

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
March 19, 2020

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - March 19, 2020** 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 6:00 PM with a Substitute Secretary present.

	Present	Absent
Mr. Gerald Strubinger, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input checked="" type="checkbox"/> (via phone)	<input type="checkbox"/>
Ms. Kathy Fallow, Member	<input checked="" type="checkbox"/> (via phone)	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input checked="" type="checkbox"/> (via phone)	<input type="checkbox"/>
Mrs. April Walters, Member	<input checked="" type="checkbox"/> (via phone)	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input 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. Paul Montemuro, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Earl Paules, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Marco D'Ancona, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Thomas J. Connors, Jr., Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>

Others present: NONE

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

Approval of Minutes

A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Minutes of the February 20, 2020 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer’s Report (February 2020)

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

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

NONE

Items of Business

Personnel

Letter of Resignation Accepted

- A. MOTION by Mrs. Walters, SECONDED by Mr. Mansberry 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Part-Time Cooperative Education Coordinator Approved

- B. MOTION by Mrs. Walters, SECONDED by Mr. Mansberry 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<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.

School-Wide Co-Curricular Activities and Student Club/Organization Advisor Approved

- C. MOTION by Mrs. Walters, SECONDED by Mr. Mansberry 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<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.

School-Wide Co-Curricular Activities and Student Club/Organization Advisors Approved

- D. MOTION by Mrs. Walters, SECONDED by Mr. Mansberry 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<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.

Family Medical Leave Time Approved

- E. MOTION by Mrs. Walters, SECONDED by Mr. Mansberry to approve Family Medical Leave time for employee #14020, effective May 11, 2020 through September 8, 2020.

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

Motion carried.

Marketing/Distributive Education Instructor Appointed

- F. MOTION by Mrs. Walters, SECONDED by Mr. Mansberry to appoint Jalissa Kuehner Marketing/ Distributive Education Instructor, effective date TBA at a step 1 pro-rated salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Jalissa is a graduate of CCTI and has a Bachelor of Science degree in Marketing from Johnson and Wales University. She has extensive experience in marketing advertising, Adobe Creative Suite, photography, videography, and managing and controlling analytics for all social media. Jalissa is an active member of our Marketing/Distributive Education OAC and has assisted our DECA program for many years.

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

Education

Competition Attendance Cancellation Approved

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

2020-2021 CCTI Student/Teacher Calendar Approved

- A. MOTION by Mrs. Walters SECONDED by Ms. Fallow to approve 2020-2021 CCTI Student/Teacher Calendar, as presented.

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

Motion carried.

Authority to Approve Graduation Date Granted

- B. MOTION by Mrs. Walters SECONDED by Ms. Fallow 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$1,765.35.

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

Motion carried.

Administrative Reports

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

- a. Mr. Brent Borzak, Principal
- b. Mrs. Christine Trovato, Facilitator of Special Education
- c. 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

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

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

Motion carried.

Next Regularly Scheduled Meeting:

Thursday – April 16, 2020

Adjournment

Mr. Mansberry moved, seconded by Mrs. Walters, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:11 PM.

Kenneth Walters
Joint Operating Committee Substitute Secretary