

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
May 21, 2020

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – May 21, 2020** for its Regular meeting. The meeting, was held virtually and was called to order by Mr. David Reinbold, at 6:00 PM with the Secretary in attendance.

	Virtually Present	Absent
Mr. Gerald Strubinger, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Kathy Fallow, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, Member	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Staff: Nate Rinda, Director of Technology

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 April 16, 2020 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Public Comment

- Anna Leigh Conway, CCTIEA President regarding meeting with CCTI Administration and Joint Operating Committee members to engage in discussion surrounding challenges posed to educators during COVID-19 pandemic.
- Rebekah Lorah, CCTI Class of 2020 President on behalf of Class of 2020 requesting consideration of an upgraded graduation model to engage in a ceremony more meaningful to graduates.

Administrative Report

Director’s report presented by Mr. David Reinbold, Administrative Director:

- Mr. Reinbold shared and asked JOC board members to vote on the following graduation model:

A. MOTION by Ms. Fallow, SECONDED by Mr. Mansberry to approve a graduation ceremony, pending securing a stadium or indoor facility with the following criteria: The ceremony would allow the graduate to enter the stadium/indoor facility with a limited number of guests (no more than four (4) guests per graduate), receive their diploma from a designated individual(s), proceed to a staged area for photographs, and leave the facility. Only one (1) student with designated guests will be present in the stadium/indoor facility at a time. There will be no additional spectators in the stadium/indoor facility to witness the event.

Note: This ceremony model was suggested by Rebekah Lorah, Class President on behalf of the CCTI Class of 2020.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Approval of Treasurer’s Report (April 2020)

A. MOTION by Mr. Mansberry, SECONDED by Mr. Strubinger 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.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Mr. Foeller 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 - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Items of Business

Personnel

Hourly Rate Approved - Homebound Instruction

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

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Additional Work Days Approved - Part-Time Cooperative Education Coordinator

- B. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller that Brian Wirth, Part-time Cooperative Education Coordinator, be employed for a period of ten (10) days, during the summer 2020, at his 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Additional Work Days Approved - Guidance Counselor

- C. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Substitute Custodian/Maintenance/Groundskeeper/Cleaner Personnel Approved

- D. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Hourly Rate Approved - Substitute Van/Bus Driver

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

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Substitute Van/Bus Drivers Approved

F. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller that the following individuals be contracted as a substitute van/bus driver at the approved rate through June 2021:

- | | |
|-------------------|--------------------|
| 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Education

Reasonable Assurance Notification Approved

A. MOTION by Mr. Mansberry, SECONDED by Mr. Strubinger 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Budget & Finance

Depositories Approved

A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

MOTION by Mr. Mansberry, SECONDED by Mr. Foeller that the following motions be approved:

Cooperative Arrangements Participation Approved

- B. 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

National School Lunch Program Participation Approved

- C. 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

Medical Plan Cash Opt-Out Election Continuation Approved

- D. MOTION by Ms. Fallow, SECONDED by Mr. Mansberry 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Auditor Appointed

- E. MOTION by Ms. Fallow, SECONDED by Mr. Mansberry 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Proposed Operating Budget Approved - CCTI Adult Education Program

- F. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller 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.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Proposed Operating Budget Approved - Carbon Alternative High School Diploma Program

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

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Tuition Rate Approved - Carbon Alternative High School Diploma Program

- H. MOTION by Mr. Mansberry, SECONDED by Mr. Strubinger 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Proposed Operating Budget Resolutions Acknowledged

- I. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller 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**

Lehigh Area School District

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

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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Buildings & Grounds

Welder Purchase Approved

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to purchase nine (9) Miller XMT 350 welders (\$4,400 each) and one (1) Miller Dynasty 280 welder (\$7,850) at a total cost of \$47,450 from Paxair Distribution, Inc., Hazleton, PA. The cost of the welders includes trade-ins of old welders.

Note: The cost will be paid through Perkins and supplemental equipment grants.

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 - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

Technology in Education Legal Counsel Consortium Participation Approved

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Carbon Alternative High School Diploma Program Class Schedule Approved

- B. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to approve 2020-2021 class schedule for the Carbon Alternative High School Diploma Program as follows:

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 - 4 NO - 0 ABSENT - 1 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 \$1,768.20.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Administrative Reports

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

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

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – June 18, 2020

Adjournment

Mr. Mansberry moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:25 PM.

Christina A. Graver
Joint Operating Committee Secretary