

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
September 19, 2019**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - September 19, 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, 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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 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: Carissa Burger, Junior Marketing Student (JTASD), Desaree Decowski, Senior Drafting & Design Technology Student (PVSD); Members of the Public: Desiree Burger, parent, Bree-Anne Desposito; CCTI Staff: Frank DeMatto, Police Officer, Francine Kluck, Adult Education Site Supervisor, Jeremy Pease, Drafting and Design Technology Instructor/National Technical Honor Society Advisor; Media Representation: Michelle Bailey, 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 Minutes

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

- A. to approve the Minutes of the August 7, 2019 Special Meeting.
- B. to approve the Minutes of the August 15, 2019 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Reports (August 2019)

- A. MOTION by Ms. Fallow, SECONDED by Mr. Gryzik 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.

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

Approval of Payment of Bills

- A. MOTION by Mr. Gryzik, 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. Holland - 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 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. Rotary Presentation
Mr. Reinbold presented a plaque of recognition and thanks to Jean Engler who accepted on behalf of the Jim Thorpe Rotary Club for their generous donation of \$3,500.00 to CCTI's Adult Education program. The money is to be utilized for students unable to afford the \$30.00 GED testing fee. Jim Thorpe Rotary Club has made generous donations in the past to the Adult Education Department for testing, most recently in the amount of \$750 which CCTI then matched. This will provide over 100 tests for students and will cover testing for multiple years.
- b. Mr. Jeremy Pease, Drafting Design Technology Instructor – Desaree Decowski, Appalachian Regional Council/Oak Ridge National Laboratory Summer Institute
Mr. Pease introduced himself as the Drafting and Design Technology Instructor as well as the National Technical Honor Society Advisor. He shared that the date of the 2019-2020 induction ceremony is slated for March 26, 2020. He then introduced CCTI senior Desaree Decowski (PVSD) who shared the following:
She attended the Appalachian Regional Council/Oak Ridge National Laboratory Summer Institute for two (2) weeks in Tennessee, an all-expenses-paid summer STEM learning opportunity.
The ARC/ORNL Summer STEM Program is a residential, hands-on learning experience for Appalachia's **high school and middle school students**, as well as **high school teachers in STEM-related fields**. Hosted by Oak Ridge Associated Universities in Oak Ridge, Tennessee, this program is a gateway to science, technology, engineering and math (STEM) in the Appalachian Region.
Desaree explained that participants spend at least 8 hours/day in their chosen lab (hers being climate change), in groups of 5-10 students. Overall this year had 36 student participants. She shared what a wonderful opportunity this was and that she made many lifelong friends in the process. She wants to spread the word to get others to attend.
- B. Principal's Report – Mr. Brent Borzak
- a. The 2019-2020 school year is progressing in a positive and organized manner. An effective summer of preparation has led to a smooth and efficient start. Staff and students are focused on teaching and learning. All CCTI staff are working towards the school-wide goals for the new school year. The first day of in-service was very productive and the first day of student meetings went very well. CCTI career and technical organizations have been reorganizing and planning for the new school year. We will be presenting to all freshman in the county schools throughout late September and early October. CCTI course books will be delivered to all 8th grade students and their counselors in Carbon County and will be sent out to all freshman in the county. CCTI will be hosting Senior Information Night on the evening of September 25th. The Fall Occupational Advisory Committee meeting will take place on the evening of October 1st, with Open House occurring on the evening of October 16th.
- b. ALICE – Mr. Frank DeMatto, School Resource Officer
Officer Dematto, CCTI's ALICE Coordinator explained that CCTI became an ALICE certified organization on May 8th and is currently in the process of recertification. 100% of CCTI staff members have completed the on-line training with 80% of substitute members reaching completion for a total of 96 out of 112. Coming up possibly in October, a full-out ALICE drill will be conducted where all phases of ALICE may be utilized. In September

during a faculty meeting, staff members utilized the emergency page system to describe and give the location of an armed intruder. With the support of the administration and faculty, ALICE training is moving along really well. Mr. Reinbold added that trainings will take place to include evacuation to rally points so that students and staff are familiar where to try to go in the case of an armed intruder event.

C. **Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor**

Course Offerings Fall 2019

Heartsaver® First Aid and CPR/AED	Forklift
Nurse Aide	PA State Inspection Mechanic Certification
Pharmacy Technician	Small Gas Engine Repair
Welding Technology	Auto Collision
Introduction to Precision Machining	New! Conversational Spanish
ServSafe® Exam	GED Preparation Courses

Program descriptions, orientations, and start dates are available at www.carboncti.org/adult-education; Fall 2019 schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- August 15 & 29: GED Orientations
- August 27 – Precision Roll Grinders company visit
- September 3 – CCTI GED class begins
- September 4 - Pearson Vue Testing Center Open
- September 9 – Nurse Aide class begins; 7 students
- September 10 – GED Program Improvement Team meeting
- September 16- Welding Technology beings; 8 students to date
- September 18 – Jim Thorpe College and Technical School Night
- September 19- Nurse Aide Orientation
- September 25- CCTI Senior Information Night

Grant Report – GED Classes

Adult Education received a check for \$3750 from the Jim Thorpe Rotary to support the GED program with student scholarships for GED testing. Students must be in good standing with attendance, attend 40-hours of training, and successfully score on the practice test to receive the funding.

Alternative Education

Summer 2019 marking period concluding September 23rd. Enrolled 15 students in credit recovery – summer school program. Alternative education has an additional 10 students attending.

Employment Opportunities

- a. Carbon Career & Technical Institute is developing a pool of potential instructors for technical, business, and personal interest programs in the Adult Education Department. Please contact me if you have interest in teaching

Teacher in the Workplace

Ms. Kluck shared information on the Teacher in the Workplace program funded by a grant received by LCCC. The event was kicked off this week at CCTI. 20 teachers from the sending schools attended and will meet once/month for 6 months. Teacher will tour KME, Kovatch and Technical Engineer Processing as well as participate in STEM based learning activities that they can take back to the classroom. CLIU will conduct the trainings and each teacher will receive a kits worth up to \$100 to be utilized in classroom learning. The teachers had a tour of CCTI. This offers a great way to connect and share the services provided by CCTI.

D. Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

Current # of Special Education students- 102 students

Weatherly total - 8	FT- 2	PT- 6
Jim Thorpe total - 19	FT- 14	PT- 5
Lehighton total - 29	FT- 8	PT- 21
Palmerton total - 31	FT- 21	PT- 10
Panther Valley total - 15	FT- 14	PT- 1

Current # of 504 students- 18 students

Weatherly - 1 (1/2 time only PM)
Jim Thorpe - 7 (FT)
Palmerton - 4 (FT)
Panther Valley - 3 (FT)
Lehighton - 3 (FT)

4 Case Managers plus Christine Trovato

Happenings to date:

1. June - Teachers and instructional aides participated in an in-service titled, “Co-teaching and In-Class Support” presented by Christine Trovato and Elizabeth Porter
2. Summer Math Program - Thank you for approving funding for this program
July 29th - August 8th
Over 50 students were invited
8-10 students attended
Van transportation, snacks and t-shirts were provided.
Students took a pre- and post-test. Results from the post-test indicated an increase in scores ranging from 10 - 25%.
Looking forward - We would like to offer the program earlier in the summer. It seems students/parents shared they would have attended the program if it was offered earlier in the summer.
3. August 21st (Teacher’s 1st day back) - teachers attended an in-service provided by CLIU 21 titled, “Executive Functioning Skills and ADHD”.
This is due to teacher /parent input regarding students demonstrating difficulty initiating tasks, maintaining focus on task, completing tasks, organizing and using time wisely. Students displaying needs in executive functioning skills are often mistaken for a student with ADHD.

4. Communication - In an effort to identify ways our Special Education Department can increase communication & maintain effective relationships with our families,
 - a. a Parent Survey is being mailed out after each IEP/Parent meeting.
 - b. sending school district Special Education Directors and Guidance Counselors have been provided with Case Manager names and contact information.
 - c. CCTI Case Managers have been provided contact lists consisting of Case Manager names and contact information.
 - d. Upper Level Middle School Guidance Counselors were invited to attend an Informational session today, tour our Technical Programs and a luncheon in the Harvest Café.
 - e. Mr. Reinbold, Mr. Borzak and I will be working on a “Message from the Special Education Department” to post on our Website to include each sending school district links, a link directing parents to the IU website, Office of Vocational Rehabilitation website, LCCC SEED Program and Parents Procedural Safeguards Notice.
 5. Looking forward -
Our Special Education Department would like to move forward with utilizing PS IEP program.
Positives:
 - Expedited Meetings
 - Aligns with including student/parent as active members of the IEP process
 - Increases instructional time and time in the classroom rather than at the copier to forward SDI’s and accommodations to teachers
 - Regular education teachers can click on a tab/icon and see what accommodations students require
 - Allows the Administration to monitor student’s IEP in a timely fashion and IEP writing
 - Allows teachers to upload documents, evaluation reports sent from other districts
 - Teachers can provide an electronic copy to parents (begin to go paperless).
 6. Teacher Observations - Walkthroughs and Observations have started with a focus on ICS/Co-teaching
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds 2019 summer projects completed:
- Main domestic water pipe replacement
 - Main domestic water heater replacement
 - Swale renovations to support Jim Thorpe memorial drainage issues
 - Parking lot crack filling and seal coating
 - LED Parking lot light conversion
 - Electricity generation contract 2 yr. renewal currently @ .380499 with WGL Energy Service
 - The price to compare for small business customers is 0.06207 / kWh
 - Replacement Student Vehicle were delivered and placed into service

- Student Vehicle fleet were inspected and state police approved for 2019 school service
- Sidewalk leveling
- Kitchen fire suppression upgrade to support tilt skillet
- HVAC and refrigeration PM
- Tree trimming and landscaping to remove busing blind spot issue
- Fence repair, stump and tree removal at electronic sign
- Fire safety and security system maintenance and certifications
- Maintenance building door replacement
- Water softener 10 year maintenance
- Addition of Smart board in biology classroom
- Cleaning and waxing of entire building including window cleaning
- Addition/Relocation of monitors in classrooms

F. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator

- Give the board an update on the 2018-2019 audit as well as an update on the general fund balance.
- Distributed a copy of the schedule that was sent out in January when discussing the budget and fund balance, etc.
- Auditors were here about a week or two ago for a week and are approximately 90% finished with audit. Confident in the numbers I have, may change slightly. Should have a hard copy of the audit report by October, November at the latest.
- Quick summary of the handout (fund balance history as of June 30, 2019). The June 30, 2014 fund balance was roughly \$3,494,000. Column 3 – important column – surplus/deficit column shows 2014-2015 surplus of \$638,000, 2015-2016 a surplus of \$526,000, 2016-2017 a surplus of \$376,000 and in 2017-2018 a surplus of \$292,000. You can see a steady decrease as we did not increase any of the funding from the five participating school districts. The current year audit for 2018-2019 back in January, when talking about the budget was estimating a surplus of anywhere between \$100-200,000. The preliminary audit came in at \$166,053. We then made a transfer to Capital of 1.9 million dollars. As of June 30, 2019 when the audit report comes out we will have a fund balance of roughly \$3,545,000. The surplus has been decreasing. Estimation for 2019-2020 will be a continuation of that trend and therefore move over to deficit mode. Estimating about \$200,000 deficit for the current year of 2019-2020 if things remain the same. Administration will continue to try to hold costs. That number might drop slightly but for 19-20 we have salary increases and want to bring to the board's attention as well, that our healthcare costs are starting to increase a little bit so not going to have the savings that we had in the last 2 or 3 years. There are a couple claims that are coming in that are a little higher than what we've been averaging.
- Administration is starting to work on the 2020-2021 budget. Again, the plan is that the deficit will probably be a little higher than what we've estimated for 2019-2020. You can take back to your boards for 2020-2021 there will be for probably the 7th or 8th year no plan to have an increase to the five sending

districts. This information was sent earlier in an e-mail and then shared again this evening.

- Mr. Cleaver asked for clarification that there would not be an overall increase but that the formula could change – Mr. Deutsch confirmed that there would be no overall increase but that the formula does not stay the same. The formula is based on our Articles of Agreement based on enrollments. The “split of the pie” may change a little based on increases or decreases to enrollment. There will be no overall increase though, to the five participating districts.
- Mr. Reinbold shared that Mr. Deutsch did a great job estimating. Up to now the amounts have been accurate so most likely next year’s estimate will be accurate, as well.
- Mr. Strubinger said that an e-mail was sent out to the members of the board regarding Lehigh Area School District not being up-to-date on their payments. He asked if this has been resolved. Mr. Deutsch said that billings went out from his office to the five districts for July, August, and September. So far all four districts have paid and are up-to-date except Lehigh. He asked Mr. Cleaver for any input he could share. Mr. Deutsch clarified that we have not received any payments from Lehigh for the current school year (2019-2020 – July, August, September). He said he faxed duplicate copies of the billings and when sending the September invoice, he also attached July and August but has not yet heard anything. He clarified that the other four districts are paid up-to-date.

G. Superintendent of Record Report – Mr. Jonathan J. Cleaver, Lehigh Area School District Superintendent

- Start of the school year – testing for delays and cancellations in preparation for things to come.
- Welcome to Mr. John Rushefski, Jim Thorpe ASD Superintendent.
- Wish Mr. Dennis Kergick good luck as he has officially announced he will be leaving at the end of this year. He will be greatly missed.

X. **Items of Business**

Personnel

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

Payment Approved

- A. 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.

Substitute Appointed

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

Substitutes Approved

- C. 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.

Comprehensive Planning Committee Members Appointed

- D. 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

Extra Help Instructors Appointed

- E. 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 Farkas	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

(con't)

Anthony (A.J.) Burke
 Jacquelyn Cole
 Eugene Colosimo
 Anna Leigh Conway
 George Cope
 Frank DeMatto
 Michele Dominic
 Julia Dougherty

Kevin Kuehner
 Michael Lewis
 Tammy Marshall
 Catherine McDonald*
 Donald McGorry
 Stephen Nesler
 Walter O'Donnell
 Robert Pathroff

Kevin Sowa
 Phillip Strubinger
 Michele Troutman
 Geri Vavra
 Lisa Walck
 Michael Wildoner
 Brian Wirth

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - 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 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. Gryzik that the following motions be approved:

Field Trip Attendance Approved

- A. 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.

Field Trip Attendance Approved

- B. that Stephanie Barto, DECA Advisor, Sandi Kohutka, Scott Bartholomew and Jane Farkas, DECA Assistant Advisors, and William Stoudt, approved chaperone, chaperone forty (40) Marketing/Distributive Education/DECA students on a field trip to the Philadelphia 76er's Wells Fargo Center, Philadelphia, PA November 12, 2019.

Note: Expenses for the trip are included in the 2019-2020 General Fund Travel Budget. This is a sports marketing event sponsored by DECA and the 76er's organization.

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

NONE

Buildings & Grounds

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

Scope of Work by McClure Company Approved

A. 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.

Scope of Work by Keystone Fire Protection Co. Approved

B. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Leighton	<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 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.

Administrative

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

Substitute rates Established

A. 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

Guidance Plan Approved

B. to approve the Guidance Plan, as presented.

1st Reading Policies Approved

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

#113 - Programs
#201 - Pupils

2nd Reading and Policies Adopted

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

#113.1 - Programs
#216.Attachment - Pupils

Conference Attendance Approved

- E. 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.

Conference Attendance Approved

- F. 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.

Substitute Van/Bus Driver Rate Approved

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

Agreement for Scope of Services Approved

- H. 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.

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

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 \$1,750.98.

VOTE: YES - 4 NO - 0 ABSENT - 1 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

CCTI student Carissa Burger (11th Grade Marketing, JTASD) and her mother, Desiree Burger addressed the Joint Operating Committee with concerns regarding Carissa’s current schedule.

Next Regularly Scheduled Meeting:

Re-Scheduled; TBD

Adjournment

Mr. Gryzik moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:15 PM.

Christina A. Graver
 Joint Operating Committee Substitute