

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
September 20, 2018**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - September 20, 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 6:04 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Glenn Confer, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input checked="" 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: Mr. William Mansberry, Panther Valley Board Member; CCTI Staff: Anna Leigh Conway, Science Teacher, Michael Wildoner, English Teacher; Media Representation: Linda Hurlburt, 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. Yenser, SECONDED by Mr. Gryzik to approve the Minutes of the August 16, 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 (August 2018)

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow 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.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - 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 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.

Approval of Payment of Bills

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow 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. Yenser - 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 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
- B. Principal’s Report – Mr. Brent Borzak
 The 2018-2019 school year has begun in an organized manner. An effective summer of preparations has led us to a smooth and efficient start. Staff and students are all focused on teaching and learning. All CCTI staff are working towards the school-wide goals for the new school year, especially developing student portfolios. The first day of in-service was very productive and the first day of student meetings went very well. CCTI career and technical organizations have been reorganizing and planning for the new school year. CCTI course books were delivered to all middle and high schools in Carbon County and were sent out to all freshman in the county. CCTI will be hosting Senior Information Night on the evening of September 26th. The Fall Occupational Advisory

Committee meeting will take place on the evening of October 3rd, with Open House occurring on the evening of October 17th.

Mr. Reinbold also agreed that the school year is off to an extremely smooth start. Currently 393 students are enrolled. Daily attendance has been high with today being 97%. Many half-time students are looking in to becoming full-time students. Mr. Borzak put a lot of work into scheduling.

- a. Student Council – Mrs. Margaret Kalogerakis, Advisor
Thanked Mr. Reinbold & Mr. Borzak for trusting her to be the advisor for such a respected student organization at CCTI.

Had their first meeting 2 weeks ago. Began by reading the Pennsylvania Association of Student Council (PASC) values and reviewed CCTI's goals. The agenda included:

- Electing officers (Kyle Edwards President, Theresa Muniz Vice President, Todd Daldos, Treasurer, and Rainbeau Currier, Secretary)
- Reviewed last year's activities.
- Voted to continue the Micah's Back Program, collecting pull tabs for Shriners Children Hospital, collecting food for Thanksgiving, collecting winter clothing, partaking in a penny war contest, holding a kick ball tournament, spirit week and many more events through the year.
- Also new, designate members to be responsible by coordinating for various activities or events through the year.

- b. Rotary Interact Club – Mrs. Margaret Kalogerakis, Advisor
Also the proud advisor for the Interact Rotary Club.

Elected officers last year and held our first meeting for interested members in early September.

At our first meeting, Mr. Bill Allison, president of the Jim Thorpe Rotary presented and informed the students what his team is involved in, and how happy he is, that we are a part of this international organization.

Our Students would like to continue last year's events and move forward with activities to help the Dimmick Memorial Library. Presently designing/building small boxes, with the help of Drafting, Carpentry & Graphic Design. These boxes are referred to as "Little Free Libraries." Soon, as locations, permits etc. are completed they will be placed around the borough/townships.

At this time, we are raising funds by selling miscellaneous beverages during lunch. Also there is a possibility that we may make the WAPIs again. Mr. Wirth, our HVAC instructor is encouraging the group to do so, because of the benefits both for community service, and as an outreach for international service. His students also learn various techniques of purification.

We will continue to hold other activities throughout the year both for fun and fund raising.

Mr. Borzak stated that Mrs. Kalogerakis is unbelievable as an advisor to both Student Council and the Interact Rotary Club.

Mrs. Kalogerakis invited JOC members to attend and/or share information regarding CCTI's annual golf tournament to be held Saturday, October 6 at the White Birch Golf Course in Barnesville, PA. Mr. Reinbold shared that anyone looking for further information could contact the school. He then asked Mrs. Kalogerakis to share what some of the proceeds had been utilized for in the past. Mrs. Kalogerakis said that monies had been shared with deserving students at Senior Awards over the last 2 years. Last year \$1,000 was available to supplement student gifts.

c. SkillsUSA – Ms. Chris Graver, Assistant Advisor

This my second year advising SkillsUSA. I very much enjoyed my experience last year working with students and collaborating with last year's advisors. This year SkillsUSA is again lead by Mr. Kevin Kuehner, Precision Machine Instructor but has added Mrs. Lisa Walck, Cosmetology Instructor and Mr. Jeff Hazelton, Carpentry Instructor to complete our team of four. With new advisors come new ideas. We will again host our annual SkillsUSA 5K Run/Walk event (October 13 at Glen Onoko access area of Lehigh Gorge State Park in Jim Thorpe) but this year have decided to up-date our race-day logo among other things. Mrs. Michele Klock, Graphic Design Instructor graciously volunteered some of her time over the summer to create a new design. That design will not only be featured on the shirts for early registrants, but will also be reflected on our new winners' medals. We enlisted the expertise of our Precision Machine Instructor and his students who designed a program to create this year's medals. Not only did this give the students the opportunity to do a live job from start to finish, a team of those students may continue with this project to utilize within one of our SkillsUSA competitions.

Tomorrow (09/21) we will be celebrating National Tradesmen Day. The day was founded by Irwin Tools in 2011 and every year on the 3rd Friday in September, honors "the men and women who work every day with their hands to keep America running strong." A message of thanks will be shared on our school website, our electronic sign, CCTI's Adult Education Facebook page, and through our morning announcements. In celebration of our students who are striving to become part of the skilled labor industry we will share cakes, individually baked for each technical area by our Culinary staff and students and pens adorned in red, white, and blue featuring "SkillsUSA celebrates National Tradesmen Day at CCTI" down the side.

Thank you to my fellow advisors, Mrs. Klock, Chef A.J., Mrs. Troutman, Ms. Papay and the Culinary Arts students for your assistance with these two upcoming events.

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

Mr. Walters said that the school year is off to a great start with no major repairs or expenses coming up.

House project up-date:

Almost ready for final approval to be sent to State.

1st order of lumber is in.

Will not be building on a trailer this year, instead will be utilizing cribbing.

Mr. Reinbold stated that the building looks fantastic. We often receive compliments from outside visitors. That is attributed to Mr. Walters and his staff.

D. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
Nothing new to report at this time.

E. School Goals, 2018-2019

Mr. Reinbold shared the following new goals for the 2018-2019 school year:

- Increase academic certifications. For example, providing the National Civics exam for certification. We will continue to add to our already lengthy list of technical certifications as Culinary Arts for example is adding new for this year CPR and ServSafe.
- Establish and maintain apprenticeship and pre-apprenticeship relationships. Some organizations have already committed to attending this year's Occupational Advisory Committee meetings, Open House, and will again come into classrooms to speak with students.
- 100% Advanced or proficient on our NOCTI scores. Last year we finished at 96% Advanced or Proficient with the state average falling in the mid 80's.
- Maintain our Keystone scores.
- Increase participation in after school support programs. Currently offered on Mondays and Thursday with a snack and transportation provided. Mrs. Kalogerakis shared that the average Monday after school program falls between 30 and 40 students. This Monday will be the first for this year and the list reflects quite a number of interested students.

F. Mr. Reinbold stated that he is working on a grant for submittal by October 1 with the possibility of receive \$46,000 to use towards the purchase of equipment. Items have been selected for purchase should the grant request be approved.

Items of Business

Personnel

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

Substitutes Approved

A. 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*
- Kenneth Reiter** - Teacher, Instructional Aide

Note: * Appointment through August 2019.

** Pending reference checks.

Letter of Resignation Accepted

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

Extra Help Instructors Appointed

C. 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

Adult Education Instructors Approved

- D. 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

Assistant HOSA Advisor Appointed

- E. to appoint Samantha Green Assistant HOSA Advisor at a rate of \$800.00

Note: Pending mandated clearances.

Welding Instructor Appointed

- F. to appoint Thomas Bartholomew, Jr. Welding Instructor, effective October 1, 2018, pending clearances 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: Mr. Bartholomew has been a welder/fabricator for Saylorsburg Metal Works for 18+ years. He also has an Associate’s degree in Computer Networking and data Communications from the Pennsylvania College of Technology.

Additional Days Approved

- G. to approve three (3) additional days effective September 25 through September 27, 2018 for Thomas Bartholomew, Jr. at his approved per diem rate.

Note: The three additional days are allotted for transition.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - 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 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. Gryzik that the following motions be approved:

Homebound Instruction Approved

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

Field Trip Approved

- B. 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.

Homebound Instruction Approved

- C. that homebound instruction be approved for student #11165 for 5 hours per week beginning September 18, 2018 through October 2, 2018.

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

Motions carried.

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

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

Conference Attendance Approved

- A. 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.

Conference Attendance Approved

- B. 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.

Conference Attendance Approved

- C. 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.

Conference Attendance Approved

- D. 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.

Conference Attendance Approved

- E. 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.

Conference Attendance Approved

- F. 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.

Conference Attendance Approved

- G. 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.

Substitute Van/Bus Driver Rate Approved

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

Adult Education Fall Offerings Approved

I. to approve the Adult Education Fall 2018 Course Offerings, 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. Yenser - 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 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 Mr. Yenser SECONDED by Mr. Gryzik to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,107.50.

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

Motion carried.

Administrative Reports

A. MOTION by Ms. Fallow, 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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – October 18, 2018

Adjournment

Mr. Gryzik moved, seconded by Mr. Yenser, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:39 PM.

Christina A. Graver
Joint Operating Committee Secretary