

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Re-Scheduled Regular Meeting
May 23, 2019**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – May 23, 2019** 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 6:10 PM with the Secretary being present.

| | Present | Absent |
|--|-------------------------------------|-------------------------------------|
| Mr. Gerald Strubinger, Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mr. Andrew Yenser, Member | <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input 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. 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ms. 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: Morgan Neumann (grade 12, Marketing, Lehighton ASD); CCTI Staff: Mrs. Kimberly Bittle, Teacher/Underclassmen Class Advisor, Mr. Francis (Frank) DeMatto, School Police Officer, Mrs. Anna Leigh Conway, Science Teacher, Mrs. Christine Trovato, Facilitator of Special Education; Members of the Public: Ms. Chrissie Houser, WASD Parent, Mr. Al Kislak; Media Representation: Ms. Jennifer Lobasso, 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 April 15, 2019 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 (March & April 2019)

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

- A. to approve the Treasurer’s Report for March 2019 showing a final balance of \$8,647,330.16 in the General Fund, and \$79,932.01 in the Student Activities Account.
- B. to approve the Treasurer’s Report for April 2019 showing a final balance of \$8,519,471.14 in the General Fund, and \$76,974.57 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 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.

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 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 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

- Director's Report – Mr. Dave Reinbold, Administrative Director
 - Mrs. Anna Leigh Conway, Science Teacher
 - Mr. Borzak nominated her for Da Vinci Science Center Teacher Excellence Award. This involved a questionnaire in which Mr. Borzak noted Mrs. Conway's accomplishments. Mrs. Conway was chosen as one of the top three teachers from across Pennsylvania and New Jersey. She then was interviewed by a panel of stake holders from the Da Vinci Science Center. Upon the announcement of her winning, she was invited to a black-tie gala at Steel Stacks in Bethlehem where she received a lifetime family membership to the Da Vinci Science Center as well as a monetary award. She said this was a very humbling experience and thanked Mr. Borzak for nominating her for such a prestigious award. Mr. Borzak thanked her for everything she does and has done. The members of the Joint Operating Committee congratulated Mrs. Conway on her achievement.
 - Mrs. Conway then went on to discuss some of the accomplishments she has achieved to earn the nomination and award:
 - One of three schools in the county that does "trout in the classroom." She has an interesting standpoint as she coordinates with as many of the trade areas that she can. She utilizes aquaponics in their tank where they grow herbs for culinary arts, uses the fish tank to fertilize the school garden, did a cooperative lesson with welding and HVAC turning a mini fridge into a live well (runs on a battery back-up or the cigarette lighter in the vehicle keeping water aerated and cool) to transport the trout.
 - When she first started teaching at CCTI 10 years ago the school did not have an Envirothon program. She started one and now successfully takes about 20 students to the Carbon County Envirothon every year.
 - Student Representative – Morgan Neuman (senior marketing student, LASD)
 - Morgan added that as a student in Mrs. Conway's class she has learned many things regarding conservation and is much more conscientious of her daily actions. Morgan then distributed the gift of a t-shirt to Mr. Reinbold and Mr. Borzak on behalf of the field biology class and Mrs. Conway. The t-shirt design was created by students in the field biology class with the assistance of a graphic design student, Gibby Smith. She then reported on the following student activities:

SADD/Aevidum

- Will be having a dress down day on Friday May 24th in honor of Memorial Day. The cost is \$5. All participants will be wearing an American flag sticker. Proceeds will be going to Jeans for Troops.

Student Council

- March was a fantastic month – we raised over \$800 in our annual penny wars, the proceeds will be presented to the Bo Tkach Foundation.
- Pull tab collection will come to a close at the end of May. All the tabs will be sent to the Shriners Hospital for their recycling endeavors,

which helps offset their transportation costs, for patients. The Technical area with the greatest amount by weight will receive a pizza party compliments of Mrs. Debra Mickey.

- Next event will be a kick ball tournament, for seniors only.
- Annual Talent show will be June 6th.

Interact Rotary Club

- Continue to raise funds by selling root beer floats during lunch. Proceeds from that will be going to the Jim Thorpe Rotary Club in memory of Randy Smith.
- The Little Library project is completed and arrangements are in process to install in Jim Thorpe at Memorial Park.

○ Welding Certification

- Mr. Reinbold reported that this was the first year that CCTI offered AWS welding certification in our welding class. Six of the seven students tested received their AWS level 1 (D1.1) industry standard certification. WTTI (Welder Training & Testing Institute) certified the area as a testing center. A tester came to the school, tested the students, took the finished products for testing, and sent back the final results.

○ In-service Days

- Mr. Reinbold explained that CCTI had an in-service day in April and in May. On those days seniors only, reported to the school for NOCTI testing (written exam in April, performance exam in May). The students are tested while no other students are in the building and no classes are in session. The students are offered a ride (to and from the school) if needed, and given breakfast prior to starting the testing. Mr. Reinbold stated that “we try to make the testing experience a good experience.” Our students historically do very well. Last year 96% scored advanced or competent (the state average being in the low 80’s). Mr. Borzak added that we always have 100% attendance for the NOCTI exam, as well. Mr. Reinbold agreed that in the past 4 years that the school has been doing this, there has never been a student that did not show up. Outside evaluators are brought in allowing the CCTI staff the opportunity to partake in multiple in-service activities. Some of which were as follows:
- The Comprehensive Planning meeting was attended by JOC member Kathy Fallow. We are currently at the midpoint year of the Comprehensive Plan (last was completed in 2016 with the next slated for 2022 - 2019 being the midway year). The staff development goal was reviewed. The team listed over 100 different staff development activities that teachers had taken part in over the past few years and then evaluated each one to see if they fit into certain categories to meet criteria received from the Comprehensive Planning Committee for

staff development activities. After ranking each one the team decided to not make any changes but continue on as planned.

- The Wellness Committee met and decided they wanted to do some activities for the staff as well as those planned for the students. Some ideas were to have someone come in and teach yoga to the staff, Zumba lessons, and kickboxing lessons. Use of the school's fitness center is also encouraged. For the students CCTI has already had a walk-a-thon, a jump rope-a-thon, golf tournament, bowl-a-thon, and a 5K. Mr. Reinbold said "we like to incorporate fundraisers that are activities, not just selling items - making them more fitness/wellness oriented." Mr. Borzak added that they also encourage our seated technical programs (drafting, computer areas, etc.) to get up and move. We encourage the instructors to call the main office to let them know they are going and then get out and take a walk around the building. Mr. Reinbold said that teachers will be told next year that they need to do this throughout the day with their students. Some other activities are:
 - Working with culinary arts and the school store to get away from sugary and unhealthy snacks and promote healthy snacks.
 - Culinary arts offered CPR and first aid training this year to complete not only another certification but also work in wellness/health & fitness.
 - Planning a basketball tournament.
 - Homeless presentation on some of the homeless initiatives.
 - Technology trainings. Relating to the Comprehensive Planning, surveys were sent to the staff to see what technology trainings were needed. Groups were then paired up with those members of the staff knowledgeable on a particular subject with the member(s) in need of the trainings (i.e. recording lessons and storing on YouTube for viewing by students who missed the lesson, building/teaching how to build a website, 3-D printing, etc.).
 - Special Education trainings.
- Class Advisor (grades 9, 10, and 11) - Mrs. Kim Bittle
 - She is completing her third year as the underclassmen advisor. When starting in the position she wanted to come up with new and inventive ideas to make the classes successful. Now, with more 9th graders she has implemented a class officer to afford her a "go-to person" as she does not see many of them in her classroom. This has been successful. In an attempt to move away from donut and candy-type sales, she came up with some new ways to fundraise as follows: Nature's Vision & Uncle Jerry's T's catalog sales, Fun Pasta sales, Pizza Hut Fundraiser Night, Giant Rewards, etc. She then thanked the JOC members for the opportunity to serve as advisor. Mr. Borzak complimented Kim for her unique and creative ideas and thinking outside the box when

coming up with her fundraising activities. He shared that she is very motivated and is certified in, and teaches multiple subjects.

- SkillsUSA
 - Mr. Reinbold mentioned at the last meeting that at the state competition we medaled in 15 competitions – the 2nd highest in the state. The school that won the most number of medals in the state was Lancaster County with 1200 students and over 30 programs. For such a small school, it was impressive to have the 2nd highest number of medals. He shared that 2 Weatherly students (Ashton Gerhard – CNC Turning Specialist and Braden Markovchick – CNC Technician), 2 Palmerton student (Adrian Holthausen – Industrial Motor Control and Hannah Dorward – Promotional Bulletin Board, team of 3), 2 Lehighton students (Dakota Iwasiuk – Interactive Apps & Video Game Design, team of 2 and Chaya Jones – Promotional Bulletin Board, team of 3), 1 Panther Valley student (Daphnie Morris – Promotional Bulletin Board, team of 3) will be going to nationals. Jason Walck of Jim Thorpe placed first in Precision Machine in a state only event that does not advance to national competition. CCTI will be very well represented again this year at nationals.
- Facilitator of Special Education – Mrs. Christine Trovato
 - Christine introduced herself and thanked the JOC for her appointment. She shared that Monday of this week was her first official day. Mr. Borzak has included her in disciplinary meetings and she and Ms. Porter have been reviewing applications. She has also participated in intake and parent meetings. Upon her appointment at the end of March, the Jim Thorpe Area School District was kind enough to allow her to come over to CCTI 2-3 afternoons a week to shadow Ms. Porter. She shared that this was a very good experience and that like in any school district, this is a very busy time of the year. This gave her the opportunity to take part in the intake process. She thanked the Jim Thorpe representatives for that opportunity and expressed looking forward to working with the JOC and CCTI administration offering to share up-dates/presentations upon request. Christine has two sons who have graduated from CCTI and one currently attending.
- Principal’s Report – Mr. Brent Borzak
 - CCTI students and staff are very busy as we near the end of another successful school year:
 - NOCTI written exams and performance exams have all been completed.
 - Advanced Placement Literature and Calculus exams area finalized.
 - Keystone exams have been administered starting the week of May 13th.
 - CCTI Prom took place on May 17th at Hideaway Hills Country Club.
 - Senior Awards Ceremony took place on the evening of May 22nd.
 - School community is in preparation for the upcoming graduation ceremony at Jim Thorpe High School on June 11th. Graduation practice will be held on

June 7th and 10th.

- Students' last day is June 11th.
 - Preparing for the end of the year in-service days of June 12th and 13th.
 - Administration and guidance continuing to work on scheduling for the 2019-2020 school year.
- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - Organizing my team and vendors for our summer activities.
 - Completed several small springtime operational items including landscaping, concrete and asphalt restoration. This addressed several safety concerns.
 - Setting up, breaking down and transporting students for Graduation practice and ceremony for June 11th.
 - Summer schedule has been developed and posted to support SHINE/non-traditional and summer cleaning activities. Maintenance staff will be onsite from 6-4 daily.
 - Summer supplies have been ordered and delivered to complete the cleaning and waxing of all classrooms and hallways.
 - Fire alarm, security, and intercom yearly preventative maintenance has been scheduled for Fridays in June not to interfere with SHINE/Non-traditional camp.
 - Window cleaning is scheduled for July
 - Auto service lift re-certification is scheduled for August.
 - Water softener system preventative maintenance is scheduled for July
 - Kitchen, auto body paint booth, fire extinguishing systems inspection and certification are scheduled for June and July. Hand held fire extinguisher inspection and certification is scheduled for July. These services will be provided by Keystone Fire Protection Company. Consolidating and negotiating these services for the next three years resulted in a \$3K savings.
 - Will transport students to Philadelphia airport for both HOSA and SkillsUSA national competitions.
 - Vehicle fleet semiannual inspections will be dropped off on June 28th and completed the first week of July to accommodate the SHINE/Non-traditional program
 - Working with PPL we'll be upgrading our parking lot lights to LED in June resulting in a \$20 per savings month over month going forward.
 - The house project continues to allow students the opportunity to work on a live project. Students have completed 60% of the 2nd half and rough in inspection will be scheduled with the state early 2019-20 school year.
 - Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - As of now, three of our sending school districts have approved the CCTI 2019-2020 budget. To approve the budget per school code, four district approvals are needed. A discussion followed.
 - Superintendent of Record Report – Mr. Jonathan J. Cleaver, Lehigh Area School District Superintendent
 - Schools are getting ready for graduation. It is the end of the year and there is a lot going on.
 - Clarence Smoyer, a World War II veteran presented at Lehigh as part of a Veterans Day celebration. Mr. Cleaver complimented Mr. Ron Rabenold, Lehigh

- teacher and local historian on another wonderful job preparing for and implementing the presentation together.
- Mr. Cleaver suggested the possibility of investigating a consortium among the five sending schools and CCTI for ordering common general maintenance/every day supplies for cleaning, maintenance, etc.

Items of Business

Personnel

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

Substitute Approved

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

Joseph Hedash - Teacher

Letter of Resignation Accepted

- B. to accept the letter of resignation from Dennis Starry, Auto Collision Repair Instructor, effective June 30, 2019, as presented.

Letter of Resignation Accepted

- C. to accept the letter of resignation from Robert Pathroff, Instructional Aide, effective August 2, 2019, as presented.

Summer Camp Instructors Approved

- D. to approve the following instructors and assistants for the summer camp (June 17 - June 27, 2019) at the rates as follows:

| \$30.00 per hour | \$25.00 per hour |
|-------------------------|-------------------------|
| Anthony (A.J.) Burke | Walter O'Donnell |
| Joseph Farkas | Ashleigh Rehrig |
| Autumn Frey | Maritza Reinbold |
| Jeffrey Hazelton | Rebecca Schaeffer |
| Michele Klock | Michele Troutman |
| Michael Lewis | |
| Harold Resh | |
| Lisa Walck | |

Teacher Mentors Appointed

- E. that the following Teacher Mentors be appointed (as needed) for the 2019-2020 school year at the established stipend of \$750.00:

Jane Farkas – Academic Teacher
Lisa Walck – Technical Instructor

Homebound Instruction Hourly Rate Approved

- F. to approve the hourly rate for Homebound Instructor for the 2019-2020 school year on an as-needed basis at \$30.00.

Additional Days Approved - Part-Time Cooperative Education Coordinator

- G. that Stephanie Barto, Part-time Cooperative Education Coordinator, be employed for a period of ten (10) days, during the summer 2019, at her per diem rate.

Note: Mrs. Barto will supervise a number of secondary and other students at cooperative education placements, as well as develop additional placements for our students within and outside Carbon County.

Additional Days Approved - Guidance Counselor

- H. that Eugene Colosimo, Guidance Counselor, be employed for a maximum of eighteen (18) days, during the summer 2019, at his per diem rate.

Note: Mr. Colosimo will assist with the coordination of summer student enrollments from the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties as assigned by the Principal and the Administrative Director.

Additional Days Approved - Culinary Arts Instructor, Culinary Arts Instructional Aides, Graphic Design Instructional Aide

- I. that the following individuals be approved two (2) additional work days, prior to August 21, 2019 at the individual's per diem rate:

Anthony (A.J.) Burke, Culinary Arts Instructor
Ashleigh Rehrig, Culinary Arts Instructional Aide
Maritza Reinbold, Graphic Design Instructional Aide
Michele Troutman, Culinary Arts Instructional Aide

Note: This time will be devoted to preparing for cafeteria production services for the new school year and preparing signage for CCTI and sending schools.

Building Substitute Approved

J. to approve Phillip Strubinger as the Building Substitute effective August 21, 2019 through the close of the 2019-2020 school year at the approved daily rate.

Substitute Custodian/Maintenance/Groundskeeper/Cleaner Personnel Approved

K. that the following substitute Custodian/ Maintenance/Groundskeeper/Cleaner Personnel be approved, effective May 24, 2019 through June 2020:

- | | |
|-----------------------|-----------------|
| Stephen Brili | Frank Olmstead |
| Heather Cassidy | Robert Pathroff |
| Frank DeMatto | Ashleigh Rehrig |
| Autumn Frey | John Rogers |
| Christopher Gallagher | Stacie Strack |
| Jeffrey Hazelton | Douglas Witt |
| Tammy Marshall | Donald Yorgey* |
| Donald McGorry | Sherry Yorgey |
| Walter O'Donnell | |

Note: *Pending receipt of all mandated clearances.

Substitute Van/Bus Driver Hourly Rate Approved

L. to approve the hourly rate for substitute van/bus driver of \$20.00 through June 2020.

Substitute Van/Bus Drivers Approved

M. that the following individuals be contracted as a substitute van/bus driver at the approved rate through June 2019:

- | | |
|-----------------------|--------------------|
| Heather Cassidy | Robert Pathroff |
| Christopher Gallagher | Elizabeth Schlecht |
| Joseph Gorski | Eric Schlecht |
| Katherine Holton | Stacie Strack |
| Lynn Jo Kester | Donald Yorgey* |
| Frank Olmstead | Sherry Yorgey |

Note: *Pending receipt of all mandated clearances.

Substitute S.H.I.N.E. Van/Bus Drivers Approved

- N. that the following individuals be approved as substitute S.H.I.N.E. van/bus drivers at a rate of \$30 per run through June 2019:

| | |
|-----------------------|----------------|
| Jeffrey Donadi | Lynn Jo Kester |
| Christopher Gallagher | Sandra Kohutka |
| Joseph Gorski | Frank Olmstead |
| Christina Graver | Taryn Stewart* |
| Katherine Holton | |

Note: *Pending all mandated clearances.

Local Homeless Education Liaison Appointed

- O. to appoint Christine Trovato as the local Homeless Education Liaison for CCTI.

School-Wide Co-Curricular Activities and Student Club/Organization Advisors Approved

- P. to approve the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2019-2020 school year:

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 - Jeffrey Hazelton, Nathaniel Rinda, Lisa Walck
Student Council - Margaret Kalogerakis
Student Forum - Phillip Strubinger
Underclass - Kimberly Bittle
Yearbook - Maritza Reinbold

Salary Adjustment Approved

Q. that the 2018-2019 salary for the following individual be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Jean Bales, Social Studies Teacher
\$60,381 - 2018-2019 Salary
+ 900 - Master/M. EQU +15
\$61,281 - Adjusted 2018-2019 Salary

| 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 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. Gryzik, SECONDED by Mr. Obert that the following motions be approved:

Homebound Instruction Approved

A. that half-time homebound instruction be approved for student #11093 beginning April 16, 2019 through June 11, 2019.

Use of Instructional Area(s) Approved

B. to grant permission to the CLIU #21 for use of a designated instructional area(s) to operate Life Skills Support Classes at the CCTI facility for the 2019-2020 school year.

Reasonable Assurance Notification Approved

C. to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a "reasonable assurance" their position will be available to them again when school re-opens in August 2019.

National Automotive Technology Competition Attendance Approved

D. that two (2) Auto Service Technology students attend the National Automotive Technology Competition April 22-24, 2019 in New York City, NY chaperoned by Mr. Harold Resh, Auto Service Technology Instructor.

Field Trip Approved

- E. that twenty-one (21) Advanced Placement students attend the Metropolitan Museum of Art May 24, 2019 in New York, NY chaperoned by Mrs. Katherine Baumgardt, AP English Teacher, Mr. Justin Pshar, AP Calculus Teacher, and Mr. Kevin Sowa, Math Teacher.

Field Trip Approved

- F. that twenty-five (25) Graphic Design students attend the Franklin Institute June 3, 2019 in Philadelphia, PA chaperoned by Mrs. Michele Klock, Graphic Design Instructor and two additional approved chaperones.

National Leadership and Skills Conference Attendance Approved

- G. that eight (8) students attend the 55th annual National Leadership and Skills Conference (competition) June 24-29, 2019 in Louisville, KY chaperoned by Mr. Kevin Kuehner, SkillsUSA Major Advisor at a cost of \$11,692.00 to cover the cost of registration, transportation, and lodging.

Welding Technology Lab Purchase Approved

- H. to purchase a 40-ton Electric Shop Press for the Welding Technology lab at a cost of \$5,107.33.

Note: This purchase was recommended by Occupational Advisory Committee members.

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 - Lehigh | <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 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

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

Depositories Approved

- A. to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2019-2020 Fiscal Year:
- Mauch Chunk Trust Company
 - General Fund Account, Activities Fund Account, Payroll Account
 - PLGIT (Pennsylvania Local Government Investment Trust)
 - House Building Renovation Account, Capital Projects Account, Scholarship Trust Fund, General Fund, CCTI Foundation Account, CCTI Building Renovation/Expansion fund)
 - INVEST (PA Treasurer Program for Local Governments)
 - General Fund
 - Jim Thorpe National Bank
 - General Fund

Cooperative Arrangements for Purchasing Participation Approved

- B. to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2019-2020 fiscal year through the following:
- Carbon Lehigh IU #21
 - Central Susquehanna IU #16

National School Lunch Program and U.S.D.A. Commodities Program Participation Approved

- C. to grant permission to participate in the National School Lunch Program and the U.S.D.A. Commodities Program for the 2019-2020 school year.

Flexible Plan Benefits Amendment Approved

- D. to amend the Section 125 Flexible Plan Benefits Plan, effective July 1, 2019 to continue the Medical Plan Cash Opt-Out Election of \$300.00 per month (waive Family Medical Plan) and \$200.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years. Buyout amount is the same as 2018-2019.

Auditor Appointed

- E. to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2019-2020 fiscal year, effective July 1, 2019, at an annual fee of \$17,500.

Note: The audit covers CCTI, as well as the school foundation and authority.

Adult Education Program Proposed Operating Budget Approved

F. to approve the 2019-2020 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$128,400.

Carbon Alternative High School Diploma Program Proposed Operating Budget Approved

G. to approve the 2019-2020 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$240,000.

Carbon Alternative High School Diploma Program Tuition Rate Approved

H. to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$8,000 per year for the 2019-2020 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$40.00.

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 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.

Buildings & Grounds

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

BAS Software Up-date Proposal Approved

A. to approve the proposal to update the BAS (Building Automation System) software from Trane at a cost of \$58,890.00, per the Capital Plan.

Note: The BAS software controls the HVAC system for the building.

Domestic Hot Water Boiler Replacement Approved

B. to approve the proposal to replace the domestic hot water boiler from McClure Company at a cost of \$86,321.00, per the Capital Plan.

Main Domestic Water Line Replacement Proposal Approved

- C. to approve the proposal to replace the main domestic water line that services the entire school from McClure Company at a cost of \$59,700.00.

Note: This is an emergency repair not in the Capital Plan.

| 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 - Lehigh | <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 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.

Administrative

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

Technology in Education Legal Counsel Consortium Participation Approved

- A. to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium for the 2019-2020 fiscal year.

Note: Sweet, Stevens, Katz & Williams is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service typically falls between \$559.00 and \$792.00 based on the number of participants.

2019-2020 Carbon Alternative High School Diploma Program Class Schedule Approved

- C. to approve 2019-2020 class schedule for the Carbon Alternative High School Diploma Program as follows:

Summer 2019

Monday, July 8, 2019 – Monday, September 23, 2019 (50 days)

Fall 2019

Wednesday, October 2, 2019 – Monday, December 16, 2019 (50 days)

Winter 2020

Monday, January 6, 2020 – Thursday, March 19, 2020 (50 days)

Spring 2020

Wednesday, April 1, 2020 – Tuesday, June 16, 2020 (50 days)

Note: Snow/emergency days are made up at the end of each semester.

First Reading Policy #610 Approved

- C. to approve the first reading of the following CCTI policy, as presented:

#610 (Finances)

2019-2020 CCTI Student & Parent Handbook Approved

- D. to approve the CCTI 2019-2020 Student & Parent Handbook, 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 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.

Contract Approved – School Police Officer

- E. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to approve the contract for Francis DeMatto School Police Officer, 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 type="checkbox"/> | <input checked="" 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 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.

Policy #249 Reviewed and Reapproved

- F. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger to review and reapprove policy #249 (Pupils) 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 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

Foundation Report Accepted

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

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

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0
Motion carried.

Administrative Reports

- A. MOTION by Mr. Yenser, SECONDED by Mr. Obert 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

NONE

Next Regularly Scheduled Meeting:

Thursday – June 20, 2019

Adjournment

Mr. Gryzik moved, seconded by Mr. Obert, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:36 PM.

Christina A. Graver
Joint Operating Committee Secretary