

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
November 21, 2019

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - November 21, 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 6:06 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 checked="" type="checkbox"/>	<input 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. Jeffry 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 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 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: Joseph Adamcik, Senior HVAC Student (LASD); Members of the Public: Melanie Burnett, Parent, CCTI Staff: Michele Dominic, Health Medical Instructor/HOSA Advisor, Francine Kluck, Adult Education Site Supervisor, Stephen Nesler, Auto Collision Repair Instructor, Lisa Walck, Cosmetology Instructor/Teacher Mentor; Media Representation: Maria Rehrig, Times News Reporter

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

Approval of Minutes

- A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to approve the Minutes of the October 22, 2019 Re-Scheduled Regular Meeting.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

- A. In attendance was a parent who spoke of an ongoing incident between her child and a CCTI teacher. A meeting has been held with administration. The parent wished to share the incident with the members of the Joint Operating Committee members for their knowledge. Mr. Borzak assured the parent that appropriate action is indeed taking place. Mr. Obert suggested reviewing school policy with the teaching staff.

Approval of Treasurer's Reports (October 2019)

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

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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. Student Representative(s) – Joe Adamcik, Senior HVAC student (LASD), Student Council Secretary. Joe said that he is very proud to be a member of student council and then shared the following school activities:
- Student Council**
Members and staff are presently collecting for CCTI's food baskets for Thanksgiving – the plan is to have at least one food basket available for a student/family in each of our technical areas.

Senior members truly enjoyed their trip to Washington D.C., for most it was their first time to visit D.C. We continue to collect pull tabs for Shriners Hospital for Children, and visit the

Palmerton Area School District once a month, for the Micha's Back Pack program. Joe attended today's event with two other students from CCTI and advisor Mrs. Kalogerakis. He said they organized and packed food items for underprivileged families of children of the Palmerton Elementary School. Upcoming holiday activity still to be planned.

DECA

DECA is off to a great start. Our members are ready to compete for district competition on December 6 at LCCC in Schnecksville. We just returned from DECA Day with the 76ers, where 48 students participated and had a great time learning about the many opportunities in the sports marketing world. We are also working very hard on our chapter community service project for the American Cancer Society and preparing for competitions.

HOSA

The walk-a-thon raised \$800.00 for the American Cancer Society. Joe mentioned he was the winner of the walk-a-thon (walking 9 miles in an hour and a half).

Aevidum/SADD

November 4 - was the Pink Out/Walk-a-thon - students with permission were able to run through and get colored powder thrown on them.

We raised \$55.85 selling powder packets to throw at the staff.

We had a pumpkin decorating contest between all technical areas and raised \$64.62 with Welding being the winner.

November 11 - Jeans for Troops - \$100 raised for Jeans for Troops

- b. Mr. Reinbold shared photos of some of the recent student activities:
 - i. Student Forum - students collected items to present to members of the Weatherwood Healthcare and Rehabilitation Center.
 - ii. DECA Day with the 76'ers - students experienced behind the scenes access and learned of the marketing techniques utilized, as well as receiving entrance to a game.
 - iii. 3rd Annual Precision Machine Technology Contest held at CCTI. Contest not only promotes precision machining but allows students to get a jump on their skills practice for SkillsUSA competition.
 - iv. Mr. Borzak spoke about the Veterans' Day Program. Veterans are invited to CCTI. Mr. Walters and Officer DeMatto, both veterans had the opportunity to speak to the student body. Mr. Borzak said that the students always show the utmost respect to our visiting veterans.

B. Principal's Report - Mr. Brent Borzak

- a. The 2019-2020 school year has moved into the second marking period. There were 60 students achieving perfect attendance in marking period one. PSATs were delivered at CCTI to thirty-five students. Students have completed the NOCTI pre-tests and teachers have delivered CDTs. Open House was a great success. Several CCTI staff have partook in the Jim Thorpe LB Morris Stem Night on November 5th. CCTI hosted district freshman tours on November 7th. The annual Veteran's Day presentation took place on November

11th at CCTI. On December 5th, CCTI will be hosting a spaghetti dinner to fundraise for Jaden Leiby, the North Schuylkill student who was seriously injured playing football, in addition to other in house fund raisers. Parent-Teacher conferences will take place on December 11th.

- b. Mr. Borzak shared the collaboration between LB Morris Elementary School and CCTI with information of the latest STEM night. He said it was a great opportunity to promote not only the school, but career & technical education, in general. Precision Machine made small medallions that were handed out to students who attended the event. Mr. Borzak said they are looking forward to participating again next year.
- c. Mr. Borzak shared information about an upcoming Spaghetti Dinner night at CCTI to benefit Jaden Leiby, a Frackville resident who suffered a neck injury playing football. Mr. Borzak, a Frackville resident knows the Leiby family. His wife taught Jaden in school. A t-shirt and bracelet sale as well as dress down days have also raised funds for the Leiby family. The spaghetti dinner will be held Thursday, December 5th from 4-7:00 p.m. for dine-in or take-out meals.
- d. Mrs. Michele Dominic, Health Medical Instructor/HOSA Advisor
 - i. Mrs. Dominic shared that \$1,200 was raised during this year's walk-a-thon. Every other year HOSA teams with DECA to raise funds for the American Cancer Society. Two years ago, \$7,000 was raised. This year a goal has been set at \$10,000. Beyond the walk-a-thon, upcoming events include a window decorating contest where \$70 has already been raised, a walk-a-thon in the spring, as well as flyers distributed to local business to advertise on our school's electronic sign for a fee. The window decorating contest will be judged on December 18. Mrs. Dominic asked if any JOC members would be interested in judging this year's event.
 - ii. Mrs. Dominic shared that her health medical students held their first blood drive of the year with a goal of 43 units. They surpassed that goal by attaining 49 units (saving approximately 150 lives). The amount of units attained during one CCTI blood drive equals that of approximately 12 community blood drives. The next CCTI blood drive is scheduled for February.
 - iii. Mrs. Dominic thanked the JOC for their continued support and informed them that at last year's HOSA International Leadership Conference held at Disneyland in Florida a CCTI team took 2nd place (silver medal) for their career health display on Kinesiotherapy. HOSA's International Conference hosts over 30,000 competitors. She stressed what an excellent opportunity this is for these competitors, meeting and interacting with individuals from all over the world. She said that her students are beginning preparation for the upcoming State Leadership Conference in April.
 - iv. Health medical students are working on nurse aide. They still have about twenty (20) days to go until they are finished with the nurse aide component of the program. She will have eight (8) graduates and anticipates they will all get their nurse aide.
- e. Mrs. Maritza Reinbold, Yearbook Advisor
 - In her absence, Mr. Reinbold shared the following:
 - i. Grand Prize National Yearbook Contest Winner for last school year. Mr. Reinbold shared that this is CCTI's 3rd time winning this award, the first being under the direction of Michele Klock.

ii. Flickr widely used and favored by students.

iii. Entourage confirmed the free photobook certificates for the new 2020 yearbook.

f. Mr. Stephen Nesler, Auto Collision Repair Instructor

i. Mr. Nesler introduced himself as the new Auto Collision Repair Instructor at CCTI. He shared that he has over forty years of experience in auto collision repair and estimating, as well. He started his career at Hazleton Area Vocational Technical School in sheet metal repair and auto collision repair at the age of fifteen. He is I-CAR Platinum certified, he went to PPG paint school, attended the GM training center, and the Ford motor training center. He was an ACR technician, master estimator, and finally climbed the ladder to managing Barber Ford's auto collision repair shop for the last twenty two years. It was a lifelong dream of Steve's to teach students and mentor them in a vocational technical school. He has a wealth of knowledge in this field and can give the students a real world experience that correlates directly to the workforce. Steve's goal is to transform students into auto collision repair technicians, refinishers, and estimators as well.

ii. Mrs. Lisa Walck, Cosmetology Instructor and Mr. Nesler's mentor for the school year said that CCTI truly struck gold in his hiring. He is enthusiastic, super-hands-on, and optimistic. She said she is honored to mentor him. He had big shoes to fill of his predecessor Dennis Starry, but she feels Steve is doing a really great job. Mr. Borzak said Mrs. Walck is doing a good job with the mentoring and they she and Steve have a good working chemistry. Mr. Borzak also shared that Steve came highly recommended by OAC member and former CCTI instructor Nick Zapotocky. Mr. Reinbold shared that Steve's aide will be leaving CCTI and therefore an opening will be available.

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

Course Offerings Spring 2020

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

Program descriptions, orientations, and start dates are available at www.carboncti.org/adult-education; Spring 2020 schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- October 31- November 1- Nurse Aide Instructor attended Educational Excellent for Healthcare Provider/Educators conference
- November 6- Pearson Vue Testing Center Open
- November 5 - Pharmacy Technician Training started
- November 14- PennDot Safety Inspection Training started
- November 14- Nurse Aide Orientation
- November 15- Joint Coordinating Committee at the CLIU #21
- November 19- GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- November 19- Nurse Aide class graduation
- November 25 - CareerLink Operators' Meeting

Grant Report - GED Classes

- Subcontractor with LCCC through PA Department of Ed Federal Literacy Grant to provide Secondary Diploma/College/Career Preparation instruction to 64 individuals for 2019/2020.
- The program provides FREE support for those that wish to test for the GED, prepare for college entrance, or brush up on skills for employment.
- Approximately 30 active students.
- Course offerings include day and evening courses at CCTI, Lehigh Area High School, and Carbon Correctional Facility, and distance learning options.
- Orientations are held at CCTI throughout the year. Next Orientation is Dec 5th

Employment Opportunities

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.

- D. Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
Special Education numbers - 101 students
Weatherly - 8
Jim Thorpe - 18
Lehigh Area - 27
Palmerton - 31
Panther Valley - 17

504 students - 20 total

What's new?

- CCTI's Website now includes a Special Education web page
- Special Education teachers have provided Keystone accommodations in preparation for the Keystone assessments.
- After school tutoring is available for students on Monday and Thursdays from 2:15-3:30. Transportation is provided.

Looking forward...

- The Special Education Department is working on the Perkins needs assessment as it pertains to Special Populations.
- Parent/Teacher Conferences will take place on December 11th. A representative from the LCCC SEED program has been invited to provide families information regarding college opportunities for our students with special needs.

CCTI administrators will be meeting with a representative from the *ARC of the Lehigh Valley* to obtain information regarding student mentors and coaches within the technical programs to assist our students with special needs.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- a. The welding acetylene line set from the tank farm repair was completed over the past month so the welding technical area is back up and running at 100%.
 - b. Waiting on the borough inspection agency to approve the permit to proceed with the Auto Collision Repair paint booth fire suppression system repair and upgrade.
 - c. An item spoken about for past few months at meetings and included in the capital plan, to replace two roofs on maintenance garages is on this evening's addendum for approval. Received quotes from three (3) different vendors.
- F. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- a. The Annual Financial Report (PDE form 2057) for 2018-2019 was filed timely with PDE.
 - b. Enrollments are holding steady around 420 students. Our ADM's (average daily memberships) are probably the highest they have been in the last ten years. That is a good thing. As enrollment numbers go up, the cost per student goes down.
 - c. Our 2018-2019 audit is complete and was approved by the JOC last month.
 - d. The 2020-2021 budget is nearing completion. Increase in expenditures is expected to be around 2.3-2.5 with no overall increase to the five sending districts.
- G. Superintendent of Record Report – Mr. Jonathan J. Cleaver, Lehigh Area School District Superintendent
- a. Mr. Cleaver wished everyone safe and happy holidays.
- H. Plaque Presentation
- a. Mr. Reinbold presented Mr. Wayne Gryzik, attending his last meeting as a CCTI JOC representative from the Panther Valley School District a plaque thanking him for his service and dedication to CCTI. Mr. Gryzik shared that he will miss working

with the members of the JOC and administration. He said he was a member of the first class that went through CCAVTS (name prior to CCTI), he worked here, and then served on the board. CCTI is a very special place to him, he said.

- b. A plaque was present for Mr. Andrew Yenser, Lehigh Area School District Representative. In Mr. Yenser's absence, Mr. Reinbold announced that he plans to present Mr. Yenser at his home school board meeting.

Items of Business

Personnel

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

Family Medical Leave Approved

- A. to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #13532, effective November 18, 2019 through November 17, 2020.

Note: Pending receipt of doctor certification.

Family Medical Leave Approved

- B. to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #13508, effective November 18, 2019 through November 17, 2020.

Note: Pending receipt of doctor certification.

Letter of Resignation Accepted

- C. to accept the letter of resignation received from Donald McGorry, Auto Collision Repair Instructional Aide, effective December 6, 2019.

Employee Suspension Approved

- D. to suspend without pay employee #13500 for unprofessional actions for two (2) days on dates to be determined by CCTI Administration.

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

DECA District Competition Attendance Approved

- A. 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.

SkillsUSA District Competition Attendance Approved

- B. 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.

Greater Lehigh Valley Dealers Contest Attendance Approved

- C. 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.

HOSA State Leadership Conference Attendance Approved

- D. 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.

Hugh O'Brian Youth Leadership Program Attendance Approved

- E. 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.

Travel Arrangement Authority Approved

- F. to give CCTI administration the authority to make travel and lodging decisions in the event of inclement weather for students participating in competitions.

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

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Buildings & Grounds

Contracted Scope of Work Approved

A. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to approve Gerhard Roofing Co. to perform the following scope of work at a cost of \$19,245.00:

- Remove old shingles on two large Maintenance building roofs and to haul away.
- Install ice and water shield on bottom edges.
- Install Synthetic underlayment.
- Install white aluminum drip edge.
- Install Owen's corning limited lifetime duration shingles.
- Install ridge vent at peaks.
- Install 3 white k style gutters with hidden hangers (3 Building edge locations)
- Install 3"x4" downspout (3 drop locations).

Note: Gerhard Roofing is based in Carbon County and provided the low quote. Estimate includes up to 3 sheets of plywood and a 2 year labor warranty.

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

Policy Adoption Approved

A. MOTION by Ms. Fallow, SECONDED by Mr. Gryzik to approve the second reading and adoption of the following CCTI policy, as presented:

#113.2 (Programs)

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Conference Attendance Approved

- B. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

CCTI Comprehensive Plan Mid-Point Review Approved

- C. MOTION by Mr. Obert, SECONDED by Mr. Gryzik to approve the CCTI Comprehensive Plan mid-point review, 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 - 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

First Reading Policy Approved

- D. MOTION by Ms. Fallow, SECONDED by Mr. Strubinger to approve the first reading of the following CCTI policy, as presented:

#120 (Programs)

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0
Motion carried.

Administrative Assistant - Student Support Services Personnel Appointed

- E. MOTION by Mr. Gryzik, SECONDED by Ms. Fallow to appoint Sue Ann Gerhard Administrative Assistant - Student Support Services effective November 1, 2019 through October 31, 2020, 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 - Lehighton	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Compensation Plan Approved

- F. MOTION by Mr. Gryzik, SECONDED by Mr. Strubinger, to approve the Employment Agreement/ Compensation Plan between the CCTI Joint Operating Committee and the CCTI Educational Support Personnel Association (July 1, 2020 - June 30, 2024), 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 - 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 Ms. Fallow SECONDED by Mr. Obert to accept the Carbon Career & Technical Institute Foundation Report, as presented.

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

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Administrative Reports

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

- a. Mr. Brent Borzak, Principal
- b. Ms. Francine Kluck, Adult Education Site Supervisor

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

Faculty Conference Reports

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

- A. 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.
- B. 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.
- C. 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.

- D. to acknowledge receipt of the conference report submitted by Margaret Kalogerakis, Coordinator of School Improvement after attending Integrated Learning Conference 2019 November 6-8, 2019 at The Penn Stater Hotel & Conference Center, State College, PA.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

Reorganization and Regularly Scheduled Meeting: TBD

Adjournment

Mr. Gryzik moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:22 PM.

Christina A. Graver
 Joint Operating Committee Substitute