

Carbon Career & Technical Institute
Joint Operating Committee Agenda

Regular Meeting
November 21, 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 October 22, 2019 Re-Scheduled Regular Meeting. (Encl. 1)

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

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

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

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for October 2019 showing a final balance of \$5,659,832.27 in the General Fund, and \$82,417.68 in the Student Activities Account. (Encl. 2)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yenser - Lehighnton	<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. 3)

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 - Lehighnton	<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. Student Representative(s)
- B. Principal's Report – Mr. Brent Borzak
 - a. Mrs. Michele Dominic, Health Medical Instructor/HOSA Advisor
 - b. Mrs. Maritza Reinbold, Yearbook Advisor
 - c. Mr. Stephen Nesler, Auto Collision Repair Instructor
- 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
 - a. The Annual Financial Report (PDE form 2057) for 2018-2019 was filed timely with PDE.
- G. Superintendent of Record Report – Mr. Jonathan J. Cleaver, Lehigh Area School District Superintendent

X. Items of Business

Personnel

NONE

Education

- A. MOTION by _____, SECONDED by _____ that seventy-three (73) CCTI students attend DECA District Competition at Lehigh Carbon Community College, December 6, 2019 (snow date December 9) in Schnecksville, PA at a cost of \$2,070.00, to help defer student and advisor/competition assistant/chaperone costs. Mrs. Stephanie Barto, DECA Advisor, Mrs. Sandi Kohutka, Mrs. Jane Farkas, and Mr. Scott Bartholomew, DECA Assistant Advisors, and Mrs. Margaret Kalogerakis, Mr. William Stoudt, and Mrs. Kimberly Bittle will chaperone this event.

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 _____ that twenty-six (26) CCTI students attend SkillsUSA District Competition. The competition will be held on December 16, 2019 at Johnson College, Scranton, PA at a total cost of \$680.00 to cover registration. Competitions will be chaperoned by Mr. Kevin Kuehner, SkillsUSA Advisor, Mrs. Lisa Walck, Mr. Jeffrey Hazelton, and Mr. Nathaniel Rinda, SkillsUSA Assistant Advisors.

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 _____ that two (2) CCTI Automotive Service and Technology (AST) students attend the Greater Lehigh Valley Dealers Contest at Northampton Community College, February 15, 2020 (Snow make-up date: February 16, 2020) in Bethlehem, PA. Mr. Harold Resh, AST Instructor will chaperone this event.

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 _____ that fifteen (15) CCTI HOSA (Future Health Professionals) students attend the HOSA State Leadership Conference at the Valley Forge Convention Center, April 1-3, 2020 in King of Prussia, PA at a cost of \$6,070.00, to help defer student and advisor costs. Mrs. Michele Dominic, HOSA Advisor and Mr. Scott Bartholomew, HOSA Assistant Advisor will chaperone this event.

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 two (2) CCTI students attend the Hugh O’Brian Youth Leadership Program (HOBY) May 14-17, 2020 at Shippensburg University at a cost not to exceed \$650 for both students to defer the cost of registration, meals, and lodging.

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"/>

Budget & Finance

- A. MOTION by _____, SECONDED by _____ on the recommendation of the Administrative Director, to approve the transfer of \$5,000 from the General Fund to the Yearbook Activities Account as per the 2019-2020 approved CCTI budget.

Note: This expenditure was properly budgeted.

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED by _____ to approve the second reading and adoption of the following CCTI policy, as presented:

#113.2 (Programs) (Encl. 4)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

- B. MOTION by _____, SECONDED by _____ that Nate Rinda, Director of Technology attend the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 23-26, 2020 at the David L. Lawrence Convention Center, Pittsburgh, PA at a cost of \$1,110.00 to cover the expense of registration, lodging, and mileage.

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 CCTI Comprehensive Plan mid-point review, 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. 5)

Note: The balance in this account stands at \$1,756.52.

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. 6)
- b. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 7)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

XIII. Old Business

NONE

XIV. New and Miscellaneous Business

Faculty Conference Reports

- A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Michele Dominic, Health Medical Instructor after attending Strategies: Educational Excellence for Health Care Providers and Educators October 30 – November 1, 2019 at The Penn Stater Hotel & Conference Center, State College, PA. (Encl. 8)

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

- B. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Julia Dougherty, Science Teacher after attending Integrated Learning Conference 2019 November 6-8, 2019 at The Penn Stater Hotel & Conference Center, State College, PA. (Encl. 9)

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

- C. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Jacqueline Cole, English Teacher after attending Integrated Learning Conference 2019 November 6-8, 2019 at The Penn Stater Hotel & Conference Center, State College, PA. (Encl. 10)

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

XV. Reorganization and Regularly Scheduled Meeting: Thursday – December 19, 2019

XVI. Adjournment