

Carbon Career & Technical Institute
Joint Operating Committee Agenda

Regular Meeting
September 19, 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. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<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 August 7, 2019 Special Meeting. (Encl. 1)

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

B. MOTION by _____, SECONDED by _____ to approve the Minutes of the August 15, 2019 Regular Meeting. (Encl. 2)

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

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

VII. **Approval of Treasurer's Reports (August 2019)**

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for August 2019 showing a final balance of \$4,418,729.63 in the General Fund, and \$64,044.87 in the Student Activities Account. (End. 3)

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. 4)

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. Rotary Presentation
 - b. Mr. Jeremy Pease, Drafting Design Technology Instructor – Desaree Decowski, Appalachian Regional Council/Oak Ridge National Laboratory Summer Institute
- B. Principal’s Report – Mr. Brent Borzak
 - a. ALiCE – Mr. Frank DeMatto, School Resource Officer
- C. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- D. Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- F. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
- G. Superintendent of Record Report – Mr. Jonathan J. Cleaver, Lehigh Area School District Superintendent

X. Items of Business

Personnel

- A. MOTION by _____, SECONDED by _____ that payment be approved to Elizabeth Porter, Facilitator of Special Education, for a period of ten (10) days, during August 2019, at her per diem rate.

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"/>

- B. MOTION by _____, SECONDED by _____ to appoint Elizabeth Porter administrative substitute at the established rate, pending receipt of all mandated clearances.

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

C. MOTION by _____, SECONDED by _____ that the below listed individuals be approved to substitute for the 2019-2020 school year at the established rates, as follows:

- Lynzi Binder** - Teacher, Instructional Aide, Van/Bus Driver*
- Jennifer Gonzalez** - Van/Bus Driver*
- Joseph Hedash - Teacher, Tutor
- Frank Jacobs** - Teacher, Instructional Aide, Van/Bus Driver*
- Catherine McDonald** - Teacher, Instructional Aide, Tutor, Part-Time Integrated Reading Instructor
- Walter O'Donnell - SHINE Driver*

Note: * Appointment through August 2020.

** Pending receipt of all mandated clearances.

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

D. MOTION by _____, SECONDED by _____ that the below listed individuals be appointed as Comprehensive Planning Committee Members:

Christina Graver	Marlyn Kissner
Patti Green	Taryn Stewart
Kathy Henderson	Rachel Strucko
Danielle Jones	Christine Trovato

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

E. MOTION by _____, SECONDED by _____ to appoint the following individuals as Extra Help Instructors in conjunction with the Monday/Thursday after school program at \$25 per hour on an as-needed/scheduled basis:

Stephen Anderson	Jane Farkas	Jeremy Pease
Jean Bales	Joseph Farka	Justin Pshar
Scott Bartholomew	Autumn Frey	Ashleigh Rehrig
Thomas Bartholomew	Jennifer Gonzalez*	Maritza Reinbold
Stephanie Barto	Jeffrey Hazelton	Kenneth Reiter
Katherine Baumgardt	Dylan Hofmann	Harold Resh
Michael Baumgardt	Diane Hyjurick	John Rogers
Marie Bieling	Frank Jacobs*	Rebecca Schaeffer
Kimberly Bittle	Michele Klock	Elizabeth Schlecht
Kenneth Bond	Sandra Kohutka	Stephen Sosnowski
Anthony (A.J.) Burke	Kevin Kuehner	Kevin Sowa
Jacquelyn Cole	Michael Lewis	Phillip Strubinger
Eugene Colosimo	Tammy Marshall	Michele Troutman
Anna Leigh Conway	Catherine McDonald*	Geri Vavra
George Cope	Donald McGorry	Lisa Walck
Frank DeMatto	Stephen Nesler	Michael Wildoner
Michele Dominic	Walter O'Donnell	Brian Wirth
Julia Dougherty	Robert Pathroff	

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

Education

A. MOTION by _____, SECONDED by _____ that Harold Resh, DECA Auto Service Technology (AST) Instructor, Kevin Kuehner, Precision Machine Technology (PMT) Instructor, Julia Dougherty, Science Teacher, and Douglas Feller, CCTI Staff Member, chaperone thirty-four (34) AST/PMT/Science students on a field trip to Maple Grove Raceway, Reading, PA September 13, 2019.

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

Budget & Finance

NONE

Buildings & Grounds

A. MOTION by _____, SECONDED by _____ to approve McClure Company to perform the following scope of work at a cost of \$13,520:

- Run new Acetylene, CO2, Argon, and Nitrogen piping above ground and suspended 8', tie all piping into existing piping on outside of building.
- Fabricate and install 3 pipe supports and will be attached to the concrete pad that is existing.
- Label all new pipes to clearly identify pipes.
- Pressure test all new piping.
- Return system to working order.

Note: McClure Company is a member of COSTARS.

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"/>

B. MOTION by _____, SECONDED by _____ to approve Keystone Fire Protection Co. to perform the following scope of work at a cost of \$11,069:

- Supply and install an Industrial Dry Chemical Fire Suppression System as manufactured by Kidde.
- System is compliant with the latest UL 1254 requirements and will be designed and installed in accordance with NEPA Pamphlet 17 - Dry Chemical Extinguishing Systems, current edition.
- Provide a mechanically activated dry chemical extinguishing system.
- System will be provided with two Form C dry contacts.

Note: Keystone Fire Protection Co. is a member of COSTARS.

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"/>

Administrative

A. MOTION by _____, SECONDED _____ to establish the following substitute rates for the 2019-2020 school year:

1. Teacher (Category A per diem)
 - Day 1 through Day 15 \$ 95 per day
 - Day 16+ Cumulative \$100 per day
2. Teacher (Category B short-term)
 - 16-89 Consecutive Days \$160 per day
3. Teacher Aide
 - Day 1 through Day 15 \$ 95 per day
 - Day 16+ Cumulative \$100 per day
4. Secretary \$100 per day
5. Administrative \$200 per day

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"/>

B. MOTION by _____, SECONDED by _____ to approve the Guidance Plan, as presented.

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"/>

C. MOTION by _____, SECONDED by _____ to approve the 1st reading of the following CCTI policies, as presented:

#113 - Programs (Encl. 5)
#201 - Pupils (Encl. 6)

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"/>

D. MOTION by _____, SECONDED by _____ to approve the 2nd reading and adoption of the following CCTI policies, as presented:

#113.1 - Programs (Encl. 7)
#216.Attachment - Pupils (Encl. 8)

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 _____ that Michele Dominic, Health Medical Instructor attend Strategies: Educational Excellence for Healthcare Providers and Educators October 30 - November 1, 2019 at the Penn Stater Hotel and Conference Center State College, PA at a total estimated cost of \$790 to cover registration and lodging expenses.

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 _____ that Colleen Gooch, Adult Education Health Medical Instructor attend Strategies: Educational Excellence for Healthcare Providers and Educators October 31 – November 1, 2019 at the Penn Stater Hotel and Conference Center State College, PA at a total estimated cost of \$700 to cover registration and lodging expenses.

Note: There is no cost to the CCTI JOC.

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"/>

- G. MOTION by _____, SECONDED by _____ that the substitute van/bus driver rate be approved at \$20.00 per hour for the 2019-2020 school year.

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

- H. MOTION by _____, SECONDED by _____ to approve the Agreement for Scope of Services with Lehigh Carbon Community College to provide literacy instruction through the PA Department of Education Act 23 Federal Literacy Grant, as presented.

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

XI. Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 9)

Note: The balance in this account stands at \$1,750.98.

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 (Encl. 10)
- b. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 11)

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

XIII. Old Business

NONE

XIV. New and Miscellaneous Business

NONE

XV. Next Regularly Scheduled Meeting: Thursday – October 17, 2019

XVI. Adjournment