

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
January 17, 2019

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - January 17, 2019** for a 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, Member	<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. Wayne Gryzik, Member	<input type="checkbox"/>	<input checked="" 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. Jeffry 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. Mr. Raniero Marciante, Alternate Member	<input checked="" type="checkbox"/>	<input 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. Mr. William Mansberry, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Shay Wagner, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jonathan J. Cleaver, Superintendent of Record	<input checked="" type="checkbox"/>	<input 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 Students: Austin Haydt, Auto Service Technology Senior (PASD), Michael Miller, Auto Service Technology Senior (LASD); CCTI Staff: Mr. Harold Resh, Auto Service Technology Instructor; Members of the Public: Mr. Wilmer Redline, Jim Thorpe Area 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 Mr. Mansberry, SECONDED by Ms. Fallow to approve the Minutes of the December 17, 2018 Re-scheduled Reorganization and Regular Meeting.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Report (December 2018)

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Treasurer’s Report for December 2018 showing a final balance of \$7,351,756.66 in the General Fund, and \$75,525.66 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. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Wagner - 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.

Approval of Payment of Bills

- A. MOTION by Ms. Fallow, SECONDED by Mr. Mansberry 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. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Wagner - 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.

IX. Administrative Reports

- Director's Report – Mr. Dave Reinbold, Administrative Director
- Principal's Report – Mr. Brent Borzak
 - 2018-2019 school year has progressed into 2019 and we are anticipating a successful second half of the school year. The students, staff and administration are focused on working towards our school wide goals. CCTI will be administering the Winter Wave II of the Keystone Exams. In February we will be celebrating Career and Technical Education Month at CCTI with various activities, including multiple presentations involving topics related to teen issues and other topics. We continue to practice ALICE drills with our students.
 - Following the presentation (below) by the Automotive Service Technology students, Mr. Borzak added the following to his report:
 - Applications are due March 1, 2019.
 - JTASD will have a designated shadow day (approximately 20 students) at CCTI. Shadowing is always available to district students but as Jim Thorpe had such a large number, one day was designated for all. He explained that this is available to all of the sending school districts.
 - Mr. Harold Resh, Auto Service Technology Instructor
 - Mr. Resh introduced himself and shared that one of the things they do in his technical area is compete in automotive competitions. Recently, he took his seniors to the Automotive Training Center in Warminster, PA to introduce them to the school. Two of his seniors (present at this evening's meeting) Austin Haydt (PASD) and Michael Miller (LASD) participated in the scholarship competition.
 - His students just completed the first half of the Northampton Community College competition, a competition among 14 schools. They are looking forward to going back for the 2nd part as historically they have always done well.
 - The Greater Lehigh Valley Auto Dealers competition coming up in March has been going on for 8 years. CCTI was invited the 2nd year. This is another competition at which CCTI has historically done well. This is a hands-on competition. The students will be given a brand new car two weeks prior to the competition to explore - take apart, put back together and then a team of two will work on the vehicle at the competition.
 - In introducing Austin and Mike he shared that they have completed all of their NATEF (student portion of ASE) certification. He said that it is a high honor to achieve this certification. They have also completed their MACS 609 certification (mobile air conditioning, mandated by the state). In addition, they are both enrolled in the upcoming CCTI Adult

Education PA State Inspection class (also taught by Mr. Resh), beginning next Thursday.

- Student Representatives - Michael Miller, Auto Service Technology Senior and Austin Haydt, Auto Service Technology Senior reported on the following:

Student Council

This month a meeting was held with all members to plan and coordinate events, trips, and celebrations for the next few months. We are planning an early start on our "penny wars," we continue with our monthly trip to the Palmerton school district assisting with deliver of Micah's Back Packs, we also are continuing to collect pull tabs to support Shriners Hospital for Children for their recycling program, utilized to reduce their transportation costs. We talked about visiting a pediatric ward at either St. Luke's, or Lehigh Valley hospital for Valentine's Day, and a discussion regarding the possibility of a dance here at CCTI in the near future.

Interact Rotary

The Rotary members will be busy preparing to show "Caring" on Valentine's Day, to teachers as well as students. Some members will be busy baking while others will be preparing cards. Members will be going to the Dimmick Memorial Library, to read and help with craft time for preschoolers. Moving ahead, we are looking at other organizations and future events at the library, in which we might possibly be involved.

Aavidum

- October - CCTI's Pink-Out Event
 - Pink Plume in the upper field
 - Teachers/staff running through Pink Powder Tunnel
 - T-shirts and packets of pink powder were sold with all proceeds going to the American Cancer Society
 - \$507 was raised
- November - raised \$125 during our Jeans for Troops Day.
- Aavidum Workshop was held at Nazareth, 8 students and Mrs. Schaffer attended. A great experience was had by all, students returned with great ideas.
- Aavidum Week was December 17th thru the 21st
 - Monday - Aavidum Banner with all student's names was hung in the cafeteria
 - Tuesday - Pass the Smiley Faces (10 smiley faces were given to students to pass to other students when they passed in the halls. When a smiley face was passed, students were encouraged to give a compliment or say something nice)
 - Wednesday - Wear black and gold (the official colors of Aavidum)

- Thursday - Ugly Sweater Contest
- Friday - Aevium members greeted students with Christmas music and high fives and at the end of the day handed out candy canes to everyone as they departed.

DECA

- Preparing for the state conference in February. We have 49 students scheduled to compete in a variety of events.
- Our community service team is finishing their fundraising efforts for Lauren's First and Goal. This organization helps with the awareness of pediatric cancer and the hope for a cure.
 - Upcoming planned events:
 - Bake Sale - January 10th
 - Bowl-a-thon - January 30th
 - Jump Rope a-thon in February
 - Our annual 3 on 3 basketball tournament in March.
- DECA and HOSA have been working together this year to raise funds for this great organization.
- Austin and Mike then went on to further speak about their experience in Auto Service Technology.
 - Austin shared that he has recently been accepted into the Automotive Training Center in Warminster. He said had Mr. Resh not taken them to the center and introduced them to the school, he would not have known about it and would not have applied or considered furthering his education after graduation.
 - He and Mike have taken the written portion of the Automotive Training Center scholarship test and are awaiting their results due in the spring. Those with top scores will go on to be interviewed by professionals in the AST field. Upon the completion of this portion of the scholarship competition, the winners will be chosen (1st place - 100% tuition paid - approximately \$37,000, 2nd place - 50%, and 3rd place 25%).
 - Michael then spoke and share that he has attended CCTI for four years. He stated that Mr. Resh has provided many opportunities for him and his fellow students both in and out of the classroom. He has provided Michael with the opportunity to work in the field at multiple local industries. He is currently at Lehighton KIA. Mr. Resh makes sure the students have the opportunity to gain certifications, he assists with their resumes and ensures that they keep them up to date, and works with them to gain licensures such as the mobile air conditioning and state inspection.
 - Mr. Borzak thanked Mr. Resh for all he does for his students not only in the classroom, but also in preparing them for the workforce or post-secondary schooling.

- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - Phase 1 of the security access system modernization process has been completed with no interruption to students or staff. Phase 2 and 3 will be scheduled for next, or the following month.
 - The carpentry, electrical, and HVAC students have met with the buyer of the double-wide modular home currently being built.
 - Mr. Walters’ staff is preparing for the upcoming weather.

- Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
 - Nothing new to report at this time. Asked if anyone had questions.

- Superintendent of Record Report – Mr. Jonathan J. Cleaver, Lehigh Area School District Superintendent
 - Mr. Cleaver opened up a conversation regarding the CCTI proposed operating budget for the school year 2019-2020, currently at the sending schools for approval. He recently met with Mr. Reinbold and Mr. Deutsch to discuss his views which were then shared at the meeting. Mr. Deutsch and Mr. Reinbold also spoke citing expenditures and revenues as well as surplus and deficits. After a lengthy discussion amongst all present, Solicitor Yurchak recommended that each member take this information back to their respective superintendent and fellow board members for further discussion, stating that should they have any questions regarding what was discussed this evening, they should be in touch with Mr. Cleaver, Mr. Reinbold or Mr. Deutsch.

Items of Business

Personnel

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

Substitutes Approved

- A. that the following individuals be approved to substitute for the 2018-2019 school year at the established rates, as follows:

Heather Cassidy – Instructional Aide
 Delmar Griggs – Teacher, Instructional Aide

School Safety and Security Coordinator Appointed

- B. to appoint Brent Borzak as the School Safety and Security Coordinator.

Adult Education Math Tutor Approved

- C. that Darrell Seever be approved as a math tutor for the Adult Education GED program through Lehigh Carbon Community College, pending all mandated clearances.

Note: There will be no cost to the CCTI operating budget.

Adult Education Welding Instructor Approved

- D. to approve Thomas Bartholomew as Adult Education Welding Instructor on an as needed basis, at a salary of \$21.00 per hour effective February 1, 2019 through February 2020.

Substitute Approved

- E. that the below listed individual be approved to substitute for the 2018-2019 school year at the established rate, as follows:

- Timothy Grazio* - Teacher, Instructional Aide

Note: *Pending receipt of all mandated clearances.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Wagner - 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

MOTION by Mr. Mansberry, SECONDED by Mrs. Wagner that the following motions be approved:

Field Trip Approved

- A. that sixteen (16) Carpentry students attend Toll Brothers Home Builder National Groundhog Job Shadow Day, February 1, 2019 in Allentown, PA. Mr. Jeffrey Hazelton, Carpentry Instructor and Mr. Walter O'Donnell, Carpentry Instructional Aide will chaperone this event.

Homebound Instruction Approved

- B. that homebound instruction be approved for student #10789 for 5 hours per week from January 15, 2019 through January 23, 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. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Wagner - 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.

Budget & Finance

NONE

Buildings & Grounds

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow, to purchase two (2) 2019 Transit-150 XL Low Roof Passenger Wagons at a total cost of \$50,000.00.

Note: Sticker price of the above listed vehicles is \$83,300.00. Total quoted cost of the above listed vehicles is \$60,415.02 less \$11,185.02 for the trade-in of a 2006 Chevrolet Van, and a 2010 Ford Van, and an additional \$770.00 for lettering bringing the final purchase price to the above quoted \$50,000.00. Delivery of vehicles will be prior to/for 2019-2020 school year.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Wagner - 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

NONE

Reports

Foundation Report Accepted

- A. MOTION by Mr. Mansberry SECONDED by Ms. Fallow to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$2,121.21.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Administrative Reports

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal
- b. Ms. Francine Kluck, Adult Education Site Supervisor

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

Faculty Conference Reports

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

- A. to acknowledge receipt of the conference report submitted by Brent Borzak, Principal, Margaret Kalogerakis, Coordinator of School Improvement, and Stephanie Barto, Marketing Instructors/Cooperative Education Instructor after attending the Integration Learning Conference: The School-to Career Connections November 13 - 16, 2018 at Penn State University, State College, PA.
- B. to acknowledge receipt of the conference report submitted by Anthony (A.J.) Burke, Culinary Arts Instructor after attending the Walnut Hill College Educators Workshop December 7, 2018 at Penn State University, State College, PA.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motions carried.

Next Regularly Scheduled Meeting:

Thursday – February 21, 2019

Adjournment

Mr. Mansberry moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:17 PM.

Christina A. Graver
Joint Operating Committee Secretary