

Carbon Career & Technical Institute  
Joint Operating Committee Agenda

**Regular Meeting**  
**July 19, 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. Jeffrey 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 June 21, 2018 Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

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

VII. **Approval of Payment of Bills**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 2)

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 - 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"/>

VIII. **Administrative Reports**

- A. Director's Report - Mr. Dave Reinbold, Administrative Director
- B. Principal's Report - Mr. Brent Borzak
  - a. A.J. Burke, Culinary Arts Instructor - The Restaurant School at Walnut Hill College
  - b. Kevin Kuehner, SkillsUSA Advisor - SkillsUSA National Leadership and Skills Conference
- C. Adult Education Report - Ms. 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

IX. **Items of Business**

*Personnel*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Dr. Deborah Smith (Switchback Medical Center, Inc., Jim Thorpe, PA) be appointed School Physician for the 2018-2019 school year, as per Article XIV, School Health Services of the PA School Code of 1949, at a rate of \$10.00 per individual school (student) examination.

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"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint the law firm of King, Spry, Herman, Freund & Faul LLC for specialized work projects requiring PA Department of Education-certification for the 2018-2019 fiscal year on an as-needed basis at a rate to be negotiated.

Note: The King, Spry law firm has significant experience in Special Education and other important areas of litigation.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that David Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2018-2019 school year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to grant the following individual a "Professional Employee Contract" and tenure status:

Kimberly Bittle, Math/Special Education Teacher

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept the letter of resignation from Patrick Owens, Custodial/Maintenance/Groundskeeper/Cleaner Personnel, effective July 1, 2018, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**Education**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to continue a Cosmetology Scholarship Program for CCTI graduates to attain the PA Cosmetology Board Instructor/Manager License within the CCTI program.

Note: There will be no cost to the school for this service. At least ten AVTS's across PA offer this opportunity.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the CCTI Course Handbook, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**Budget & Finance**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that lunch prices for the 2018-2019 school year be established as follows:

Students -	Type A -	\$2.60
	Reduced -	.40
Adults -	\$5.00	

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Zimmerman's Dairy (Lehighton, PA) be retained as the CCTI Milk/Juice Supplier for the 2018-2019 school year. Prices for milk and juice shall remain the same as quoted for the 2017-2018 school year. Milk prices are established by the PA Milk Marketing Board.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Transportation Contracts be approved with the following Contractors for 2018-2019, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)  
2018-2019 - \$52.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighton)  
(Lehighton Area School District)  
2018-2019 - \$92.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighton)  
(Lehighton Area School District - Mid-Day Run)  
2018-2019 - \$71.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)  
(Palmerton Area School District)  
2018-2019 - \$227.00/day per bus

Panther Valley School District (1 Panther Way, Lansford)  
2018-2019 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)  
2018-2019 - \$140.00/day per bus

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Buildings & Grounds***

NONE

***Administrative***

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to enter into a contract with Carbon Lehigh Intermediate Unit #21 to provide the complete Discovery Streaming Digital Video Library owned by Discovery Education, Inc. for a period of one (1) year beginning July 1, 2018 at a cost of \$554.40.

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"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Memorandum of Understanding between Carbon Career & Technical Institute and Carbon County Correctional Facility, as presented. (Encl. 3)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

X. **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 \$1,851.30.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

XI. **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 - \_\_\_\_

XII. **Old Business**

NONE

XIII. **New and Miscellaneous Business**

NONE

XIV. **Next Regularly Scheduled Meeting:** **Thursday – August 16, 2018**

XV. **Adjournment**