

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
August 15, 2019

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - August 15, 2019** for its 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 Substitute Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Wayne Gryzik, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Andrew Yenser, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Kathy Fallow, Member	<input checked="" type="checkbox"/> (Phone)	<input type="checkbox"/>
Mr. Chad M. Obert, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Elizabeth Porter, Facilitator of Special Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Christine Trovato, 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>

Others present: Media Representation: Ms. Jennifer Lobasso, Times News

The Committee met in Executive Session prior to the meeting to discuss personnel, litigation, and negotiation items.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Reports (June & July 2019)

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

- A. to approve the Treasurer’s Report for June 2019 showing a final balance of \$4,324,198.02 in the General Fund, and \$62,129.62 in the Student Activities Account.
- B. to approve the Treasurer’s Report for July 2019 showing a final balance of \$4,190,966.77 in the General Fund, and \$63,054.15 in the Student Activities Account.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Items of Business

Personnel

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

Attendance Officer Duties Assigned

- A. to assign Francis (Frank) L. DeMatto the duties of an attendance officer, in order to fulfill PA magisterial guidelines.

Adult Education Site Supervisor Appointed

- B. to appoint Francine Kluck Adult Education Site Supervisor effective September 5, 2019 through September 4, 2020, as presented.

Title IX and Section 504 Coordinator Appointed

- C. that Brent Borzak be appointed Title IX and Section 504 Coordinator for the Carbon Career & Technical Institute for the 2019-2020 school year.

Substitute PIMS Trainer/Coordinator Approved

- D. to approve Jeffrey Nietz as substitute PIMS Trainer/Coordinator with the CCTI Joint Operating Committee through August 2020 at a rate of \$40.00/hour.

Substitutes Approved

- E. that the below listed individuals be approved to substitute for the 2019-2020 school year at the established rates, as follows:

- Stephen Brili - Custodial/Maintenance/Groundskeeper/Cleaner*
- Richard Cannella - Tutor, Part-Time Integrated Reading Instructor
- Heather Cassidy - Teacher, Instructional Aide, Health/Medical, Chaperone, Van/Bus Driver*
- Donald Flexer - Teacher
- Autumn Frey - Teacher, Instructional Aide, School Nurse, Health/Medical, Chaperone/Volunteer
- Delmar Griggs - Teacher, Tutor, PT Integrated Math Instructor
- John Gunsser - Tutor, PT Integrated Math Instructor
- Dale Hook** - Custodial/Maintenance/Groundskeeper/Cleaner*
- Marlon Kohan - Teacher, Instructional Aide, Tutor, Part-Time Integrated Math Instructor
- Sandra Kohutka - Clerical*, Van/Bus Driver*, SHINE Driver*
- Tammy Marshall - Teacher, Instructional Aide
- Vasiliki (Bess) Mitsakos - Tutor
- Heather Mullen - Clerical*, Chaperone, Van/Bus Driver*, SHINE Driver*
- Nikki Jo Nothstein - School Nurse
- Frank Olmsted - Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*, SHINE Driver*
- Robert Pathroff - Teacher, Instructional Aide, Chaperone, Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*, SHINE Driver*
- Wilmer Redline** - Instructional Aide
- Jeffrey Reed - Teacher
- Ashleigh Rehrig - Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
- Maritza Reinbold - Instructional Aide, Chaperone

(con't)

- Kenneth Reiter – Teacher, Instructional Aide
- Marie Rosahac – Teacher
- Elizabeth Schlecht - Instructional Aide, Chaperone, Van/Bus Driver*
- Stephen Sosnowski – Teacher, Instructional Aide, Chaperone, Van/Bus Driver*
- Susan Stermer – School Nurse
- William Stoudt – Teacher
- Stacie Strack** – Teacher, Tutor
- Phillip Strubinger – Teacher, Instructional Aide
- Dennis Vavra – Tutor, Part-Time Integrated Reading Instructor
- Geri Vavra – School Nurse, Clerical*, Chaperone
- Kathleen Williams – Teacher, Tutor, Part-Time Integrated Math Instructor
- Douglas Witt – Custodial/Maintenance/Groundskeeper/Cleaner*
- Sherry Yorgey – Instructional Aide, Van/Bus Driver*

Note: * Appointment through August 2020.

** Pending all mandated clearances

GED Instructor Approved

F. to approve Joseph Pavlis as GED Instructor at a rate of \$21.25 per hour, effective August 16, 2019 through August 2020, 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. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Education

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

Field Trip Approved

A. that twenty (20) Graphic Design students visit Longwood Gardens Friday, September 20, 2019 (rain date: 09/23/2019 or 09/27/2019) in Kennett Square, PA. Michele Klock, Graphic Design Instructor and Maritza Reinbold, Graphic Design Instructional Aide will chaperone this event.

Note: Expenses for this trip are included in the 2019-2020 General Fund Travel Budget.

Memorandum of Understanding Approved

- B. to approve the Memorandum of Understanding between CCTI and the Carbon County Corrections Facility, 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Budget & Finance

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to purchase three (3) advertisements through the Jim Thorpe Current newspaper.

Vote: YES - 3, NO - 0, ABSENT - 0, ABSTENTIONS - 0

Motion carried.

Buildings & Grounds

NONE

Administrative

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

Carbon-Monroe-Pike Drug & Alcohol Commission, Inc. Contract Approved

- A. to approve the contract with Carbon- Monroe-Pike Drug & Alcohol Commission, Inc. for the 2019-2020 school year in the amount of \$7,000.00 as presented.

Note: Agreement is for one (1) day of service weekly over a period of 38 weeks.

Conference Attendance Approved

- B. that Brent Borzak, Principal, Margaret Kalogerakis, Coordinator of School Improvement, and up to two (2) Teachers, Instructors, and/or Instructional Aides attend the Conference on Integrated Learning: The School-to-Career Connection Conference November 5-8, 2019 at the Penn Stater Conference Center Hotel, State College, PA at a total cost not to exceed \$2,406.00 to cover registration, lodging, meals and mileage.

Proper Document Disposal Approved

- C. to approve the proper disposal of any CCTI Joint Operating Committee meeting documents and CCTI Authority meeting documents (excluding official minutes) older than six (6) years.

Policy - 1st Reading Approved

- D. to approve the 1st reading of the following CCTI policies, as presented:

#113.1 - Programs
216. Attachment - Pupils

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gryzik - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Obert - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Reports

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

Note: The balance in this account stands at \$1,747.95.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0
Motion carried.

Administrative Reports

- A. MOTION by Mr. Gryzik, 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 - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0
Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – September 19, 2019

Adjournment

Mr. Gryzik moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:20 PM.

Jeffry P. Deutsch
Joint Operating Committee Substitute Secretary