

Carbon Career & Technical Institute
Joint Operating Committee Agenda

Regular Meeting
September 20, 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 August 16, 2018 Regular Meeting. (Encl. 1)

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

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

VII. **Approval of Treasurer's Reports (August 2018)**

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for August 2018 showing a final balance of \$6,597,519.64 in the General Fund, and \$55,972.67 in the Student Activities Account. (Encl. 2)

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. **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	<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"/>

IX. Administrative Reports

- A. Director's Report – Mr. Dave Reinbold, Administrative Director
- B. Principal's Report – Mr. Brent Borzak
 - a. Rotary Interact Club – Mrs. Margaret Kalogerakis, Advisor
 - b. Student Council – Mrs. Margaret Kalogerakis, Advisor
 - c. ALiCE – Mr. Frank DeMatto, School Resource Officer
- 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
- F. School Goals, 2018-2019

X. Items of Business

Personnel

- A. 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:

- Christopher Gallagher – Instructional Aide, Van/Bus Driver*, SHINE Driver*

Note: * Appointment through August 2019.

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

- B. MOTION by _____, SECONDED by _____ to accept the letter of resignation from Douglas Del Conte, Welding Instructor, effective August 15, 2018, as presented.

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

C. MOTION by _____, SECONDED by _____ to appoint the following individuals as Extra Help Instructors in conjunction with the Monday/Thursday after school program at \$25 per hour on an as-needed/scheduled basis:

Stephen Anderson	Julia Dougherty	Robert Pathroff
Jean Bales	Jane Farkas	Jeremy Pease
Scott Bartholomew	Joseph Farkas	Justin Pshar
Stephanie Barto	Autumn Frey	Maritza Reinbold
Katherine Baumgardt	Jeffrey Hazelton	Harold Resh
Michael Baumgardt	Dylan Hofmann	John Rogers
Marie Bieling	Diane Hyjurick	Rebecca Schaeffer
Kimberly Bittle	Michele Klock	Kevin Sowa
Anthony (A.J.) Burke	Sandra Kohutka	Dennis Starry
Jacquelyn Cole	Kevin Kuehner	Phillip Strubinger
Eugene Colosimo	Michael Lewis	Michele Troutman
Anna Leigh Conway	Tammy Marshall	Geri Vavra
George Cope	Donald McGorry	Lisa Walck
Frank DeMatto	Walter O'Donnell	Michael Wildoner
Michele Dominic	Ashleigh Papay	Brian Wirth

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

D. MOTION by _____, SECONDED by _____ to approve the following individuals as Adult Education Instructors on an as needed basis, at a salary of \$21.00 - \$23.00 per hour effective October 1, 2018 through October 2019:

Dana Miller
Kevin Kuehner

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

Education

A. MOTION by _____, SECONDED by _____ that homebound instruction be approved for student #10935 for 5 hours per week beginning August 23, 2018 through September 17, 2018.

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

- B. MOTION by _____, SECONDED by _____ that Stephanie Barto, DECA Advisor, Sandi Kohutka, Scott Bartholomew and Jane Farkas, DECA Assistant Advisors, chaperone forty (40) Marketing/Distributive Education/DECA students on a field trip to the Philadelphia 76er's Wells Fargo Center, Philadelphia, PA November 9, 2018.

Note: Expenses for the trip are included in the 2018-2019 General Fund Travel Budget. This is a sports marketing event sponsored by DECA and the 76er's organization.

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

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED by _____ that Lisa Walck, Cosmetology Instructor attend the PA State Board of Cosmetology Industry Meeting October 9, 2018 at The Hilton Garden Inn, Harrisburg, PA. Mileage costs reimbursed at the approved rate.

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 _____ that Anthony (A.J.) Burke, Culinary Arts Instructor attend Pocono Pro Foods October 16, 2018 at the Kalahari Resorts & Conventions Pocono Manor, PA. Mileage costs reimbursed at the approved rate.

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"/>

- C. MOTION by _____, SECONDED by _____ that Lisa Walck, Cosmetology Instructor attend the Programs of Study Task List Revision Workshop October 24-25, 2018 at the Ramada Hotel and Conference Center State College, PA.

Note: PDE is paying for all lodging, food, and travel expenses.

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"/>

- D. MOTION by _____, SECONDED by _____ that Anthony (A.J.) Burke, Culinary Arts Instructor attend Sysco Food Service October 30, 2018 at the Mohegan Sun Resort Wilkes-Barre, PA. Mileage costs reimbursed at the approved rate.

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"/>

- E. MOTION by _____, SECONDED by _____ that Michele Dominic, Health Medical Instructor attend Strategies for Healthcare Excellence November 1-2, 2018 at the Penn Stater Hotel and Conference Center State College, PA at a total estimated cost of \$680 to cover registration and lodging expenses.

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"/>

- F. MOTION by _____, SECONDED by _____ that Colleen Gooch, Adult Education Health Medical Instructor attend Strategies for Healthcare Excellence November 1-2, 2018 at the Penn Stater Hotel and Conference Center State College, PA at a total estimated cost of \$680 to cover registration and lodging expenses.

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"/>

G. MOTION by _____, SECONDED by _____ that Anthony (A.J.) Burke, Culinary Arts Instructor attend Walnut Hill College Educators Workshop December 7, 2018 at Walnut Hill College Philadelphia, PA. Mileage costs reimbursed at the approved rate.

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"/>

H. MOTION by _____, SECONDED by _____ that the substitute van/bus driver rate be approved at \$20.00 per hour for the 2018-2019 school year.

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

I. MOTION by _____, SECONDED by _____ to approve the Adult Education Fall 2018 Course Offerings, as presented. (Encl. 4)

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

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 \$2,107.50.

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 (Encl. 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 – October 18, 2018

XVI. Adjournment