

Carbon Career & Technical Institute  
Joint Operating Committee Agenda

**Regular Meeting  
March 19, 2020**

- 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. Nathan Foeller, Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Kathy Fallow, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, 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. Paul Montemuro, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Earl Paules, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Marco D'Ancona, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas J. Connors, Jr., Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
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. **Approval of Minutes**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Minutes of the February 20, 2020 Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

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

**VI. Approval of Treasurer's Report (February 2020)**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Treasurer's Report for February 2020 showing a final balance of \$6,354,068.93 in the General Fund, and \$81,527.61 in the Student Activities Account. (End. 2)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<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"/>

**VII. 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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<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. Administrative Reports**

- A. Director's Report – Mr. Dave Reinbold, Administrative Director
  - a. DECA – Stephanie Barto, DECA Advisor
  - b. GLVADA (Greater Lehigh Valley Auto Dealers Association) Competition - Harold Resh, Auto Service and Technology Instructor
  - c. Student Representative(s)
- B. Principal's Report – Mr. Brent Borzak
- C. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- F. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- G. Superintendent of Record Report

IX. **Items of Business**

*Personnel*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept the letter of resignation from Stephanie Barto, Marketing/Distributive Education Instructor/Part-Time Cooperative Education Instructor/DECA Advisor/Senior Class Advisor effective April 24, 2020 per her letter dated February 27, 2020, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Brian Wirth as Part-Time Cooperative Education Coordinator, effective April 1, 2020 for a maximum of twelve (12) hours per week at his contracted per diem/hourly rate.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<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 following individual as School-Wide Co-Curricular Activities and Student Club/Organization Advisor effective February 20, 2020 for the remainder of the 2019-2020 school year at half of the established rate for the 2019-2020 school year:

Senior Class - Sandra Kohutka

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisor at the established rate for the 2020-2021 school year:

Senior Class - Sandra Kohutka  
Yearbook - JamiLynn McFarland

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<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 \_\_\_\_\_ to approve Family Medical Leave time for employee #14020, effective May 11, 2020 through September 8, 2020.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Education***

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to cancel the attendance of forty-eight (48) CCTI students and seven (7) advisors/chaperones at the SkillsUSA State Leadership Conference (competition) April 15-17, 2020 in Hershey, PA, as previously approved.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Budget & Finance***

NONE

***Buildings & Grounds***

NONE

***Administrative***

A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve 2020-2021 CCTI Student/Teacher Calendar, as presented. (Encl. 4)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

B. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to grant the Administrative Director the authority to approve a graduation date when an agreement is reached with Jim Thorpe Area School District.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**X. 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 \$1,765.35.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

XI. **Administrative Reports**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal (Encl. 6)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 7)
- c. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 8)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

XII. **Old Business**

XIII. **New and Miscellaneous Business**

*Faculty Conference Reports*

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the conference report submitted by Nate Rinda, Director of Technology after attending PETE & C (PA Educational Technology Expo & Conference) February 23-26, 2020 at the David L. Lawrence Convention Center, Pittsburgh, PA. (Encl. 9)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

XIV. **Next Regularly Scheduled Meeting:** **Thursday – April 16, 2020**

XV. **Adjournment**