Carbon Career & Technical Institute

Joint Operating Committee Agenda

Regular Meeting
August 16, 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 July 19, 2018 Regular Meeting. (Encl. 1)

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

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

VII. **Approval of Treasurer's Reports (June & July 2018)**

A. MOTION by , SECONDED by to approve the Treasurer's Report for June 2018 showing a final balance of $5,919,325.92 in the General Fund, and $56,251.13 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	☐	☐	☐	☐

B. MOTION by , SECONDED by to approve the Treasurer's Report for July 2018 showing a final balance of $6,263,822.02 in the General Fund, and $56,345.86 in the Student Activities Account. (End. 3)

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. 4)

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. Yearbook – Mrs. Maritza Reinbold, Yearbook Advisor

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

D. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator

E. Superintendent of Record Report – Mrs. Teresa Young, Weatherly Area School District Superintendent

X. **Items of Business**

Personnel

A. MOTION by , SECONDED by to appoint Francis L. DeMatto School Resource Officer effective August 1, 2018 through July 31, 2019, as presented.

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 assign Francis (Frank) L. DeMatto the duties of an attendance officer, in order to fulfill PA magisterial guidelines.

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

C. MOTION by , SECONDED by to appoint Elizabeth F. Porter Facilitator of Special Education effective August 19, 2018 through August 18, 2019, as presented.

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 appoint Francine Kluck Adult Education Site Supervisor effective September 5, 2018 through September 4, 2019, as presented.

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 that Brent Borzak be appointed Title IX and Section 504 Coordinator for the Carbon Career & Technical Institute for the 2018-2019 school year.

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

F. MOTION by , SECONDED by to approve Jeffry Nietz as substitute PIMS Trainer/Coordinator with the CCTI Joint Operating Committee through August 2019 at a rate of $40.00/hour.

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

G. MOTION by , SECONDED by that the below listed individuals be approved to substitute for the 2018-2019 school year at the established rates, as follows:

- Alice Berger – Chaperone/Volunteer
- Richard Cannella – Tutor, Part-Time Integrated Reading Instructor
- Jason Capper – Teacher, Instructional Aide, Tutor
- Anthony Damiano** – Teacher, Instructional Aide

(con't)

- Elizabeth Esrang** – Teacher, Instructional Aide
- Donald Flexer – Teacher
- Autumn Frey – School Nurse, Health/Medical, Chaperone/Volunteer
- William Gerhard – Teacher
- Colleen Gooch – Teacher, Instructional Aide, Health Medical, School Nurse
- John Gunsser – Tutor, PT Integrated Math Instructor
- Marlon Kohan – Teacher, Instructional Aide, Tutor, Part-Time Integrated Math Instructor
- Angela Keck** – Teacher, Instructional Aide
- Sandra Kohutka – Clerical*, Van/Bus Driver*, SHINE Driver*
- Anthony Koval – Teacher, Tutor, Chaperone/Volunteer, SHINE Driver*
- Diane Lager – Clerical*
- Tammy Marshall – Teacher, Clerical*, Chaperone/Volunteer, Custodial/ Maintenance/Groundskeeper/Cleaner*
- Jo Anne Mitzen – School Nurse, Health/Medical
- Heather Mullen – Clerical*, Chaperone/Volunteer
- Nikki Jo Nothstein – School Nurse
- Walter O'Donnell – Chaperone/Volunteer, Van/Bus Driver*
- Ashleigh Papay – Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*, SHINE Driver*
- Wilmer Redline – Teacher, Instructional Aide
- Jeffrey Reed – Teacher, Instructional Aide
- Maritza Reinbold – Teacher, Clerical*
- Marie Rosahac – Teacher
- Elizabeth Schlecht - Instructional Aide, Van/Bus Driver*
- Eric Schlecht – Custodial/Maintenance/Groundskeeper/Cleaner*
- Stephen Sosnowski – Teacher, Instructional Aide
- Susan Stermer – School Nurse
- William Stoudt – Teacher
- Stacie Strack** – Teacher, Tutor
- Phillip Strubinger – Teacher, Instructional Aide
- Deric Tomasovich** – Teacher, Instructional Aide
- Donna Valent – Clerical*
- Dennis Vavra – Tutor, Part-Time Integrated Reading Instructor
- Geri Vavra – School Nurse, Clerical*
- Kathleen Williams – Teacher, Tutor, Part-Time Integrated Math Instructor
- Sherry Yorgey – Instructional Aide
- Catherine Zimmerman – Chaperone/Volunteer

Note: * Appointment through August 2019.
** Pending all mandated clearances.

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

Education

NONE

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

A. MOTION by , SECONDED by that Nate Rinda, Director of Technology attend the PACTA (Pennsylvania Association of Career & Technical Administrators) 2018 Workshop for CTE Technology Coordinators, September 19-21, 2018 at the Nittany Lion Inn, State College, PA at a total cost of $590.68 to cover registration, lodging, and mileage.

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 that Brent Borzak, Principal, Margaret Kalogerakis, Coordinator of School Improvement, and up to two (2) Teachers, Instructors, and/or Instructional Aides attend the Conference on Integrated Learning: The School-to-Career Connection Conference November 13-16, 2018 at the Penn Stater Conference Center Hotel, State College, PA at a total cost not to exceed $2,358.20 to cover registration, lodging, meals and mileage.

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

XI. **Reports**

A. MOTION by SECONDED by to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 5)

Note: The balance in this account stands at $1,854.38.

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. 6)
b. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 7)

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

XIII. **Old Business**

NONE

XIV. **New and Miscellaneous Business**

NONE

XV. **Next Regularly Scheduled Meeting: Thursday — September 20, 2018**

XVI. **Adjournment**