

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
August 20, 2020**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - August 20, 2020** for its Regular meeting. The meeting, was held virtually and was called to order by the Chairman, Mr. Gerald Strubinger, at 6:01 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input type="checkbox"/>	<input checked="" 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. 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"/>	<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 checked="" type="checkbox"/>	<input 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"/>
Dr. Jodi Frankelli, Superintendent of Record	<input checked="" type="checkbox"/>	<input 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 July 29, 2020 Re-Scheduled Regular Meeting.

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

Motion carried.

Public Comment

- Letter from Anna Leigh Conway, CCTI Education Association President thanking “administration, IT staff, custodial staff, JOC members and all the people who have been working hard all summer to help make CCTI work for the students this fall.” She thanked the administration for their communication with staff and parents and asked that the communication with CCTI ED leadership continue as we navigate through the 2020-2021 school year.
- Lisa Walck, Cosmetology Instructor shared that although the exam schedule was put on hold due to the pandemic, after recently opening, three (3) of her 2020 graduates applied for, took, and passed their State Board Cosmetology Exam. Those students are:
 - Brianna Sell, Palmerton ASD
 - Julia Anthony, Lehighton ASD
 - Hannah Schappell, Lehighton ASD

Administration and members of the JOC congratulated the students, Mrs. Walck, and Tammy Marshall, Cosmetology Instructional Aide.

Mrs. Walck also asked if Jim Thorpe ASD students who attend CCTI would be impacted due to Jim Thorpe dismissing at 1:45. CCTI students would be in session until 2:04 p.m.

Mr. Reinbold reached out to Mr. Rushefski, JTASD Superintendent who responded that it would not impact the CCTI students and their hours.

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

- Mr. Reinbold said that CCTI will enact its reopening plan on September 8. CCTI administration continues to communicate with parents and students and has provided several instructional videos to help ensure a smooth beginning to the school year. He said that schedules are being e-mailed and mailed. Mr. Reinbold also complimented the CCTI students and parents stating that throughout the process of creating and the beginning phases of opening the plan, they have been extremely cooperative. Good questions have been asked and all have been polite and respectful. He said that he cannot compliment them enough on their patience and cooperation.

Brent Borzak, Principal

- Mr. Borzak spoke about staff development that has and continues to take place providing instruction on Google Classroom trainings as a priority. He said CCTI teamed up with CLIU for these trainings. He went on to say that trainings included Google Classroom, Google trainings, and Google Meet. He said that he hoped to do as much training as possible so that the teachers are as comfortable as they can be at the start of the school year.
- Class schedules have been created, as well as an A/B/Virtual schedule.
- Mr. Rinda, Director of Technology shared that the schedules going out to students will include items such as: student computer login information, Google Suite login information with unique passwords and logins, PowerSchool information, as well as information on navigating the PowerSchool app. An instructional video will be available to further assist once all information has been distributed and is in the hands of the students.
- Mr. Reinbold shared that next Thursday and Friday, time will be scheduled for parents to pick up Chromebooks, if needed. Several requests have already been made. Some individuals will need hot spots as well, but he is unsure if they will be in by Thursday. Communication will be shared upon their availability. Ms. Fallow thanked Mr Reinbold

and administration for their continued communication with parents. Mr. Reinbold also added that on the first three (3) days of school (September 8, 9, and 10) not all students will be in at the same time. Students will be phased in giving them ample time to adjust and cover any technology needs.

Ken Walters, Supervisor of Building and Grounds

- Nothing new to report at this time but wanted to share (in answer to an earlier question) that all necessary items for sanitation have been purchased.

Jeffry Deutsch, Business Administrator

- In answer to a question, he shared that CCTI has secured a \$90,000 grant available to technical schools.

Christine Trovato, Facilitator of Special Education

- Mrs. Trovato explained that special education students will be provided the opportunity to receive instruction while they are in the building for their technical area.
- IEP meetings will be held virtually.
- After assessing students, they will be provided instruction to make up for any skills that may have been lost. After school instruction will be provided if necessary.

Approval of Treasurer’s Reports (July 2020)

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Treasurer’s Report for July 2020 showing a final balance of \$4,750,440.61 in the General Fund, and \$69,585.60 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. Holland - Leighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - 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 Ms. Fallow 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. Holland - Leighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - 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.

Items of Business

Personnel

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

Duties of Attendance Officer Assigned

- A. to assign Francis (Frank) L. DeMatto the duties of an attendance officer, in order to fulfill PA magisterial guidelines for the 2020-2021 school year.

Adult Education Site Supervisor Appointed

- B. to appoint Francine Kluck Adult Education Site Supervisor effective September 5, 2020 through September 4, 2021, as presented.

Note: There will be no deduction from the CCTI General Fund.

Title IX and Section 504 Coordinator Appointed

- C. that Brent Borzak be appointed Title IX and Section 504 Coordinator for the Carbon Career & Technical Institute for the 2020-2021 school year.

Substitute Part-Time Technology Assistant Approved

- D. to approve Jeffry Nietz as a substitute Part-Time Technology Assistant (on an as needed basis) at the rate of \$175.00/day.

Substitutes Approved

- E. that the below listed individuals be approved to substitute for the 2020-2021 school year at the established rates, as follows:

- Tom Bartholomew – Custodial/Maintenance/Groundskeeper/Cleaner*
- Steve Brili – Custodial/Maintenance/Groundskeeper/Cleaner*
- Heather Cassidy – Teacher, Instructional Aide, Health/Medical, Chaperone, Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
- Gerard Donati – Teacher
- Donald Flexer – Teacher
- Autumn Frey – Teacher, School Nurse, Health/Medical, Chaperone
- Jennifer Gonzalez – Van/Bus Driver*
- Joseph Gorski – SHINE Driver*
- Delmar Griggs – Teacher, Tutor, PT Integrated Math Instructor
- John Gunsser – Tutor, PT Integrated Math Instructor
- Joseph Hedash – Teacher, Tutor, PT Integrated Science Instructor
- Lynn Jo Kester – Van/Bus Driver*, SHINE Driver

(con't)

- Marlon Kohan – Teacher, Instructional Aide, Tutor, PT Integrated Math Instructor
- Sandi Kohutka – Van/Bus Driver*, SHINE Driver*
- Tammy Marshall - Teacher
- Catherine McDonald – Tutor, PT Integrated Reading Instructor
- Bess Mitsakos – Tutor, PT Integrated Reading Instructor
- Nikki Nothstein – School Nurse
- Walter O’Donnell – SHINE Driver*
- Frank Olmsted – Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*, SHINE Driver*
- Robert Pathroff – Teacher, Instructional Aide, Chaperone, Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*, SHINE Driver*
- Elizabeth Porter – Administrative
- Wilmer Redline – Teacher, Instructional Aide
- Jeffrey Reed - Teacher
- Ashleigh Rehrig – Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
- Maritza Reinbold – Teacher, Chaperone
- Kenneth Reiter – Teacher, Instructional Aide
- Marie Rosahac - Teacher
- Elizabeth Schlecht – Instructional Aide, Chaperone, Van/Bus Driver*
- Eric Schlecht – Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
- William Shirar - Teacher
- Susan Stermer – School Nurse
- William Stoudt - Teacher
- Stacie Strack - Teacher
- Phillip Strubinger – Teacher, Instructional Aide
- Dennis Vavra – Tutor, PT Integrated Reading Instructor
- Geri Vavra – Clerical*
- Kathleen Williams – Teacher, Tutor
- Douglas Witt – Custodial/Maintenance/Groundskeeper/Cleaner*
- Sherry Yorgey – Instructional Aide, Van/Bus Driver*

Note: * Appointment through August 2021.

Additional Work Days Approved

- F. that the following individuals be approved two (2) additional work days, prior to September 1, 2020 at the individual's per diem rate:

Anthony (A.J.) Burke, Culinary Arts Instructor
Ashleigh Rehrig, Culinary Arts Instructional Aide
Maritza Reinbold, Graphic Design Instructional Aide
Michele Troutman, Culinary Arts Instructional Aide

Note: This time will be devoted to preparing for cafeteria production services for the new school year and preparing signage for CCTI, including but not limited to health & safety signage.

Family Medical Leave Time Approved

- G. to approve a maximum of twelve (12) weeks intermittent Family Medical Leave time for employee #14517, effective August 24, 2020 through August 23, 2021.

Science Teacher Appointed

- H. to appoint Joseph Rovinsky Science Teacher, effective September 1, 2020 at a step 1 Master/ME +15 salary (per verification) per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Mr. Rovinsky has nine (9) years public school teaching experience in the Mid-Valley School District. He has experience developing online educational programs and curriculum as well as experience as an adjunct Biology professor for the University of Scranton. He is a certified Google Classroom Trainer.

Additional Days Approved

- I. to approve three (3) additional days effective August 21 through August 31, 2020 for Joseph Rovinsky at his approved per diem rate.

Teacher Mentor Appointed

- J. to appoint Scott Bartholomew Teacher Mentor (Academic Teacher) for 2020-2021 school year stipend of \$750.00.

Half-Time Long-Term Substitute Social Studies Teacher Appointed

- K. to appoint Phillip Strubinger half-time long-term (approximately 3.5 hours/day) Substitute Social Studies Teacher, effective September 1, 2020 based on a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Mr. Strubinger has three (3) years’ experience at CCTI as our building substitute.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - 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. Mansberry, SECONDED by Mr. Connors that the following motions be approved:

Agreement of Affiliation Approved

- A. that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Department PA-Approved Certified Nurse Aide Training Program be approved and executed for the 2020-2021 Fiscal Year, as presented:

Fellowship Manor, Whitehall, PA

Proposed Emergency Instructional Time Weekly Schedule Approved

- B. to approve the proposed emergency instructional time weekly schedule for the 2020-2021 school year and submission to the Pennsylvania Department of Education, as presented.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Holland - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - 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

Transportation Contracts Approved

- A. that Transportation Contracts be approved with the following Contractors for 2020-2021, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2020-2021 - \$52.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District)
2020-2021 - \$92.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District - Mid-Day Run)
2020-2021 - \$91.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2020-2021 - \$227.00/day per bus

Panther Valley School District (1 Panther Way, Lansford)
2020-2021 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)
2020-2021 - \$140.00/day per bus

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

Motion carried.

Buildings & Grounds

NONE

Administrative

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

Substitute Rates Established

A. to establish the following substitute rates for the 2020-2021 school year:

- 1. Teacher (Category B short-term)
16-89 Consecutive Days \$160 per day
- 2. Teacher Aide
Day 1 through Day 15 \$ 95 per day
Day 16+ Cumulative \$100 per day
- 3. Secretary \$100 per day
- 4. Administrative \$400 per day

1st Reading Policy Approved

B. to approve the 1st reading of the following CCTI policy, as presented:

#815A – Operations

CCTI 2020-2021 Student & Parent Handbook Approved

C. to approve the CCTI 2020-2021 Student & Parent Handbook, as presented.

Revised CCTI Student/Teacher Calendar Approved

D. to approve the revised CCTI Student/Teacher Calendar 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. Holland - Leighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - 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 Mr. Connors to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$1,369.30.

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

Motion carried.

Administrative Reports

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

- Ms. Fallow asked if CCTI will continue inviting graduates to return and share their success stories as has been done in the past. Mr. Reinbold said that that will definitely be incorporated into future meetings.
- Mr. Mansberry asked the status of competitions (i.e. SkillsUSA, HOSA, DECA). Mr. Reinbold said that at this point he believes all district and state competitions are slated to be held virtually. Advisors will need to determine what competitions are running and how best to prepare.
- Ms. Fallow, referring to Ms. Conway's letter asked that communication of challenges and successes are shared by the teachers so that the administration and JOC can best determine how they can be supported.
- Mr. Reinbold asked that all continue to check the website for updates and continue e-mail communication moving forward.

Next Regularly Scheduled Meeting: Thursday – September 17, 2020

Adjournment

Mr. Mansberry moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:32 PM.

Christina A. Graver
Joint Operating Committee Secretary