

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Re-Scheduled Regular Meeting  
July 29, 2020**

The Carbon Career & Technical Institute Joint Operating Committee met **Wednesday - July 29, 2020** for a Re-scheduled 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 6:03 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 Zoom)	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input checked="" type="checkbox"/> (via Zoom)	<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"/> (via Zoom)	<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 Zoom)	<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 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"/> (via Zoom)	<input type="checkbox"/>

Others present: CCTI Staff: Jean Bales, Special Education Social Studies Teacher, Marie Bieling, Special Education Teacher, Kimberly Bittle, Special Education Math Teacher, Anna Leigh Conway, Science Teacher, Julia Dougherty, Science Teacher, Diane Hyjurick, Math Teacher, Rebecca Schaeffer, School Nurse, Kevin Sowa, Teacher, 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 Ms. Fallow, SECONDED by Mr. Mansberry to approve the Minutes of the June 18, 2020 Regular Meeting.

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

Motion carried.

**Courtesy of the Floor to Visitors**

- Anna Leigh Conway, CCTI Education Association President spoke regarding communications pertaining to the upcoming school year with Joint Operating Committee members and CCTI administration. She thanked the JOC for their continued offer to work with the association. She also thanked the CCTI administration and acknowledged the communication the administration has had with the association, noting it has been very productive.
- In her absence, Mr. Borzak read an e-mail sent by Katherine Baumgardt, English teacher regarding the upcoming school year as it pertains to AP English courses.

**Administrative Reports**

- A. Director’s Report – Mr. Dave Reinbold, Administrative Director
  - a. Mr. Reinbold gave a presentation regarding the Health & Safety Reopening Plan.

**Approval of Treasurer’s Report (June 2020)**

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Treasurer’s Report for June 2020 showing a final balance of \$4,723,500.00 in the General Fund, and \$69,084.55 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 (June & July)**

- 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 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**

*Education*

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

**Educational Delivery Model Approved**

- A. to approve the educational delivery model for 2020-2021 as follows:

a blended opening which entails half of the students attending every day. When the students are in attendance they will spend a full day in their technical course. (A student will attend CCTI every other day and receive a full day of his/her technical instruction during that day). Academic courses will be delivered through distance learning. Academic instructors will be in the building and students will have opportunities for tutoring and small group instruction as needed when they are scheduled to be in the building.

**Health & Safety Plan Approved**

- B. to approve the Health & Safety plan required by the Pennsylvania Department of Education. The plan will reflect the approved delivery model.

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.

## **Occupational Advisory Committee Minutes Approved**

- C. MOTION by Ms. Fallow, SECONDED by Mr. Mansberry to approve the Occupational Advisory Committee minutes, as presented.

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

Motion carried.

### ***Personnel***

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

#### **Superintendent of Record Appointed**

- A. to appoint Jodi Frankelli, Ed.D, Palmerton Area School District Superintendent, Superintendent of Record for Carbon Career & Technical Institute effective August 1, 2020 through July 31, 2021.

#### **School Physician Appointed**

- B. that Dr. Deborah Smith (Switchback Medical Center, Inc., Jim Thorpe, PA) be appointed School Physician for the 2020-2021 school year, as per Article XIV, School Health Services of the PA School Code of 1949, at a rate of \$10.00 per individual school (student) examination.

#### **Law Firm Appointed**

- C. to appoint the law firm of King, Spry, Herman, Freund & Faul LLC for specialized work projects for the 2020-2021 fiscal year on an as-needed basis at a rate to be negotiated.

#### **Records Retention Officer Appointed**

- D. that David Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2020-2021 school year.

**CCTI Local Advisory Committee Members Approved**

E. to approve the following individuals as members of the CCTI Local Advisory (Perkins Participatory Planning) Committee for the 2020-2021 school year:

Shannon Eidem	Toni Macaluso	Robyn Plesniarski
Ron Fritz	Candy Madera	Bill Richards
Samuel Hellen	Jaime Mendes	Joseph Sebelin
Francine Kluck	Jeanne Miller	Rachel Strucko
Kathy Henderson	Heather Mullen	Alice Wanamaker
Margaret Kalogerakis	Steve Ohl	Garry Wentz
Marlyn Kissner	Lisa Perry	

**Adult Education GED Instructor Approved**

F. to approve Delmar Griggs as Adult Education GED Instructor effective July 30, 2020 through July 31, 2021 at an hourly rate of \$21.25.

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.

**Advisor Position Salaries Approved**

G. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to approve the following salaries, pro-rated, as needed for advisor positions for the 2020-2021 school year:

DECA/HOSA/SkillsUSA Advisors - \$2,300 ea.  
 Senior Class Advisor - \$2,300  
 Underclass Advisor (Freshmen, Sophomore, Junior - combined) - \$2,300  
 Student Council - \$2,300  
 NTHS - \$2,300  
 Yearbook - \$2,300  
 Interact Rotary - \$2,300  
 SADD/Aevidum - \$2,300  
 Student Forum - \$1,600  
 SkillsUSA Assistant Advisors - \$1,600 ea.  
 DECA Assistant Advisors - \$1,600 ea.  
 DECA/HOSA/SkillsUSA Assistant Advisor - \$1,600

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:

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

H. to approve the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors, as needed at the established rates for the 2020-2021 school year:

- DECA - Jalissa Kuehner
- DECA Assistant - Sandra Kohutka
- 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 - Sandi Kohutka
- SkillsUSA - Kevin Kuehner
- SkillsUSA Assistant - Maritza Reinbold, Thomas Bartholomew
- Student Council - Margaret Kalogerakis
- Student Forum - Phillip Strubinger
- Underclass - Sue Ann Gerhard
- Yearbook - JamiLynn McFarland

**Resignation Accepted**

I. to accept the letter of resignation received from Julia Dougherty, Science Instructor, effective July 21, 2020.

**Resignation Accepted**

J. to accept the letter of resignation received from Kimberly Bittle, Special Education Math Instructor, effective July 21, 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 - Leighton	<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:

**Lunch Prices Established**

A. that lunch prices for the 2020-2021 school year be established as follows:

Students -	Type A -	\$2.60
	Reduced -	.40
Adults -		\$5.00

**Milk/Juice Supplier Retained**

B. that Zimmerman’s Dairy (Lehigh, PA) be retained as the CCTI Milk/Juice Supplier for the 2020-2021 school year. Prices for milk and juice shall remain the same as quoted for the 2019-2020 school year. Milk prices are established by the PA Milk Marketing Board.

**Out of County Tuition Rates (non-Special Education) Approved**

C. to approve the following out of county tuition rates (non-Special Education) for the 2020-2021 school year:

Half Year - Half Day	\$ 5,175	(\$ 57.50 per day)
Half Year - Full Day	\$10,350	(\$115.00 per day)
Full Year - Half Day	\$10,350	(\$ 57.50 per day)
Full Year - Full Day	\$20,700	(\$115.00 per day)

Note: Rates reflect no increase from previous year.

**Out of County Tuition Rates (Special Education) Approved**

D. to approve the following out of county tuition rates (Special Education) for the 2020-2021 school year:

Half Year - Half Day	\$ 6,075	(\$ 67.50 per day)
Half Year - Full Day	\$12,150	(\$135.00 per day)
Full Year - Half Day	\$12,150	(\$ 67.50 per day)
Full Year - Full Day	\$24,300	(\$135.00 per day)

Note: Rates reflect no increase from previous 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.

***Buildings & Grounds***

NONE

***Administrative***

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

**Contract Approved**

A. to approve the contract with Carbon- Monroe-Pike Drug & Alcohol Commission, Inc. for the 2020-2021 school year in the amount of \$7,000.00 as presented.

Note: Agreement is for one (1) day of service weekly over a period of 38 weeks.

**Contract Approved**

B. to enter into a contract with Carbon Lehigh Intermediate Unit #21 to provide the complete Discovery Streaming Digital Video Library owned by Discovery Education, Inc. for a period of one (1) year beginning July 1, 2019 at a cost not to exceed \$500.00.

**Revised Student/Teacher Calendar Approved**

C. to approve the revised CCTI Student/Teacher Calendar for the 2020-2021 school year.



**Special Education Evaluation Addition Approved**

D. to approve the addition of Special Education evaluation to PowerSchool at a cost of \$11,688.25:

PS IEP and 504 SPS Solution Annual Fee (annual)	\$ 938.25
PS Sp Ed Deployment (one-time fee)	5,875.00
PS Sp Ed Keys to Ownership (one-time fee)	1,875.00
PS Sp Ed Remote Training (one-time fee)	3,000.00

**Resolution Adopted**

E. to adopt the Resolution calling for the CCTI Director to be granted the duty and authority to develop a Health and Safety plan employing any combination of in-person, virtual, and distance learning as the Director deems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students, as presented. This emergency resolution allows for any combination of in-person, virtual, and distance learning to meet 180 day/990 hour requirements.

**Revised FID (Flexible Instruction Days) Program Application Submission Approved**

F. to approve submitting the revised FID (Flexible Instruction Days) Program application to the Pennsylvania Department of Education.

**Act 13 Waiver Submission Approved**

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

**Graduation Project Requirements Suspended**

H. to suspend graduation project requirements as mentioned in CCTI policy 205 (Pupils), Graduation Requirements, paragraph 2 for the 2020-2021 school year.

**Day-to-Day Substitute Rate Established**

I. to establish the day-to-day substitute rate at \$150 per day 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 Mr. Foeller to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$1,369.15.

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

Motion carried.

**Administrative Reports**

- A. MOTION by Mr. Mansberry, SECONDED by Mrs. Walters 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**

- A. MOTION by Ms. Fallow, SECONDED by Mr. Mansberry that future Joint Operating Committee meetings utilize virtual/remote participation, inviting the public to attend virtually.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Next Regularly Scheduled Meeting:**

**Thursday – August 20, 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