

Carbon Career & Technical Institute
 Joint Operating Committee Agenda
Regular Meeting
June 18, 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 May 21, 2020 Regular Meeting. (Encl. 1)

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

V. **Public Comment**

VI. Approval of Treasurer's Report (May 2020)

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for May 2020 showing a final balance of \$5,412,748.68 in the General Fund, and \$73,859.56 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. Election of CCTI Joint Operating Committee Treasurer for a one-year term - effective July 1, 2020 through June 30, 2021:

_____ nominates _____ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by _____.

_____ nominates _____ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by _____.

MOTION by _____, SECONDED by _____ to close the nominations for the office of Treasurer.

Note: Jeffrey Deutsch presently serves in this position.

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

The Secretary casts the ballot electing _____ as Treasurer.

- B. Election of CCTI Joint Operating Committee Secretary for a four-year term - effective July 1, 2020 through June 30, 2024:

_____ nominates _____ for the office of CCTI Joint Operating Committee Secretary, SECONDED by _____.

_____ nominates _____ for the office of CCTI Joint Operating Committee Secretary, SECONDED by _____.

MOTION by _____, SECONDED by _____ to close the nominations for the office of Secretary.

Note: Christina Graver presently serves in this position.

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

The ballot is cast electing _____ as Secretary.

C. MOTION by _____, SECONDED by _____ to appoint Robert T. Yurchak, Attorney at Law (Nesquehoning, PA), as the Joint Operating Committee Solicitor for the 2020-2021 fiscal year at a retainer of \$7,000 and \$100 per hour for extra work done. The annual retainer shall include those items specified in the Scope of Services and Compensation Agreement.

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 Margaret Kalogerakis (Albrightsville, PA) be re-employed as Coordinator of School Improvement at a salary of \$42,312 on a 200 day contract for the 2020-2021 school year, effective August 17, 2020. For the school term 2020-2021 the employee shall contribute \$90.00/month toward health care expenses, effective July 1, 2020.

Note: The salary represents a 3% raise over last year's salary.

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 continue the employment of Ms. Angelique Yaich as Instructor for the Carbon Alternative High School Diploma Program - 32 hours/week, 200 days, AM and PM Class Sessions, with those fringe benefits as required by law and appropriate health care coverage, at the rate of \$31.93/hour. For the school term 2020-2021 the employee shall contribute \$90.00/month toward health care expenses, effective July 1, 2020.

Note: There will be no deduction from the CCTI General Fund. Many Carbon County out of school youth are serviced by this program. The salary represents a 3% raise over last year's salary.

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

F. MOTION by _____, SECONDED by _____ to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2019-2020 school year and based on the job description:

- DECA – Stephanie Barto
- DECA Assistant – Sandra Kohutka, Jane Farkas
- HOSA – Michele Dominic
- DECA/HOSA/SkillsUSA Assistant – Scott Bartholomew
- National Technical Honor Society – Jeremy Pease
- Rotary Interact Community Service Club – Margaret Kalogerakis
- SADD/Aevidum – Rebecca Schaeffer
- Senior Class – Stephanie Barto
- Senior Class – Sandi Kohutka*
- SkillsUSA – Kevin Kuehner
- SkillsUSA Assistant – Jeffrey Hazelton, Nathaniel Rinda, Lisa Walck
- Student Council – Margaret Kalogerakis
- Student Forum – Phillip Strubinger
- Underclass – Kimberly Bittle
- Yearbook – Maritza Reinbold

Note: *As approved at half of the yearly 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 - Leighton	<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"/>

G. MOTION by _____, SECONDED by _____ to reaffirm the following individual as Teacher Mentor for the 2019-2020 school year at the established stipend of \$750.00, pro-rated as indicated below:

Lisa Walck – Stephen Nesler, Auto Collision Repair Instructor

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

H. MOTION by _____, SECONDED by _____ to accept the letter of resignation received from Michele Dominic, Health Medical Instructor, effective December 31, 2020.

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

I. MOTION by _____, SECONDED by _____ grant permission to advertise for the position of Health Medical Instructor.

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

J. MOTION by _____, SECONDED by _____ to approve the following individuals effective July 1, 2020 through June 30, 2021:

Colleen Gooch as Adult Education Nurse Aide Instructor and Nurse Aide Coordinator @ \$33.00 per hour

Tonia Schaeffer as Adult Education GED Instructor @ \$21.25 per hour

Donna Valent as Adult Education GED Aide @ \$12.75 per hour

Deborah Enterline as GED Examiner @ \$20.00 per hour

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

K. MOTION by _____, SECONDED by _____ that substitutes be employed to assist our custodial/maintenance staff beginning July 1, 2020 at the approved 2020-2021 substitute rate, not to exceed 336 total hours.

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"/>

L. MOTION by _____, SECONDED by _____ to approve the Occupational Advisory Committee members, as presented.

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

M. MOTION by _____, SECONDED by _____ to approve Phillip Strubinger as the Building Substitute effective August 20, 2020 through the close of the 2020-2021 school year at the approved daily 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"/>

Education

A. MOTION by _____, SECONDED by _____ to grant approval to operate a GED testing program for the 2020-2021 school year at the CCTI school site.

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

B. MOTION by _____, SECONDED by _____ to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

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

C. MOTION by _____, SECONDED by _____ that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be renewed and executed for the 2020-2021 Fiscal Year, as presented:

(Encl. 4)

- Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA
- Blue Mountain Health Systems/Gnaden Huetten Memorial Hospital and The Summit, Palmerton/Lehighton, PA
- Office of Dr. Jayendra Patel, Jim Thorpe, PA
- Heritage Hill Senior Community, Weatherly, PA
- The Village at Palmerton, Palmerton, PA
- Guardian Eldercare DBA Weatherwood Nursing Home & Rehabilitation Center
- Maple Shade Meadows Senior Living, Nesquehoning, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements are identical.

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

D. MOTION by _____, SECONDED by _____ that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Department PA-Approved Certified Nurse Aide Training Program be renewed and executed for the 2019-2020 Fiscal Year, as presented.

(Encl. 5)

- Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA
- The Summit, Lehighton, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements is identical.

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

E. MOTION by _____, SECONDED by _____ that approval be granted to submit the Carl Perkins Career and Technology grant to the PA Department of Education for the year 2020-2021 in the amount of \$135,494.

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

Budget & Finance

A. MOTION by _____, SECONDED by _____ to authorize the Administrative Director to approve bills for payment from June 1 - June 30, 2020, the close of the 2019-2020 fiscal year.

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

B. MOTION by _____, SECONDED by _____ to authorize necessary 2019-2020 Budgetary Transfers as a result of the final payment of bills for the close of the 2019-2020 fiscal year. Authorization is contingent upon final approval of the CCTI Joint Operating Committee at its next regularly scheduled meeting.

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

C. MOTION by _____, SECONDED by _____ that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2020-2021 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at an estimated cost not to exceed \$2,150.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past fourteen years.

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"/>

Buildings & Grounds

NONE

Administrative

A. MOTION by _____, SECONDED by _____ to approve submitting the FID (Flexible Instruction Days) Program application to the Pennsylvania Department of Education.

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

B. MOTION by _____, SECONDED by _____ to approve submitting the Act 13 Waiver to the Pennsylvania Department of Education.

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

C. MOTION by _____, SECONDED by _____ to approve the revised CCTI Student/Teacher Calendar for the 2020-2021 school year.

Note: Revision changes the first student day from August 20, 2020 to August 24, 2020.

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

D. MOTION by _____, SECONDED by _____ to grant permission to the CLIU #21 for use of a designated instructional area(s) to operate Life Skills Support Classes at the CCTI facility for the 2020-2021 school year.

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

X. **Reports**

A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 6)

Note: The balance in this account stands at \$1,368.88.

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. 7)

b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 8)

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

XII. **Old Business**

NONE

XIII. **New and Miscellaneous Business**

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

XV. **Adjournment**