

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
February 21, 2019

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - February 21, 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 6:10 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 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. 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Mr. Raniero Marciante, 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. William Mansberry, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Shay Wagner, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jonathan J. Cleaver, 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: Ms. Francine Kluck, Adult Education Site Supervisor, Mr. Robert Pathroff, Electrical Distribution Instructional Aide; Members of the Public: Mr. Jerry Fewans, Weatherly ASD Board Member, Ms. Chrissie Houser, Weatherly ASD Parent, Mr. Al Kislán, Weatherly ASD Parent, and Mr. Matthew VonFrisch, Weatherly ASD 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 January 17, 2019 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer's Report (January 2019)

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to approve the Treasurer's Report for January 2019 showing a final balance of \$7,749,284.92 in the General Fund, and \$71,023.14 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"/>
Ms. 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. 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"/>
Ms. 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 Reports

- A. Director's Report - Mr. Dave Reinbold, Administrative Director
- B. Principal's Report - Mr. Brent Borzak

- Mr. Rob Pathroff - Electrical Distribution and Automation/Electrician Instructional Aide
Mr. Borzak introduced Mr. Pathroff an instructional aide who has just completed filling in a long-term teacher position. Mr. Borzak said he's done a super job and there was never a problem during the four months he covered.
Mr. Pathroff shared that he is a CCTI (formerly CCAVTS) graduate from the electronics program. He's been on staff for 23 years, 16-17 of those years in the electrical program. He said that his goal in filling in for teacher Mr. Cope was to not have any gaps in the learning process. He feels a very smooth transition was made and now as Mr. Cope has returned, they are again smoothly transitioning with the students losing no learning time.
Mr. Reinbold shared that Mr. Pathroff has an Associate's Degree and that all of our instructional aides are very well qualified in our technical areas.

Mr. Pathroff said that he is very proud to be instructing at CCTI.

Mr. Gryzik thanked him for sharing his expertise in the classroom and passing along his wisdom. Ms. Fallow stressed that his expertise enriches the education the students are receiving and that he is a role model in the classroom giving them a clear idea of the path to their future. She also thanked Mr. Pathroff.

Mr. Reinbold added that Rob also plays in a band and often plays along with the CCTI "band." Although music is not part of the school curriculum, Mr. Reinbold feels it is important to offer a musical outlet to the students.

- The 2018-2019 school year has progressed in to the third marking period. There were over fifty students with perfect attendance in the second marking period. Throughout February, we will be celebrating Career and Technical Education Month at CCTI with various activities, including multiple presentations involving various social topics (cyber bullying, social media, distracted driving, acquaintance rape and drugs/alcohol/suicide). In addition, each school district's guidance counselors are invited to tour technical areas of their choice throughout the month. Each week students from each school will be recognized with a treat at lunch. CCTI has implemented the *Safe 2 Say Something* initiative and all staff and students were trained on it. There is planning and preparations for the upcoming SkillsUSA, DECA and HOSA state competitions. Health medical students will be taking their PA Nurse Aide exams on February 21st. Guidance and administration are currently gearing up for scheduling and anticipating the incoming applications in March.

C. Adult Education – Ms. Francine Kluck, Adult Education Site Supervisor

- **Course Offerings Spring/Summer 2019**

Heartsaver® First Aid and CPR/AED	Esthetician
Nurse Aide	Nail Technician
Pharmacy Technician	Forklift
Welding Technology	PA State Inspection Mechanic Certification
Introduction to Precision Machining	Small Gas Engine Repair
ServSafe® Exam	Auto Collision
Cosmetology	New! Air Conditioning Fundamentals
Refresher/Completion	New! Conversational Spanish
	GED Preparation Courses

- Program descriptions, orientations, and start dates are available at www.carboncti.org/adult-education; Spring/Summer 2019 schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

- **Outreach and Program Development Report**

- February 4 – Welding class started; 7 students
- February 4 – GED Student Orientation CCTI
- February 4 – Nurse Aide class started; 6 students
- February 5 – Air Conditioning Fundamentals started; 8 students
- February 6- Pearson Vue Testing Center Open
- February 21 – Nurse Aide Orientation
- February 27- Pearson Vue Testing Center Open

- **Program Development**

Adult Education is offering an OSHA Regulated Fork Lift Training April 25th, 4:00 - 8:00 p.m. CCTI's forklift operator training course covers the topics as specified in OSHA Regulation 29 CFR.1910.178 Section L. Forklift dynamics will be covered in detail including: safe operating procedures, location and function of controls, pre-use forklift inspection, safe refueling procedures, hazards encountered in the workplace, operations/limitations of the forklift, load stability/ manipulation, and pedestrian traffic. Certificates of completion and wallet cards will be issued upon successful completion of the course. Must be 18 years old to attend. Tuition: \$175/person

- **Grant Report - GED Classes**

March 27th GED spring graduation planned - six students have passed their GED exam while attending CCTI's GED classes in partnership with Lehigh Carbon Community College. CCTI had the first GED graduate from the Carbon County Prison.

- GED exam scholarships awarded - 16 GED modules to date.

- D. Building and Grounds Report - Mr. Ken Walters, Supervisor of Buildings and Grounds
- Mr. Walters, speaking of snow removal, said that his staff has been doing a fantastic job and the equipment is holding up well.
 - He mentioned that a member of his staff is currently taking the Adult Education HVAC course of which Ms. Kluck spoke.
 - The house project is going well. The first ½ of the unit is approximately 70% complete and will be moved outside within the next month at which time work on the 2nd box will begin.
 - Mr. Walters spoke about some up-grades currently underway at the school as well as some that are projected over the next few years including up-grades to security, roofing of maintenance garages, concrete & paving, and landscaping to name a few.
- E. Business Administrator's Report - Mr. Jeffrey P. Deutsch, Business Administrator
- Mr. Deutsch shared that the 2019-2020 budget has been approved by the Palmerton Area and Panther Valley School Districts and that he and Mr. Reinbold are planning to attend meetings for Jim Thorpe Area, Weatherly Area, and Lehigh Area School Districts to answer any questions they may have regarding the budget.
 - Ms. Fallow thanked Mr. Deutsch and Mr. Reinbold for attending their board meeting and answering questions that members had. She said that their explanation was very clear and that they provided a very good presentation. She encouraged the other JOC members to invite them to their school board meetings if their home members have questions.
 - Mr. Gryzik also thanked Mr. Reinbold and Mr. Deutsch for attending Weatherly's board meeting and answering their questions.

Items of Business

Personnel

Authority Member Acknowledged

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to acknowledge receipt of the Letter of Appointment to the Carbon Career & Technical Institute Authority (5 Year Term – January 2019 through January 2024):

Palmerton Area School District – Mrs. Darlene Yeakel

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

Motion 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 #10789 for 5 hours per week beginning January 24, 2019 through February 21, 2019.

Welding Competition Attendance Approved

- B. that two (2) CCTI Welding Technology students attend the Lehigh Valley AWS Student Welding Competition on March 1, 2019 at Northampton Community College, Bethlehem, PA. Mr. Thomas Bartholomew, Welding Technology Instructor will chaperone this event.

SkillsUSA State Leadership Conference Attendance Approved

- C. that sixty-three (63) CCTI students attend the SkillsUSA State Leadership Conference (competition) April 10-12, 2019 in Hershey, PA at a cost not to exceed \$20,974 to cover registration, transportation, and lodging expenses.

SkillsUSA State Leadership Conference Chaperones Approved

- D. that Kevin Kuehner, SkillsUSA Advisor, Lisa Walck, Jeff Hazelton, Chris Graver, Scott Bartholomew, SkillsUSA Assistant Advisors and one (1) additional approved chaperones be approved as chaperones for sixty-three (63) CCTI students participating in the SkillsUSA State Leadership Conference (competition) April 10-12, 2019 in Hershey, PA at a cost not to exceed \$3,113 to cover registration, transportation, and lodging expenses.

Health Medical Field Trip Approved

- E. MOTION by that twenty-four (24) Health Medical students visit Ellis Island on April 24, 2019. Mrs. Michele Dominic, Health Medical Instructor, Mrs. Autumn Frey, Health Medical Instructional Aide, and Mrs. Peggy Kalogerakis, Coordinator of School Improvement will chaperone this event.

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

2019-2020 Freshman Exploratory Program Admission Requirement Acceptance Totals & Exceptions Set

- F. to set the number of students who meet the 2019-2020 admissions requirements to the Freshman Exploratory Program at ten (10) per sending school district with the following exceptions:
 1. Students who meet the admissions criteria and/or students who completed a 6th, 7th, or 8th grade Career Academy will be given priority to enter the programs.
 2. Freshmen who commit to enrolling in low enrolled courses exclusively, and are accepted will not count toward their districts allotment of slots. Courses will be designated to be low enrolled after applications are received. Students will not be permitted to enroll in the Health Medical program as a freshman.

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"/>
Ms. 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

2019-2020 Proposed Operating Budget Resolution Acknowledged

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to acknowledge receipt of the Resolution pertinent to the 2019-2020 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$8,528,961 as follows:

Panther Valley School District

Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

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"/>
Ms. 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.

MOTION by Ms. Wagner, SECONDED by Mr. Gryzik that the following motions be tabled:

- B. to approve the CCTI Capital/Instructional Equipment Plan as presented.
- C. to authorize the following 2018-2019 Budgetary transfer:

From: 10-5900 CCTI General Fund-Budgetary Reserve/Fund Balance \$1,950,000.00

To: CCTI Capital Projects Fund \$1,950,000.00

- D. to authorize the transfer of funds in the amount of \$1,950,000 from the CCTI General Fund to the CCTI Capital Projects Fund for future CCTI building and equipment needs.

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"/>
Ms. 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 tabled.

Exam Fee Contributions Approved

- E. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow that CCTI contribute an amount not to exceed \$45 (approximately half of the total cost) toward AP exam fees for eligible students testing within the 2018-2019 school year, and that CCTI contribute the \$15 per exam fee for students taking the PSAT exam within the 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. 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"/>
Ms. 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.

Buildings & Grounds

Security System Additions Approved

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to approve the following security system additions to support student and school safety at a cost not to exceed \$18,000
- a. Extend the video surveillance system and install a PTZ camera with IR for Maintenance Building, license, installation, configuration into system, and testing. (\$3,500.00)
 - b. Extend the access control network to transmit audio from the paging system out to the Upper Field and Storage Garages with wireless bridge, converters, powered speakers (\$2,750.00)
 - c. Extend the access control network to the Carbon Career and Technical Institute Maintenance Buildings. (\$7,888.00)
 - d. Replace aging USB badge printer with a network badge printer. DTC1250e base model USB printer, dual side, three year printer warranty (\$2,003.00). Does not include installation.

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"/>
Ms. 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

- A. MOTION by Ms. Wagner, SECONDED by Mr. Gryzik to accept the position description of Facilitator of Special Education, as presented this evening.

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"/>
Ms. 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.

Reports

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

Note: The balance in this account stands at \$2,125.20.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Wagner 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 – March 21, 2019

Adjournment

Mr. Gryzik moved, seconded by Ms. Wagner, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:18 PM.

Christina A. Graver
Joint Operating Committee Secretary