staff:
Mr. David Reinbold, Mr. Brent Borzak, Mr. Jeffry Deutsch
Mr. Ken Walters, Ms. Elizabeth Porter, Mrs. Margaret Kalogerakis

From: Christina A. Graver
CCTI Joint Operating Committee Secretary

Subject: Regular April Meeting

The Regular Meeting of the
Carbon Career & Technical Institute's
Joint Operating Committee for the month of April
has been scheduled as follows:

Date: Thursday – April 19, 2018

Location: Dining Room
Carbon Career & Technical Institute
150 West 13th Street, Jim Thorpe, PA 18229

Executive Session: Dining Room
(a light meal will be available at this time) 5:00 p.m.

Meeting: 6:00 p.m.

Carbon Career & Technical Institute

Joint Operating Committee Agenda

Regular Meeting
April 19, 2018

I. Call to Order – Chairman

II. Salute to the Flag

III. Roll Call

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

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 March 15, 2018 Regular Meeting. (Encl. 1)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

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

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

A. MOTION by , SECONDED by to approve the Treasurer's Report for March 2018 showing a final balance of $8,437,744.48 in the General Fund, and $72,554.66 in the Student Activities Account. (End. 2)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

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	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

IX. Administrative Reports

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

B. Principal's Report – Mr. Brent Borzak
   a. National Technical Honor Society
   b. Computer Engineering Technology
   c. Student Representative(s)

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. Jeffry 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 to approve the extension of the agreed upon agreement with Jeffry Nietz as PIMS Trainer/Coordinator with the CCTI Joint Operating Committee through July 31, 2018.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

B. MOTION by , SECONDED by to approve Jeffry Nietz as a substitute Part-Time Technology Assistant (on an as needed basis, not to exceed 3 days/week) at the rate of $150/day through the 2018-2019 school year.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

C. MOTION by , SECONDED by to approve the following individuals as Adult Education Instructors on an as needed basis, at a salary of $21.00-$25.00 per hour effective April 20, 2018 through April 2019:

Autumn Frey
Michele Dominic
Tammy Marshall
Hal C. Resh*
Harold Resh

*Pending receipt of all mandated clearances.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

Education

A. 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.

Note: At this time, Welding is fully enrolled and not accepting 9th grade applicants.

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

B. MOTION by , SECONDED by that Jeremy Pease, National Technical Honor Society (NTHS) Advisor and Michele Dominic, Health Medical Instructor chaperone twelve (12) NTHS senior students on a field trip to Ricketts Glen State Park May 16, 2018 in Benton, PA.

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

C. MOTION by , SECONDED by that Katherine Baumgardt, English Teacher chaperone twelve (12) AP English students on a field trip to The Metropolitan Museum of Art May 21, 2018 in New York, NY.

Note: Expenses for the trip are included in the 2017-2018 General Fund Travel Budget.

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

Budget & Finance

A. MOTION by , SECONDED by to acknowledge receipt of the Resolution pertinent to the 2018-2019 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of $8,330,745 as follows:

Jim Thorpe Area School District (Encl. 4)
Yes – 7, No - 0, Absent – 1, Abstentions – 1 – **Approved**
Palmerton Area School District (Encl. 5)
Yes – 8, No - 0, Absent – 1, Abstentions – 0 – **Approved**
Panther Valley School District (Encl. 6)
Yes – 8, No - 0, Absent – 1, Abstentions – 0 – **Approved**
Weatherly Area School District (Encl. 7)
Yes – 8, No - 1, Absent – 0, Abstentions – 0 – **Approved**

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

B. MOTION by , SECONDED by to approve the 2018-2019 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of $127,310.
(Encl. 8)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

C. MOTION by , SECONDED by to approve the 2018-2019 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of $240,000. (Encl. 9)

Note: The program routinely serves between 30-40 students over the course of a 200 day program year. This budget does not impact the CCTI General Fund.

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

D. MOTION by , SECONDED by to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of $8,000 per year for the 2018-2019 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be $40.00.

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

Buildings & Grounds

NONE

Administrative

A. MOTION by , SECONDED by , to approve the revised 2017-2018 CCTI Student/Teacher Calendar, as presented. (Encl. 10)

Note: The revision reflects additional snow days of March 21 and 22, 2018 with make-up days of June 11 and 12, 2018.

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

B. MOTION by , SECONDED by to approve 2018-2019 class schedule for the Carbon Alternative High School Diploma Program as follows: (Encl. 11)

Summer 2018
Tuesday, July 9, 2018 – Thursday, September 24, 2018 (50 days)

Fall 2018
Tuesday, October 2, 2018 – Thursday, December 13, 2018 (50 days)

Winter 2019
Wednesday, January 2, 2019 – Monday, March 18, 2019 (50 days)

Spring 2019
Monday, April 1, 2019 – Friday, June 14, 2019 (50 days)

Note: Snow/emergency days are made up at the end of each semester.

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

C. MOTION by , SECONDED by that Elizabeth Porter, Facilitator of Special Education and Scott Bartholomew, Special Education Teacher attend Lehigh University's 46th Special Education Law Conference May 11, 2018 at Lehigh University's Mountaintop Campus, Bethlehem, PA at a cost of $195 each to cover the cost of registration.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

D. MOTION by , SECONDED by to approve the following salaries for advisor positions for the 2018-2019 school year:

DECA/HOSA/SkillsUSA Advisors - $2,300 ea.

Senior Class Advisor - $2,300

Underclass Advisor (Freshmen, Sophomore, Junior - combined) - $2,300

Student Council - $2,300

NTHS - $2,300

Yearbook - $2,300

Interact Rotary - $2,300

SADD - $2,300

Aevidum - $1,600

Student Forum - $1,600

SkillsUSA Assistant Advisors - $1,600 ea.

DECA Assistant Advisors - $1,600 ea.

DECA/HOSA/SkillsUSA Assistant Advisor - $1,600

Note: This salary schedule is based on a formula using sending schools current salary schedules.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

E. MOTION by , SECONDED by to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium for the 2018-2019 fiscal year.

Note: Sweet, Stevens, Katz & Williams is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service has s light increase from last year. 2016-2017 (15 participants) - $600 per participant, 2017-2018 (17 participants) - $530 per participant.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	☐	☐	☐	☐
Mr. Yenser - Lehighton	☐	☐	☐	☐
Mr. Gryzik - Panther Valley	☐	☐	☐	☐
Mr. Obert - Weatherly	☐	☐	☐	☐
Mr. Strubinger – Jim Thorpe	☐	☐	☐	☐

F. MOTION by , SECONDED by to approve the second reading and adoption of the following CCTI policies, as presented:

#251 (Pupils) (Encl. 12)
#436 (Professional Employees) (Encl. 13)
#808 (Operations) (Encl. 14)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

XI. **Reports**

A. MOTION by SECONDED by to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 15)

Note: The balance in this account stands at $2,236.44.

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 (End. 16)
b. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 17)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

XIII. **Old Business**

NONE

XIV. **New and Miscellaneous Business**

A. MOTION by , SECONDED by to acknowledge receipt of Approved Program Evaluation Final Report received from the Pennsylvania Department of Education, dated March 29, 2018.

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

XV. **Next Regularly Scheduled Meeting: Thursday — May 17, 2018**

XVI. **Adjournment**