

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Re-scheduled Regular Meeting
November 19, 2018**

The Carbon Career & Technical Institute Joint Operating Committee met **Monday – November 19, 2018** for a Re-scheduled 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 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 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 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 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: CCTI Staff: Mr. Phillip Strubinger, Student Forum Advisor; Members of the Public: Mr. William Mansberry, Panther Valley School Board Member; 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 Ms. Fallow, SECONDED by Mr. Gryzik to approve the Minutes of the October 18, 2018 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Reports (October 2018)

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to approve the Treasurer’s Report for October 2018 showing a final balance of \$7,131,185.56 in the General Fund, and \$79,623.48 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Ms. Fallow, SECONDED by Mr. Gryzik 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
 - a. Principal’s Report
 - 2018-2019 school year has moved into the second marking period.
 - 70 students achieving perfect attendance in marking period one!
 - PSATs were delivered at CCTI to over thirty five students.
 - ALICE trainings have been conducted with staff.
 - CCTI hosted district tours on November 8th.
 - The annual Veteran’s Day presentation took place on November 9th at CCTI.
 - Students have completed the NOCTI pre-tests and teachers have delivered CDTs.
 - Parent-Teacher conferences will take place on December 12th.

- b. Student Forum – Mr. Phillip Strubinger, Student Forum Advisor
 - Building substitute at CCTI.
 - 1st year as advisor for Student Forum.
 - CCTI’s Student Forum is made up of five students – three seniors and 2 juniors.
 - A meeting is held each month at a host school. Topic is either Career Readiness or Community Service.
 - Last month’s meeting was held at Weatherwood Nursing and Rehabilitation Home. It was attended by approximately 55 students from 11 school districts. Community service tasks included washing windows, raking leaves, folding laundry, and doing crafts with the seniors. Prior to attending a recommended gift list was shared with school districts. Mr. Strubinger shared the list with CCTI faculty and staff and was able to contribute 3 full boxes on behalf of the school and our students.
 - Next month’s meeting is scheduled at the Palmerton Area High School and will focus on Career Readiness – possibly focusing on stress relief.
 - The Student Forum program is run by CLIU #21.

- C. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - Current modular project is progressing.
 - Plans were stamped approved by the State.
 - Lumber was ordered and received.
 - Students had a lesson on and installed the cribbing.
 - Students reviewed the plans and have built the deck/floor for the front of the house on the cribbing.
 - CCTI has two more customers/supporters for two more 2-box units which we anticipate will provide enough student work projects through 2022.
 - Custodial/maintenance staff did an excellent job cleaning the school grounds after the snow last week. All equipment worked well.

- D. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
 - Three motions on the agenda to accept the audits for CCAVTS Foundation, CCAVTS Authority and CCTI. There were no findings.
 - The Annual Financial Report (PDE form 2057) for 2017-2018 was filed timely with PDE.
 - A motion to approve forwarding the 2019-2020 CCTI budget to the five participating school districts will come before the JOC next month. This will be the 5th year in a row with no increase to the school districts. Should any board members have questions or concerns they may be in touch with Mr. Deutsch and/or Mr. Reinbold.

Items of Business

Personnel

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

Adult Education Instructor Approved

- A. that Lisa Failla be approved as an Adult Education Spanish Instructor at the rate of \$21.00/hour on an as needed basis, effective November 16, 2018 through November 2019.

Professional Employee Contract and Tenure Status Granted

- B. to grant the following individual a “Professional Employee Contract” and tenure status effective November 21, 2018:

Jeffrey Hazelton, Carpentry Instructor

Volunteers Approved

- C. that the below listed individuals be approved as volunteers for the 2018-2019 school year as follows:

- Breeanne Desposito
- Michelle Stoudt

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

Motions carried.

Education

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

DECA District Competition Attendance Approved

- A. that seventy-eight (78) CCTI students attend DECA District Competition at Lehigh Carbon Community College, December 11, 2018 (snow date December 12) in Schnecksville, PA at a cost of \$2,195.00, to help defer student and advisor/competition assistant/chaperone costs. Mrs. Stephanie Barto, DECA Advisor, Mrs. Sandi Kohutka, Mrs. Jane Farkas, and Mr. Scott Bartholomew, DECA Assistant Advisors, and Mr. William Stoudt, approved chaperone will chaperone this event.

SkillsUSA District Competition Attendance Approved

- B. that forty-seven (47) CCTI students attend SkillsUSA District Competition. The competitions will be held on December 10, 2018 at Johnson College, Scranton, PA (22 students), December 13, 2018 at Wilkes-Barre Area Career & Technical Center, Wilkes-Barre, PA (4 students), and December 14, 2018 at Luzerne County Community College, Nanticoke, PA (21 students) at a total cost of \$1,020.00 to cover registration. Competitions will be chaperoned by Mr. Kevin Kuehner, SkillsUSA Advisor, Mrs. Lisa Walck, Mr. Jeffrey Hazelton, and/or Ms. Chris Graver, SkillsUSA Assistant Advisors.

HOSA State Leadership Conference Attendance Approved

- B. that twenty (20) CCTI HOSA (Future Health Professionals) students attend the HOSA State Leadership Conference at the Radisson Valley Forge Hotel, April 3-5, 2019 in King of Prussia, PA at a cost of \$7,500.00, to help defer student and advisor costs. Mrs. Michele Dominic, HOSA Advisor and Mr. Scott Bartholomew, HOSA Assistant Advisor will chaperone this event.

Hugh O'Brian Youth Leadership Program Attendance Approved

- D. that two (2) CCTI students attend the Hugh O'Brian Youth Leadership Program (HOBY) May 16-29, 2019 at Shippensburg University at a cost not to exceed \$620 for both students to defer the cost of registration, meals, and lodging.

GED Test Purchase Approved

- E. to approve the purchase of twenty-four (24) GED tests at a cost of \$720.00 to supplement a Jim Thorpe Rotary grant.

Note: This will enable the GED Program to off-set students' costs for forty-four (44) total tests.

Agreement of Affiliation Approved

- E. that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be renewed and the Carbon Career & Technical Institute Adult Education Department PA-Approved Certified Nurse Aide Training Program be approved and executed for the 2018-2019 Fiscal Year with St. Luke's Health Network, Inc. d/b/a St. Luke's University Health Network, as presented.

Field Trip Approved

- G. that twenty-one (21) Culinary Arts students attend The Restaurant School at Walnut Hill College, December 5, 2018 in Philadelphia, PA. Chef Anthony (A.J.) Burke and Mrs. Ashleigh Rehrig will chaperone this event.

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

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Budget & Finance

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

CCTI Audit Report Accepted

- A. that the Audit Report for the Carbon Career & Technical Institute submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2018 be accepted, as presented.

Note: No findings for the 2017-2018 General Fund Audit.

CCAVTS Authority Audit Report Accepted

- B. that the Audit Report for the Carbon County Area Vocational-Technical School Authority submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2018, be accepted as presented.

Note: No findings for the 2017-2018 Authority Audit.

CCAVTS Foundation Audit Report Accepted

- C. that the Audit Report for the Carbon County Area Vocational-Technical School Foundation submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2018, be accepted as presented.

Note: No findings for the 2017-2018 Foundation Audit.

Transfer of Funds Approved

- D. on the recommendation of the Administrative Director, to approve the transfer of \$5,000 from the General Fund to the Yearbook Activities Account as per the 2018-2019 approved CCTI budget.

Note: This expenditure was properly budgeted.

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

Motions carried.

Buildings & Grounds

Security Upgrade System Purchase Approved

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to approve the following security system upgrade at a cost of \$44,978:

- a. Replace WIN-PAK with Genetec Synergis which will integrate the access control to Genetec Security Center. This will provide a unified security system manager under a single application, Security Center. With Security Center, We will have a centralized credential and cardholder management, we can streamline our access control operations by managing cardholder from a single location, issuing a single credential for access to all our sites, and synchronizing cardholder access rights to all our locations.
- b. Replace the Vista Panel in the main campus building with a Bosch intrusion panel. This solution will provide an updated intrusion system that will be linked to the Genetec Security Center platform. This will further unify the security systems, provide control, alerts and reports in a single application in the Security Center.
- c. Install a Bosch Security system in the maintenance facility with a wireless link from the maintenance garage to the main building. The Bosch security system will extend coverage to the second maintenance building and shed to provide extended intrusion security and protection all the designated buildings via a wireless connection. The alarm system will also connect to the existing Security Center for easy management, event monitoring and reporting.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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

Revised CCTI Organizational Chart Approved

A. to approve the revised CCTI Organizational Chart, as presented.

Policy First Reading Approved

B. to approve the first reading of the following CCTI policies, as presented:

- #120 (Programs)
- #806.1 (Operations)

Resolution Accepted

C. accept the Resolution authorizing Dave Reinbold to electronically sign any necessary documents with the Pennsylvania Department of Education, as presented.

Conference Attendance Approved

D. that Nate Rinda, Director of Technology attend the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 10-13, 2019 at the Hershey Lodge & Convention Center, Hershey, PA at a cost of \$854.22 to cover the expense of registration, lodging, and mileage.

School Police Officer Position Description Revised

E. that the School Police Officer position description be revised, as presented.

Revised 2018-2019 CCTI Student/Teacher Calendar

F. to approve the revised 2018-2019 CCTI Student/Teacher calendar, as presented.

Note: The revision reflects a snow day on November 16, 2018 and a make-up day of February 19, 2019.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Gryzik SECONDED by Ms. Fallow to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,114.03.

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

Faculty Conference Reports

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

- A. to acknowledge receipt of the conference report submitted by Michele Dominic, Health Medical Instructor after attending Strategies: Educational Excellence for Health Care Providers and Educators November 1-2, 2018 at The Penn Stater Hotel & Conference Center, State College, PA.
- B. to acknowledge receipt of the conference report submitted by Anthony (A.J.) Burke, Culinary Arts Instructor after attending Sysco Foodservice Fall Food Show October 30, 2018 at the Mohegan Sun Conference Center, Wilkes-Barre, PA.

- C. to acknowledge receipt of the conference report submitted by Colleen Gooch, Adult Education Health Medical Instructor after attending the Strategies for Health Care Conference November 1 & 2, 2018 at Penn State, State College, PA.

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

Motions carried.

Reorganization and Regularly Scheduled Meeting: Thursday – December 20, 2018

Adjournment

Mr. Gryzik moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:21 PM.

Christina A. Graver
Joint Operating Committee Secretary