

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
August 16, 2018**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - August 16, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Andrew Yenser, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Kathy Fallow, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Chad M. Obert, Member	<input checked="" type="checkbox"/>	<input 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. Jeffry Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input checked="" 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: Members of the Public: Wilmer Redline, JTASD School Board Member;
CCTI Staff: Maritza Reinbold, Yearbook Advisor, 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. Gryzik, SECONDED by Mr. Holland to approve the Minutes of the July 19, 2018 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Reports (June & July 2018)

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

- A. 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.
- B. 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.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Approval of Payment of Bills

- A. MOTION by Mr. Gryzik, 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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
- B. Principal’s Report – Mr. Brent Borzak
 - a. The administration has been planning and preparing for the upcoming 2018-2019 school year. We will be starting the school year with 430 students! Student schedules are completed and in-class support assignments are completed. All students are scheduled in all of their appropriate academic and career & technical courses. The annual back to school letter was sent out to all new students. Dates have been set for all school-wide activities and events that are scheduled for the new school year. New Student

Orientation will take place on August 21st at CCTI at 6:00 p.m. The in-service schedule and activities has been prepared for August 22nd. The first day for students is August 23rd, where meetings will take place for all students. We look forward to getting out into the districts in September to present to the freshmen students. We are eager to start the 2018-2019 school year and work toward our school-wide goals.

- b. Thank Mr. Walters and his staff as building-wide everything looks great for the upcoming school year.
- c. Thank Mrs. Reinbold for all of the work she puts into the posters that are displayed throughout the school, as well as the photo on the cover of the new handbook and her work co-teaching.
- d. Yearbook – Mrs. Maritza Reinbold, Yearbook Advisor
 - a. Mrs. Reinbold thanked the JOC for letting her be an advisor.
 - b. She explained that at the end of the year, she had students help design and then vote on the cover for the 2018-2019 yearbook.
 - c. She started a CCTI Yearbook Instagram account to get more pictures and their stories for use in the student life section of the yearbook. She also posts pictures so that followers can see what is going on school-wide. By her followers sharing pictures and getting “likes” by their followers, CCTI is able to reach a lot more people.
 - d. She wants to continue again this year with the option of on-line ordering - an extra option for parents/students. The link is available on our school website.
 - e. She shared examples of some layouts already prepared for this year’s book. As yearbook pages are sent to the publisher in April, many events take place at the end of the school year that are not included (i.e. prom, talent show, etc.). Therefore the yearbook coverage will be from April to April.
 - f. She would like to try to have a new background for student portraits this year. Students will vote between two for a final.
 - g. Through the school website, the CCTI Yearbook Instagram account, and the yearbook, community members and students may follow the school story.
 - h. CCTI yearbooks are available for \$25.00.
- C. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - a. In Mr. Walters’ absence, Mr. Reinbold shared that the maintenance staff is doing a phenomenal job getting everything ready for the start of the school year. Everything is “spic and span” and ready to go.
 - b. Mr. Reinbold also thanked Mr. Borzak and Mr. Colosimo for all of their hard work over the summer preparing for the new school year.
- D. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - a. Mr. Deutsch had nothing further to report.
- E. Mr. Reinbold reminded the Joint Operating Committee of the 2017-2018 school-wide goals set at the beginning of last school year. He shared the achievements that follow:
 - 1. Deliver a unit on personal finance for seniors.
We partnered with our local Junior Achievement chapter to develop lessons and a culminating field trip to their center in Pittston Township. The unit was delivered

and all seniors participated in the fieldtrip. We will continue to revise, improve, and deliver the unit in 18-19.

Instructors - Jean Bales and Mike Baumgardt

2. Increase the number of SkillsUSA competitors at the district and state competition. Examples of competitions that we competed in this year that we did not compete in last year: Community Service Project-3 students
Automated Manufacturing-3 students
Opening/Closing Ceremonies-7 students
Various individual competition
2016-17---35 attended the state competition
2017-18---52 attended the state competition---a 49% increase!

Advisors - Kevin Kuehner, Chris Graver, Tammy Marshall, Maritza Mendez Reinbold

3. Organize and host the first annual precision machining contest.
Date - November 14. Four schools competed: CCTI, Monroe County Technical Institute, Hazelton Career Center, and Schuylkill Technology Center. Jason Walck, CCTI, won the competition. All students received awards and gifts. We look forward to making this an annual event and expand the number of competing schools. CIT from Easton and BAVTS have committed to competing this year. LCTI has also been invited.
4. Increase our number of non-traditional students.
Committee has met and campaign is up and running. Recruiting posters are in schools in our sending districts. And a recruiting video has been produced and utilized and will continue to be used at recruiting and educational activities. November report--We have currently recruited 4 non-traditional students to shadow our programs. One has enrolled!
5. Maintain an active wellness committee.
Committee has met. Minutes are on website. Some new initiatives include 1. Giving students access to the fitness center in the morning before homeroom and during the Monday and Thursday after school programs. The Thursday program had been added this year. 2. Increasing the number of healthy snacks in the school store 3. Adhering to health and nutrition guidelines for school lunches and snacks. 4. Facilitating various healthy student activities including a Walk-a-Thon and Jump-a-Thon. 5. Lessons integrating health and wellness content are being developed and utilized. 6. Field Day. 7. Developing plans for more access to the fitness center during the day during CTE time. 8. 3 on 3 basketball tournament 9. Continue to promote and expand our 5k and golf tournament.
6. Maintain our NOCTI and Keystone Scores.
This is an ongoing process of continually revising curricula, lesson delivery, materials, and schedules to improve student achievement. We anticipate another excellent Profile for the 17-18 school year.

7. Improve/expand PDP lessons
Professional Development Plan curricula is designed to improve students' employability skills including, but not limited to, the "soft skills' employers are seeking. Many new resources are being utilized to supplement our current PDP curricula and delivery: Today's Class web based lessons, lesson plans developed by staff, Career Headlines, SkillsUSA on-line Career Essentials PDP curricula. All curricula/materials for 18-19 have been ordered and all CTE staff have been trained on the new curricula and on-line resources.
8. Host a summer camp for middle school student.
The non-traditional camps will run from 7/9-19 (Approx. 22 girls) and 7/23-25 (approx. 11 boys). Instructors - Hal Resh, Dennis Starry, Jeff Hazelton, Joe Farkas, A.J. Burke, Autumn Frey, Tammy Marshall. The camp will likely be close to 100% grant funded.

Five new goals for the 2018-2019 school year will be discussed at next month's meeting.

Mr. Reinbold thanked the members of the Joint Operating Committee for their support.

Items of Business

Personnel

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

School Resource Officer Appointed

- A. 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	<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"/>

Attendance Officer Duties Assigned

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

Facilitator of Special Education Appointed

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

Adult Education Site Supervisor Appointed

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

Title IX and Section 504 Coordinator Appointed

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

Substitute PIMS Trainer/Coordinator Approved

- F. to approve Jeffrey Nietz as substitute PIMS Trainer/Coordinator with the CCTI Joint Operating Committee through August 2019 at a rate of \$40.00/hour.

Substitutes Approved

- G. 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
- 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
- Delmar Griggs - Tutor
- 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

(con't)

- Maritza Reinbold – Teacher, Clerical*
- Marie Rosahac – Teacher
- Elizabeth Schlecht - Instructional Aide, Van/Bus Driver*
- Eric Schlecht – Custodial/Maintenance/Groundskeeper/Cleaner*
- Cheryl Skasko-Shemansik – Teacher, Instructional Aide, Tutor
- 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.

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

NONE

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

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

Conference Attendance Approved

- A. 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.

Conference Attendance Approved

- B. 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.

Payroll Deduction Discontinuation Approved

- C. to authorize the CCTI Business Office to discontinue the practice of biweekly payroll deduction of union dues for the CCTI Education Association and the CCTI Education Support Personnel Association for the 2018-2019 school year.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 Mr. Obert SECONDED by Mr. Gryzik to accept the Carbon Career & Technical Institute Foundation Report, as presented.

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

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

Motion carried.

Administrative Reports

A. MOTION by Mr. Obert, SECONDED by Mr. Gryzik 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

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – September 20, 2018

Adjournment

Mr. Gryzik moved, seconded by Mr. Holland, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:27 PM.

Christina A. Graver
Joint Operating Committee Secretary