

Carbon Career & Technical Institute
 Joint Operating Committee Agenda
Regular Meeting
May 21, 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 April 16, 2020 Regular Meeting. (Encl. 1)

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

V. **Public Comment**

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

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for April 2020 showing a final balance of \$6,213,390.87 in the General Fund, and \$80,768.50 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

IX. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to approve the hourly rate for Homebound Instructor for the 2020-2021 school year on an as-needed basis at \$30.00.

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

- B. MOTION by _____, SECONDED by _____ that Brian Wirth, Part-time Cooperative Education Coordinator, be employed for a period of ten (10) days, during the summer 2020, at her per diem rate.

Note: Mr. Wirth will supervise a number of secondary and other students at cooperative education placements, as well as develop additional placements for our students within and outside Carbon County.

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 _____ that Eugene Colosimo, Guidance Counselor, be employed for a maximum of eighteen (18) days, during the summer 2020, at his per diem rate.

Note: Mr. Colosimo will assist with the coordination of summer student enrollments from the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties as assigned by the Principal and the Administrative Director.

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 _____ that the following substitute Custodian/Maintenance/Groundskeeper/Cleaner Personnel be approved, effective May 22, 2020 through June 2021:

Thomas Bartholomew	Frank Olmsted
Lynzi Binder	Robert Pathroff
Stephen Brili	Ashleigh Rehrig
Heather Cassidy	Dennis Sites
Frank DeMatto	Stephen Sosnowski
Autumn Frey	Stacie Strack
Tammy Marshall	Douglass Witt

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

- E. MOTION by _____, SECONDED by _____ to approve the hourly rate for substitute van/bus driver of \$20.00 through June 2021.

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

F. MOTION by _____, SECONDED by _____ that the following individuals be contracted as a substitute van/bus driver at the approved rate through June 2020:

Lynzi Binder	Robert Pathroff
Heather Cassidy	Ashleigh Rehrig
Jennifer Gonzalez	Elizabeth Schlecht
Katherine Holton	Eric Schlecht
Lynn Jo Kester	Stephen Sosnowski
Sandra Kohutka	Stacie Strack
Heather Mullen	Sherry Yorgey
Frank Olmsted	

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

Education

A. MOTION by _____, SECONDED by _____ to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a "reasonable assurance" their position will be available to them again when school re-opens in August 2020.

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

Budget & Finance

A. MOTION by _____, SECONDED by _____ to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2020-2021 Fiscal Year:

Mauch Chunk Trust Company
General Fund Account, Activities Fund Account, Payroll Account
PLGIT (Pennsylvania Local Government Investment Trust)
House Building Renovation Account, Capital Projects Account,
Scholarship Trust Fund, General Fund, CCTI Foundation Account, CCTI
Building Renovation/Expansion fund)
INVEST (PA Treasurer Program for Local Governments)
General Fund
Jim Thorpe National Bank
General Fund

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

B. MOTION by _____, SECONDED by _____ to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2020-2021 fiscal year through the following:

Carbon Lehigh IU #21
Central Susquehanna IU #16

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

C. MOTION by _____, SECONDED by _____ to grant permission to participate in the National School Lunch Program and the U.S.D.A. Commodities Program for the 2020-2021 school year.

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

D. MOTION by _____, SECONDED by _____ to amend the Section 125 Flexible Plan Benefits Plan, effective July 1, 2020 to continue the Medical Plan Cash Opt-Out Election of \$300.00 per month (waive Family Medical Plan) and \$200.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years. Buyout amount is the same as 2019-2020.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighnton	<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 appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2020-2021 fiscal year, effective July 1, 2020, at an annual fee of \$17,500.

Note: The audit covers CCTI, as well as the school foundation and authority.

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

F. MOTION by _____, SECONDED by _____ to approve the 2020-2021 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$129,988. (Encl. 4)

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

G. MOTION by _____, SECONDED by _____ to approve the 2020-2021 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$270,000. (Encl. 5)

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

H. MOTION by _____, SECONDED by _____ to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$9,000 per year for the 2020-2021 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$45.00.

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

I. MOTION by _____, SECONDED by _____ to acknowledge receipt of the Resolution pertinent to the 2020-2021 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$8,713,359 as follows:

Jim Thorpe Area School District

Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

Lehighton Area School District

Yes - 7, No - 0, Absent - 2, Abstentions - 0 - **Approved**

(Encl. 6)

Palmerton Area School District

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

Panther Valley School District

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

Note: The budget has received all of the required votes and is approved for the 2020-2021 school year.

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

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED by _____ to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium for the 2020-2021 fiscal year.

Note: Sweet, Stevens, Katz & Williams is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service typically falls between \$560.00 and \$800.00 based on the number of participants.

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

- B. MOTION by _____, SECONDED by _____ to approve 2020-2021 class schedule for the Carbon Alternative High School Diploma Program as follows: (Encl. 7)

Summer 2020

Monday, July 6, 2020 – Monday, September 21, 2020 (50 days)

Fall 2020

Wednesday, October 5, 2020 – Thursday, December 17, 2020 (50 days)

Winter 2021

Monday, January 5, 2021 – Monday, March 22, 2021 (50 days)

Spring 2021

Wednesday, April 6, 2021 – Tuesday, June 15, 2021 (50 days)

Note: Snow/emergency days are made up at the end of each semester.

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

X. **Reports**

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 8)

Note: The balance in this account stands at \$1,768.20.

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 (End. 9)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 10)

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

XII. **Old Business**

NONE

XIII. **New and Miscellaneous Business**

XIV. **Next Regularly Scheduled Meeting:** Thursday – June 18, 2020

XV. **Adjournment**