

Carbon Career & Technical Institute
Joint Operating Committee Agenda

Regular Meeting
June 20, 2019

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. Jeffry 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. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Raniero Marciante, 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. William Mansberry, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Shay Wagner, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jonathan J. Cleaver, 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 May 23, 2019 Re-Scheduled Regular Meeting. (Encl. 1)

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

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

VII. **Approval of Treasurer's Report (May 2019)**

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for May 2019 showing a final balance of \$5,359,254.10 in the General Fund, and \$68,462.19 in the Student Activities Account. (End. 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. Camp/Activities/Slide Show
- B. Principal's Report - Mr. Brent Borzak
- C. Adult Education Report - Ms. 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 – Mr. Jonathan J. Cleaver, Lehigh Area School District Superintendent

X. **Items of Business**

Personnel

- A. Election of CCTI Joint Operating Committee Treasurer for a one-year term – effective July 1, 2019 through June 30, 2020:

_____ nominates _____ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by _____.

_____ nominates _____ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by _____.

MOTION by _____, SECONDED by _____ to close the nominations for the office of Treasurer.

Note: Jeffrey Deutsch presently serves in this position.

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

The Secretary casts the ballot electing _____ as Treasurer.

- B. MOTION by _____, SECONDED by _____ to appoint Robert T. Yurchak, Attorney at Law (Nesquehoning, PA), as the Joint Operating Committee Solicitor for the 2018-2019 fiscal year at a retainer of \$7,000 and \$100 per hour for extra work done. The annual retainer shall include those items specified in the Scope of Services and Compensation Agreement.

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

- C. MOTION by _____, SECONDED by _____ to continue the employment of Ms. Angelique Yaich as Instructor for the Carbon Alternative High School Diploma Program – 32 hours/week, 200 days, AM and PM Class Sessions, with those fringe benefits as required by law and appropriate health care coverage, at the rate of \$31.00/hour. For the school term 2019-2020 the employee shall contribute \$90.00/month toward health care expenses, effective July 1, 2019.

Note: There will be no deduction from the CCTI General Fund. Many Carbon County out of school youth are serviced by this program.

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

- D. MOTION by _____, SECONDED by _____ to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2018-2019 school year and based on the job description:

DECA – Stephanie Barto
 DECA Assistant – Sandra Kohutka, Jane Farkas
 HOSA – Michele Dominic
 DECA/HOSA/SkillsUSA Assistant – Scott Bartholomew
 National Technical Honor Society – Jeremy Pease
 Rotary Interact Community Service Club – Margaret Kalogerakis
 SADD/Aevidum – Rebecca Schaeffer
 Senior Class – Stephanie Barto
 SkillsUSA – Kevin Kuehner
 SkillsUSA Assistant – Chris Graver, Jeffrey Hazelton, Lisa Walck
 Student Council – Margaret Kalogerakis
 Student Forum – Phillip Strubinger
 Underclass – Kimberly Bittle
 Yearbook – Maritza Reinbold

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"/>

- E. MOTION by _____, SECONDED by _____ to reaffirm the following individuals as Teacher Mentor for the 2018-2019 school year at the established stipend of \$750.00, pro-rated as indicated below:

Michael Baumgardt – Dylan Hofmann, Physical Education Teacher
 Kevin Kuehner – Thomas Bartholomew, Welding Instructor

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"/>

F. MOTION by _____, SECONDED by _____ to approve the SADD/ Aevidum advisor salary of \$2,300 for the 2019-2020 school year.

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

G. MOTION by _____, SECONDED by _____ to approve the following individuals effective July 1, 2019 through June 30, 2020:

- Colleen Gooch as Adult Education Nurse Aide Instructor and Nurse Aide Coordinator @ \$33.00 per hour
- Tonia Schaeffer as Adult Education GED Instructor @ \$21.25 per hour
- Donna Valent as Adult Education GED Aide @ \$12.75 per hour
- Deborah Enterline as GED Examiner @ \$20.00 per hour

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

H. MOTION by _____, SECONDED by _____ that substitutes be employed to assist our custodial/maintenance staff beginning July 1, 2019 at the approved 2019-2020 substitute rate, not to exceed 336 total hours.

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

I. MOTION by _____, SECONDED by _____ to approve the Occupational Advisory Committee members, as presented.

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

J. MOTION by _____, SECONDED by _____ to approve Tammy Marshall as an assistant for the non-traditional summer camp (June 17 - June 27, 2019) at \$25.00 per hour.

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

K. MOTION by _____, SECONDED by _____ to approve the following instructors for the summer math academy at their hourly per diem rate:

Kimberly Bittle
Diane Hyjurick
Kevin Sowa

Note: The academy will run July 29 through August 8, 2019, Monday-Thursday from 9:00 a.m. 12:00 p.m.

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 _____ to grant approval to operate a GED testing program for the 2019-2020 school year at the CCTI school site.

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

B. MOTION by _____, SECONDED by _____ to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

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

C. MOTION by _____, SECONDED by _____ that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be renewed and executed for the 2018-2019 Fiscal Year, as presented:

(Encl. 4)

Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA
Blue Mountain Health Systems/Gnaden Huetten Memorial Hospital and The
Summit, Palmerton/Lehighton, PA
Office of Dr. Jayendra Patel, Jim Thorpe, PA
Heritage Hill Senior Community, Weatherly, PA
The Village at Palmerton, Palmerton, PA
Guardian Eldercare DBA Weatherwood Nursing Home & Rehabilitation Center
Maple Shade Meadows Senior Living, Nesquehoning, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements are identical.

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

- D. MOTION by _____, SECONDED by _____ that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Department PA-Approved Certified Nurse Aide Training Program be renewed and executed for the 2018-2019 Fiscal Year, as presented (Encl. 5)

Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA
The Summit, Lehighton, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements is identical.

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

- E. MOTION by _____, SECONDED by _____ that approval be granted to submit the Carl Perkins Career and Technology grant to the PA Department of Education for the year 2019-2020 in the amount of \$136,681.

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

- F. MOTION by _____, SECONDED by _____ to approve the Occupational Advisory Committee minutes, as presented.

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

- G. MOTION by _____, SECONDED by _____ to purchase a Promethean 70" ActivPanel at a cost of \$4,733.18.

Note: This purchase would be for one of our science labs.

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"/>

- H. MOTION by _____, SECONDED by _____ that Jeremy Pease, Drafting and Design Technology Instructor attend AutoDesk Revit Architecture Essentials Training, July 23-25, 2019 through Synergis Engineering Design Solutions, Quakertown, PA at a total cost of \$1,462.44 to cover registration, lodging, meals, and mileage.

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"/>

Budget & Finance

A. MOTION by _____, SECONDED by _____ to authorize the Administrative Director to approve bills for payment from June 1 - June 30, 2019, the close of the 2018-2019 fiscal year.

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

B. MOTION by _____, SECONDED by _____ to authorize necessary 2018-2019 Budgetary Transfers as a result of the final payment of bills for the close of the 2018-2019 fiscal year. Authorization is contingent upon final approval of the CCTI Joint Operating Committee at its next regularly scheduled meeting.

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

C. MOTION by _____, SECONDED by _____ that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2019-2020 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at a cost not to exceed \$2,013.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past thirteen years.

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"/>

Buildings & Grounds

NONE

Administrative

NONE

XI. Reports

A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 6)

Note: The balance in this account stands at \$2,136.85.

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

XII. Administrative Reports

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

a. Mr. Brent Borzak, Principal (End. 7)

b. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 8)

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

XIII. Old Business

XIV. New and Miscellaneous Business

Faculty and Conference Reports

A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Scott Bartholomew, Special Education Teacher after attending the 47th Annual Special Education Law Conference May 10, 2019 at Lehigh University, Bethlehem, PA. (Encl. 9)

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

XV. Next Regularly Scheduled Meeting: Thursday – July 20, 2019

XVI. Adjournment