

Carbon Career & Technical Institute

Joint Operating Committee Minutes

Regular Meeting July 18, 2019

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - July 18, 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 6:05 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Joshua Smale, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. William Mansberry, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Shay Wagner, Alternate Member	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Students: Hannah Dorward (PASD, incoming 12th grader), Chaya Jones (LASD, 2019 CCTI graduate), Daphnie Morris (PVSD, incoming 11th grader); CCTI Staff: Officer Frank DeMatto, SPO, Mrs. Michele Klock, Graphic Design Instructor, Mr. Kevin Kuehner, SkillsUSA Advisor; Media Representation: Ms. Danielle Derrickson, Times News, Kevin Clause, Blue Ridge 13

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. Yenser to approve the Minutes of the June 20, 2019 Regular Meeting.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Payment of Bills

- A. MOTION by Mr. Yenser, SECONDED by Ms. Fallow 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Administrative Reports

- A. Director’s Report – Mr. Dave Reinbold, Administrative Director
 - a. Kevin Kuehner, SkillsUSA Advisor - SkillsUSA National Leadership and Skills Conference
 - i. Mr. Kuehner shared that all students who attended the National competition to represent CCTI this year were fantastic and that it was a great trip overall. He thanked William “Greg” Arnold for their return transportation to CCTI as many delays took place in their flight travel back to PA.
 - ii. The gold medalist team of Daphnie Morris (PVSD, entering grade 11), Hannah Dorward (PASD, entering grade 12), and Chaya Jones (LASD, recent CCTI graduate) spoke to the group about their project. The team competed in Promotional Bulletin Board earning a gold medal at the State level as well as at the National level. The theme of their board was Career Success for Teens and was represented by an arcade game board with a three-dimensional look. Mrs. Klock, CCTI Graphic Design Instructor who worked closely with the three in her classroom, explained that some of the parameters of the board included a size restraint of 48” x 48”, no more than 2” deep, made of paper with interchangeable but no moving parts, and was to promote the SkillsUSA framework. She shared that the three worked very well together and won at states in a pool of 18 and at the national level in a

pool of 38. Team members explained that their project through a gaming system, shows a career path and how success can be reached even when encountering “pitfalls” along the way. They explained that working together on this project strengthened their responsibility, flexibility, and communication skills, among other things. Ms. Fallow expressed how impressed she is with their presentation skills.

- b. Summer Math Academy
 - i. Mr. Reinbold explained that this academy is new to CCTI this year. Mrs. Christine Trovato, Facilitator of Special Education and in charge of the academy will present further, next month. In the meantime, Mr. Reinbold shared that students struggling with math have been identified and will attend a 2 week academy at the school, taught by CCTI teachers with transportation being provided by the school. This is in an attempt to curb the loss of retention in this area that sometimes occurs. It also works to fulfill the belief that the building should be in use all year round.
- c. Non-Traditional Camp
 - i. 2 week camp held this summer went very well, hosting 70-80 students per day. The camp was funded through CCTI, SHINE, and the Carbon County Community Foundation. This camp will again be held next year.
- d. HOSA
 - i. Mr. Reinbold shared that a silver medal was earned at the national level of HOSA and that he plans to invite Mrs. Dominic, HOSA Advisor to speak at the next JOC meeting.

B. Principal’s Report – Mr. Brent Borzak

- a. Preparing for the new school year. Scheduling ongoing. In the process of preparing for another productive school year.
- b. Enrollment currently at 445 students, with over 250 new applications.
- c. Busy with planning and preparing for the new school year, setting goals, examining data, interviewing and scheduling.
- d. New Student Orientation will take place on August 20th, at 6 PM.
- e. First day of in-service will be August 21st.
- f. First day for students will be August 22nd.
- g. Course Handbook – some up-dates have been made and shared with Joint Operating Committee members for approval at this evening’s meeting.
- h. In answer to Mr. Marciante’s question, 9th grade tours will take place this school year on November 7.

C. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds

- a. Waterline Replacement
 - a. 99% complete. On new system.
 - b. Thank you to McClure Company, the main general contractor and Day’s Landscaping, subcontractor for an outstanding job. We are set for the beginning of school. This will allow the water bill to come more in line to what it has been in past years.
 - c. Project will be complete on time and within budget.
 - d. Mr. Reinbold added that there was no disruption to service at the school as

- originally anticipated and planned for.
 - b. Paving
 - a. Doing sealcoating of all of the school's asphalt. Project began on Wednesday. Crack filling is 95% complete. The rest will be finished tomorrow. Sealcoating will take place and the project will conclude over the weekend.
 - b. ProSeal Asphalt Maintenance, Inc. is doing an excellent job so far.
 - c. A plan was discussed as to the monitoring of the work being done in the absence of staff at the school over the weekend. This will be done through remote monitoring as well as an on-call staff member. Roads will be blocked-off accordingly to allow the project to properly cure.
 - c. Hot Water Heater
 - a. 95% complete and is up and running. Have already seen an improvement to the water temperature for handwashing in the Culinary Arts department.
 - d. Fire Suppression Systems
 - a. Two systems have shown deficiencies. The one in the Culinary Arts department was due to additional equipment. Both will be remedied.
 - e. Auto Collision and Repair
 - a. Paint booth mixing room is nearing the end of its life and the company who supplied it has gone out of business. Mr. Walters is working with a new vendor. The system will be recertified this year with plans of replacement in the future.
 - f. Mr. Walters threw "props" out to his team for their fantastic job cleaning classrooms and waxing floors and keeping the place looking outstanding. He also thanked all of the individuals from his staff involved with transporting students safely to and from the Philadelphia airport for both SkillsUSA and HOSA national competitions.
- D. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- a. Thanked the members of the Joint Operating Committee for approving the 2019-2020 budget and asked that they thank their fellow board members upon returning to their home schools.
 - b. 2020-2021 budget discussions will begin shortly. Mr. Deutsch reiterated and asked that members share with their boards that there will be no increase in 2020-2021.
 - c. Business Office has been busy preparing for the upcoming 2018-2019 audit, closing out accounts, and getting fund accounting system ready for the 2019-2020 year.

Items of Business

Personnel

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

School Physician Appointed

- A. that Dr. Deborah Smith (Switchback Medical Center, Inc., Jim Thorpe, PA) be appointed School Physician for the 2019-2020 school year, as per Article XIV, School Health Services of the PA School Code of 1949, at a rate of \$10.00 per individual school (student) examination.

Law Firm Appointed

- B. to appoint the law firm of King, Spry, Herman, Freund & Faul LLC for specialized work projects for the 2019-2020 fiscal year on an as-needed basis at a rate to be negotiated.

Records Retention Officer Appointed

- C. that David Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2019-2020 school year.

Tenure Status Granted

- D. to grant the following individuals a “Professional Employee Contract” and tenure status:

Anthony (A.J.) Burke, Culinary Arts Instructor
Jacquelyn Cole, English Teacher
Justin Pshar, Math Teacher

Adult Education GED Instructor Approved

- E. to approve Delmar Griggs as Adult Education GED Instructor effective July 18, 2019 through June 30, 2020 at an hourly rate of \$21.25.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Ms. Fallow, SECONDED by Mr. Yenser that the following motions be approved:

Cosmetology Scholarship Program Continued

- A. to continue a Cosmetology Scholarship Program for CCTI graduates to attain the PA Cosmetology Board Instructor/ Manager License within the CCTI program.

Note: There will be no cost to the school for this service. At least ten AVTS’s across PA offer this opportunity.

Course Handbook Updates Approved

B. to approve the CCTI Course Handbook up-dates, as presented.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

Budget & Finance

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

Lunch Prices Established

A. that lunch prices for the 2019-2020 school year be established as follows:

Students -	Type A -	\$2.60
	Reduced -	.40
Adults -		\$5.00

Milk/Juice Supplier Retained

B. that Zimmerman’s Dairy (Lehighon, PA) be retained as the CCTI Milk/Juice Supplier for the 2019-2020 school year. Prices for milk and juice shall remain the same as quoted for the 2018-2019 school year. Milk prices are established by the PA Milk Marketing Board.

Transportation Contracts Approved

C. that Transportation Contracts be approved with the following Contractors for 2019-2020, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2019-2020 - \$52.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighon)
(Lehighon Area School District)
2019-2020 - \$92.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighon)
(Lehighon Area School District - Mid-Day Run)
2019-2020 - \$91.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2019-2020 - \$227.00/day per bus

(con’t)

Panther Valley School District (1 Panther Way, Lansford)
2019-2020 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)
2019-2020 - \$140.00/day per bus

Receipt of Resolutions Acknowledged

- D. to acknowledge receipt of the Resolution pertinent to the 2019-2020 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$8,528,961 as follows:

Jim Thorpe Area School District

Yes - 7, No - 0, Absent - 1, Abstentions - 1 - **Approved**

Lehighton Area School District

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

Palmerton Area School District

Yes - 6, No - 1, Absent - 1, Abstentions - 1 - **Approved**

Panther Valley School District

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

Out of County Tuition Rates (non-Special Education) Approved

- E. to approve the following out of county tuition rates (non-Special Education) for the 2019-2020 school year:

Half Year - Half Day	\$ 5,175	(\$ 57.50 per day)
Half Year - Full Day	\$10,350	(\$115.00 per day)
Full Year - Half Day	\$10,350	(\$ 57.50 per day)
Full Year - Full Day	\$20,700	(\$115.00 per day)

Note: Rates reflect no increase from previous year.

Out of County Tuition Rates (Special Education) Approved

F. to approve the following out of county tuition rates (Special Education) for the 2019-2020 school year:

Half Year - Half Day	\$ 6,075	(\$ 67.50 per day)
Half Year - Full Day	\$12,150	(\$135.00 per day)
Full Year - Half Day	\$12,150	(\$ 67.50 per day)
Full Year - Full Day	\$24,300	(\$135.00 per day)

Note: Rates reflect no increase from previous year.

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

Buildings & Grounds

NONE

Administrative

Contract Approved

A. to enter into a contract with Carbon Lehigh Intermediate Unit #21 to provide the complete Discovery Streaming Digital Video Library owned by Discovery Education, Inc. for a period of one (1) year beginning July 1, 2019 at a cost not to exceed \$414.00.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$1,744.67.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

Administrative Reports

- A. MOTION by Ms. Fallow, SECONDED by Mr. Yenser to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting: Thursday – August 15, 2019

Adjournment

Ms. Fallow moved, seconded by Mr. Yenser, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:42 PM.

Christina A. Graver
Joint Operating Committee Secretary