

Carbon Career & Technical Institute
Joint Operating Committee Agenda

Regular Meeting
October 18, 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 September 20, 2018 Regular Meeting. (Encl. 1)

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

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

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

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for September 2018 showing a final balance of \$6,906,197.91 in the General Fund, and \$67,129.46 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
 - a. Student Representative(s)
- B. Principal's Report – Mr. Brent Borzak
 - a. Cosmetology Clinic – Mrs. Lisa Walck, Cosmetology Instructor
 - b. SkillsUSA 5K – Mrs. Lisa Walck & Ms. Chris Graver, Advisors
- C. Adult Education Report – Mrs. 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

X. Items of Business

Personnel

- A. MOTION by _____, SECONDED by _____ to approve Brian Spitzer as HVAC Adult Education Instructor on an as needed basis, at a salary of \$21.00 per hour pending clearances and employment paperwork effective November 1, 2018 through November 2019.

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

- B. MOTION by _____, SECONDED by _____ that the following Teacher Mentors be appointed for the 2018-2019 school year at the established stipend of \$750.00:

Kevin Kuehner – CTE

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

- C. MOTION by _____, SECONDED by _____ to appoint Sue Ann Gerhard Administrative Assistant – Student Support Services effective November 1, 2018 through October 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"/>

Education

- A. MOTION by _____, SECONDED by _____ that homebound instruction be extended for student #10935 for 5 hours per week from September 18, 2018 through October 10, 2018.

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

- B. MOTION by _____, SECONDED by _____ that Anthony (A.J.) Burke, Culinary Arts Instructor, and one additional approved chaperone, chaperone twenty-one (21) Culinary Arts students on a field trip to Sysco, Harrisburg, PA November 15, 2018.

Note: Expenses for the trip are included in the 2018-2019 General Fund Travel Budget.

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

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

NONE

XI. 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 \$2,110.59.

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

XII. Administrative Reports

A. MOTION by _____, SECONDED by _____ to accept Administrative Reports from the following:

a. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 5)

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

XIII. Old Business

NONE

XIV. New and Miscellaneous Business

Faculty Conference Reports

A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Dennis Starry, Auto Collision Repair Instructor after attending the Ohio Technical College (OTC) Annual Instructor Training Seminar June 25-27, 2018 at OTC, Cleveland, OH. (Encl. 6)

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

B. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Nate Rinda, Director of Technology after attending the 2018 PACTA (Pennsylvania Association of Career and Technical Administrators) Workshop for Career and Technical Education Technology Coordinators September 19-21, 2018 at the Nittany Lion Inn, State College, PA. (Encl. 7)

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

C. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Anna Leigh Conway, Science Teacher after attending the Penn State Dive Deeper Water Summit September 20, 2018 at Central Hotel & Conference Center at the Best Western Premier, Harrisburg, PA. (Encl. 8)

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

D. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Francine Kluck, Adult Education Site Supervisor after attending the Pennsylvania Association of Career & Technical Administrators Workshop for Adult CTE Coordinators September 20-21, 2018 at the Nittany Lion Inn, State College, PA. (Encl. 9)

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

E. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Lisa Walck, Cosmetology Instructor after attending the PA State Board of Cosmetology Industry Meeting October 9, 2018 at The Hilton Garden Inn - Harrisburg East, Harrisburg, PA . (Encl. 10)

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

XV. **Next Regularly Scheduled Meeting:** **Thursday – November 15, 2018**

XVI. **Adjournment**