

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
July 19, 2018

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - July 19, 2018** for its 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 6:00 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jeffry 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 type="checkbox"/>	<input checked="" 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 Graduate: Jenna Berry; CCTI Students: Avante Aybar and Jacqueline Cisterna; Members of the Public: Ms. Benida Aybar (Avante's Mother), Wilmer Redline, JTASD School Board Member; CCTI Staff: Anthony (A.J.) Burke, Culinary Arts Instructor, Francine Kluck, Adult Education Site Supervisor, Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, Tammy Marshall, Cosmetology Instructional Aide/SkillsUSA Assistant Advisor

The Committee met in Executive Session prior to the meeting to discuss personnel, litigation, and negotiation items.

Approval of Minutes

A. MOTION by Ms. Fallow, SECONDED by Mr. Holland to approve the Minutes of the June 21, 2018 Regular Meeting.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Payment of Bills

- A. MOTION by Ms. Fallow, SECONDED by Mr. Holland 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. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. A.J. Burke, Culinary Arts Instructor – The Restaurant School at Walnut Hill College
- a. Chef Burke shared that last school year was an excellent year for his students. He added more guest speakers and additional field trips to the curriculum. He is already planning for the same this year with trips planned to Sysco Foods and The Restaurant School at Walnut Hill College in Philadelphia, among others. He said that this year he intends to place more emphasis on nutrition and action stations.
- b. This summer nine of his Culinary Arts students took advantage of an opportunity to attend The Restaurant School at Walnut Hill College for a 2- (students going into their junior year) or 3- (students going into their senior year) day summer program. Chef Burke said that he and his Pastry Chef/Instructional Aide Ashleigh Papay attended a dinner celebration/graduation at the completion of the event. He said that some of the feedback he received from the students in attendance was that they wished it was longer, they want to attend again next year, and they'd like to visit the college again during the upcoming school year. While at the summer camp, students stayed in dorm rooms and were given a glimpse of the real college experience. Two of the students who attended were present to speak at this evening's meeting:
- i. Jacqueline Cisterna (incoming senior, Jim Thorpe ASD) gave a brief overview of the events of the 3 days she attended starting with a family breakfast, receiving a uniform to wear, and photos which were presented to the student on the last day. She said she learned new techniques, was given the opportunity to meet new people and stated that the chefs and their assistants were all great. While attending, they made pastries, appetizers, and a giant pizza among other items. They participated in other activities such as a tour of Philadelphia, a trip on a cruise ship, and dinner at Dave and Buster's. She would certainly consider going to school there after graduation as the teachers and food were both amazing. She plans to utilize the new skills she obtained during the upcoming school year at CCTI.

- ii. Avante Aybar (incoming junior, Lehighon ASD) attended the 2-day camp and shared that they were each given an apron, a pastry hat, a lanyard, and a booklet (containing many recipes). They too began their visit with a family breakfast and then moved onto either pastries or culinary (switching to the other on the 2nd day). He shared some of the added activities in which they partook such as creating “cookie jars” filled with ingredients to prepare baked cookies, decorating cookies, painting a pot in which to later plant flowers, and a spice station (to create mixed spices). His group also dined at Dave and Buster’s. He would like to attend the summer camp again next year.
 - iii. Chef Burke shared that among others this past school year, some of the guest speakers were a professional butcher from Schiff’s, a professional ice sculptor, dieticians from St. Luke’s Hospital, and a fellow Chef to share how to make pizza dough in CCTI’s newly acquired mixer. YouTube videos of these events may be found on the Video page of our school website.
 - iv. Ms. Fallow commended Chef Burke on sharing the many opportunities the Culinary Arts has to offer its students beyond cooking or baking such as the health care industry, butchers, etc.
- b. Kevin Kuehner, SkillsUSA Advisor and Ms. Tammy Marshall, SkillsUSA Assistant Advisor - SkillsUSA National Leadership and Skills Conference
 - a. Mr. Kuehner introduced Jenna Berry (2018 CCTI graduate, Lehighon ASD), one of the 5 gold medalists from the recent National competition. Jenna competed on a team of three with classmates Alyssa Parramore (2018 CCTI graduate, Jim Thorpe ASD) and McKenzie DaCosta (2018 CCTI graduate, Lehighon ASD) and spoke of her personal experience. Jenna shared that this trip was filled with many firsts for her and many of the other nine attending from CCTI. Some including her, had never flown before. Jenna said she had never been in a fancy hotel before. On top of the fantastic experience working with her fellow students, creating their topic and presentation, and educating many people along the way (their topic was malnutrition – the first 1,000 days, from birth through age 1) the trip itself was fantastic. She said she and her teammates worked well together and received a lot of support from their Health Medical teacher. She was able to make friends with students from other states and enjoyed the experience of getting the word out on their topic. Jenna said that the awards ceremony was awesome and was amazed at how many people were in attendance at the event. In answer to Ms. Fallow’s question, Jenna believed her team competed against approximately 15-20 other teams in her event. Jenna shared that she currently is working as a CNA at The Summit Nursing Home. In August she will attend LCCC for her LPN and then will go on to achieve her RN. She plans to one day work in pediatrics or with cancer patients. Because she is employed by St. Luke’s, her tuition is paid. Ms. Fallow said that it sounded like the students learned a lot more than just the topic of their competition. This was obviously a very worthwhile experience for all. Mr. Kuehner shared as an example that Jackson Ring received a check for \$500 just for attending the National event. A \$500 check will be sent to the school as well to put toward the training program. Jackson will also receive a check in the amount of \$4,500 for placing 1st at Nationals. A \$10,000 scholarship to the Pennsylvania College of Technology was among his winnings for placing 1st at the State level.
 - b. Mr. Reinbold added that NASCAR driver Brad Keselowski spoke at the Opening ceremonies with Mike Rowe speaking in front of approximately 17,000 people at the Closing ceremonies. He would like the medal winners to come back to the school in

the fall for a presentation with the student body to acknowledge their achievement and also get more students excited and involved with SkillsUSA.

- c. Other gold medal winners were Jakson Ring (2018 CCTI graduate, Palmerton ASD) and Lynzi Binder (2018 CCTI graduate, Lehighton ASD). Derbe Stroup (2018 CCTI graduate, Palmerton ASD) qualified with only 20 other students for WorldSkills and will be traveling to Russia in August of 2019. Mr. Kuehner shared that Derbe has been assigned to an advisor, a CEO from a company in Chicago, IL. Derbe will travel all over the country, including Japan for training. He will be given a debit card to cover his expenses. Derbe currently works for BTM, Inc. and his employer Nancy Beers is fully on board and perfectly fine with him missing work for this fantastic opportunity. Derbe and his fellow WorldSkills competitors will endure “Olympic-like” training for this event. 72 countries will be competing at WorldSkills. The Joint Operating Committee will speak regarding the availability of funds to help incur some of the expenses necessary to allow Mr. Kuehner to attend this event with Derbe.
- d. Mr. Kuehner said that SkillsUSA is such a fantastic opportunity for students to showcase their skills. He said that it’s a shame that more individuals in the public aren’t educated on the opportunities technical schools have to offer – the employability skills are phenomenal. He expressed what a huge accomplishment this was for these students. When asked, Mr. Kuehner shared that this was his 5th year taking Precision Machine students to Nationals. He said that to be a good machinist you need to take pride in your work and like what you do. Ms. Fallow said that it is no coincidence that he has taken students to Nationals five years in a row. It is not just the caliber of student, it is clearly the teacher, as well. Mr. Kuehner thanked the Joint Operating Committee for their support and allowing the students to go. He also thanked his assistant advisors Ms. Marshall, Mrs. Reinbold, and Ms. Graver. Ms. Marshall, present at the meeting spoke briefly sharing her experience with the students through Districts and States. She said we get to learn from these students as they get to learn from us. She enjoys watching them grow through the process. Ms. Graver added what a fulfilling experience her advisorship was. She attributed that to her fellow advisors as well as the participating students. She said that as advisors we do just that, we advise, we lead, we guide, we assist in any possible way that we can but it is the student who puts in the hard work and dedication to achieve great heights at the competitions. She again congratulated Jenna and the other competitors. Mr. Holland reiterated Mr. Reinbold’s suggestion to have the National competitors come back to speak to the student body in the fall. He said they should challenge their fellow students to do as well as or better than they have. Ms. Fallow added that she is a cheerleader for CCTI. She said its reputation is strong and is getting stronger in the community. More and more people are understanding the benefits and opportunities a technical school provides. She said she is very proud.

- B. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
 - a. 361 students were served this past school year.
 - b. New – she has attained a volunteer math tutor to assist instructors in the GED program.

c. **Course Offerings Fall 2018**

Heartsaver® First Aid and
CPR/AED
Nurse Aide
Pharmacy Technician
Certified Personal Fitness
Trainer
Welding Technology
Introduction to Precision
Machining

ServSafe® Exam
Forklift
PA State Inspection Mechanic Certification
Small Gas Engine Repair
Auto Collision
HVAC
GED Preparation Courses
Introduction to Word and Excel

Program descriptions, orientations, and start dates are available at
www.carboncti.org/adult-education

Follow our happenings on Facebook at Carbon Career and Technical Institute – Adult Education.

Summer Program Starts

- July 23 – Cosmo Completion hours course offered

Outreach and Program Development Report

- July 10- LCCC GED 2018-2019 partner meeting
- July 11 – Pearson Vue Testing Center Open
- July 19 - Nurse Aide Orientation

Grant Report - GED Classes L

- Letter received for GED grant 2018-2019 conditionally selected for award pending final approval.
- GED orientations scheduled for August 30th and September 13th; over 40 students registered to date.
- CCTI will offer GED courses at the Carbon County Correctional Facility starting this fall. Classes are contingent on grant final approval. Instruction will be provide for five hours per week, for a total of 55-hours for fall 2018 and 60-hours for spring 2019. CCTI will provide student services to reduce barriers and assist with the transition for successful program completion.
- New for fall will be a volunteer math tutor in addition to GED classroom preparation. This person will be a volunteer classroom aide and assist the instructor when math concepts are presented.

Alternative Education

- Summer 2018 marking period started July 9th. Currently enrolled 12 students in credit recovery – summer school program. Alternative education has an additional 12 students attending.

Employment Opportunities: CCTI Adult Education is developing a pool of potential instructors for technical, business, and personal interest programs for fall 2018. Contact the office with any teaching interests.

- C. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - a. Mr. Walters stated that he had nothing further to report. Mr. Reinbold added that the tiny home has rolled out and the new project (double-wide modular) is underway.
- D. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
 - a. Mr. Deutsch shared that the Business Office is preparing for the 2017-2018 school year audit and that he will keep the JOC posted as this progresses.

Items of Business

Personnel

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

School Physician Appointed

- A. 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.

Law Firm Appointed

- B. 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.

Records Retention Officer Appointed

- C. that David Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2018-2019 school year.

Tenure Granted

- D. to grant the following individual a “Professional Employee Contract” and tenure status:

Kimberly Bittle, Math/Special Education Teacher

Resignation Accepted

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

Physical Education Teacher Appointed

- F. to appoint Dylan Hofmann Physical Education Teacher, effective August 16, 2018, at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Dylan is a graduate of East Stroudsburg University with a Bachelor’s of Science Degree in Health and Physical Education. He is actively involved in high school and middle school athletic programs and has experience teaching at Northern Lehigh School District and Adventure Learning Center in Jim Thorpe, PA.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Education

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

Cosmetology Scholarship Program Continued

- A. 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.

CCTI Course Handbook Approved

- B. to approve the CCTI Course Handbook, as presented.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

Budget & Finance

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

Lunch Prices Established

A. that lunch prices for the 2018-2019 school year be established as follows:

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

Zimmerman’s Dairy Retained

B. that Zimmerman’s Dairy (Lehighon, 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.

Transportation Contracts Approved

C. 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, Lehighon)
(Lehighon Area School District)
2018-2019 - \$92.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighon)
(Lehighon 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 - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

Buildings & Grounds

NONE

Administrative

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

Contract Approved

- A. 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.

Memorandum of Understanding Approved

- B. to approve the Memorandum of Understanding between Carbon Career & Technical Institute and Carbon County Correctional Facility, as presented.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$1,851.30.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

Administrative Reports

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

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

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – August 16, 2018

Adjournment

Ms. Fallow moved, seconded by Mr. Holland, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:00 PM.

Christina A. Graver
Joint Operating Committee Secretary