

# Carbon Career & Technical Institute

## Joint Operating Committee Minutes

### Regular Meeting June 18, 2020

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - June 18, 2020** for its Regular meeting. The meeting, was held in the Cafeteria of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania and was called to order by the Chairman, Mr. Gerald Strubinger, at 6:04 PM with the Secretary being present.

	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"/> (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"/>	<input 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. Jeffrey 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 checked="" type="checkbox"/> (via phone)	<input 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 checked="" type="checkbox"/>	<input 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: Mrs. Jean Bales, Social Studies Teacher, Mrs. Katherine Baumgardt, English Teacher, Mrs. Anna Leigh Conway, Science Teacher/CCTI EA President, Mrs. Lisa Walck, Cosmetology Instructor, Officer Frank DeMatto, School Police Officer; Media Representation: Danni Derrickson, Times News

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

## Approval of Minutes

- A. MOTION by Mr. Foeller, SECONDED by Mr. Mansberry to approve the Minutes of the May 21, 2020 Regular Meeting.

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

Motion carried.

## Public Comment

- Mrs. Lisa Walck, Cosmetology Instructor  
Mrs. Walck wanted to share the following good news with the members of the Joint Operating Committee: Despite the distance learning modification that took place this school year the State Board of Cosmetology is allowed cosmetology instructors to give at-home hour credits. March 13<sup>th</sup> was the last day of in school learning. As of March 19<sup>th</sup> the State Board announced that if you could provide distance learning and documentation that students have been submitting work and fulfilling all obligations as best as they can from home, instructors could award hour credits. This is the first time this has ever been allowed by the Board. On March 19<sup>th</sup>, Mrs. Walck said that she started giving students work through e-mails, Kahoot!, and YouTube. Out of her 7 seniors, 6 of them completed all of their hours. All of their hours were virtually uninterrupted. Although CCTI did not begin distance learning school-wide until April 1<sup>st</sup>, Mrs. Walck started on March 19 with the direction from the State Board. She worked with Chris Graver, Administrative Assistant to ensure all documentation was notarized, submitted to the State and now, once Harrisburg opens up 100%, these students will be able to take their licensure test.
- Mrs. Anna Leigh Conway, CCTI Education Association President  
Mrs. Conway stated that she was contacted by Mr. Reinbold, Administrative Director regarding meeting with representatives from the teachers association to discuss planning for the upcoming school year. She included that Mrs. Kathy Fallow, Palmerton Area School District Joint Operating Committee Member also expressed her interest in inclusion. As of this date no meeting has taken place. Mr. Reinbold stated that he plans to be in touch with Mrs. Conway and Mr. Mike Lewis to set up a meeting to include Mr. Borzak, Principal, and Ms. Fallow with the intent to formulate a plan and finalize by the July Joint Operating Committee meeting for approval. Ms. Fallow again expressed her interest in inclusion. Mrs. Conway thanked her.

### Approval of Treasurer's Report (May 2020)

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

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.

### 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 - 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.

### Administrative Reports

- A. Director's Report - Mr. Dave Reinbold, Administrative Director
- Mr. Reinbold said that they would be working on the Health and Safety Plan to have approved by the Joint Operating Committee, followed by submission to the Pennsylvania Department of Education. He stated that the Board cautioned against rushing into any decision-making at this time. His plan is to finalize in time for the July Joint Operating Committee meeting.

## Items of Business

### *Personnel*

#### **CCTI Joint Operating Committee Treasurer Elected**

- A. Election of CCTI Joint Operating Committee Treasurer for a one-year term – effective July 1, 2020 through June 30, 2021:

Mr. Mansberry nominates Mr. Jeffry P. Deutsch for the office of CCTI Joint Operating Committee Treasurer, SECONDED by Mr. Foeller.

MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to close the nominations for the office of Treasurer.

Note: Jeffry Deutsch presently serves in this position.

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

Motion carried.

The Secretary casts the ballot electing Mr. Jeffry P. Deutsch as Treasurer.

#### **CCTI Joint Operating Committee Secretary Elected**

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

Ms. Fallow nominates Christina A. Graver for the office of CCTI Joint Operating Committee Secretary, SECONDED by Mr. Mansberry.

MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to close the nominations for the office of Secretary.

Note: Christina Graver presently serves in this position.

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

Motion carried.

The ballot is cast electing Christina A. Graver as Secretary.

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

#### **Joint Operating Committee Solicitor Appointed**

- C. 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.

### **Coordinator of School Improvement Re-Employed**

- D. 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.

### **Instructor for the Carbon Alternative High School Diploma Program Employment Continued**

- E. 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.

### **School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed**

- F. 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.

**Teacher Mentor Reaffirmed**

- G. 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

**Resignation Letter Accepted**

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

**Permission to Advertise**

- I. grant permission to advertise for the position of Health Medical Instructor.

**Adult Education Instructors/Aides/Examiners Approved**

- J. 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

**Custodial/Maintenance Substitute Assistance Approved**

- K. 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.

**Occupational Advisory Committee Members Approved**

- L. to approve the Occupational Advisory Committee members, as presented.

**Building Substitute Approved**

- M. 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 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"/>

Motions carried.

## ***Education***

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

### **GED Testing Program Operation Approved**

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

### **Continuation of Operator Consortium Duties Approved**

- B. to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

### **Agreements of Affiliation Approved**

- C. 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:

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

### **Adult Education Agreements of Affiliation Approved**

- D. 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.

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

## Carl Perkins Career and Technology Grant Submission

- E. 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 - \_\_\_\_\_

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"/>

Motions carried.

## Budget & Finance

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

### Approval of Bills for Payment Authorization Approved

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

### 2019-2020 Budgetary Transfers Authorization Approved

- B. 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.

### Compulsory Student Accident Insurance Purchase Approved

- C. 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 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"/>

Motions carried.

*Buildings & Grounds*

NONE

*Administrative*

**FID Program Application Submission Approved**

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

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 checked="" 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.

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

**Act 13 Waiver Submission Approved**

- B. to approve submitting the Act 13 Waiver to the Pennsylvania Department of Education.

**Use of Instructional Area(s) Approved**

- C. 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.

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"/>

Motions carried.

## Reports

### Foundation Report Accepted

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

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

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

Motion carried.

## Old Business

NONE

## New and Miscellaneous Business

NONE

**Next Regularly Scheduled Meeting:**

**Thursday – July 16, 2020**

## Adjournment

Mr. Foeller moved, seconded by Mrs. Walters, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:27 PM.

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Christina A. Graver  
Joint Operating Committee Secretary