

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**September 17, 2020**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – September 17, 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 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 type="checkbox"/>	<input checked="" 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 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"/>
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: Francine Kluck, Adult Education Site Supervisor, Jalissa Kuehner, Marketing/Distributive Education Instructor, 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 Mr. Foeller to approve the Minutes of the August 20, 2020 Regular Meeting.

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

Motion carried.

## Public Comment

- Message received from CCTI Education Association Executive Team of Anna Leigh Conway, President, Steve Anderson, Vice-President, Mike Lewis, Treasurer, and Katherine Baumgardt, Secretary
  - Up-date on beginning of school year
  - Request for continued communication with JOC members and CCTI Administration moving forward

## Approval of Treasurer's Reports (August 2020)

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Treasurer's Report for August 2020 showing a final balance of \$5,229,002.85 in the General Fund, and \$69,826.54 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"/>
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 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"/>
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.

## Administrative Reports

- Director's Report - Mr. Dave Reinbold, Administrative Director
  - Mr. Reinbold introduced Ms. Jalissa Kuehner, Marketing/Distributive Education Instructor, new to the CCTI teaching staff
    - Ms. Kuehner introduced herself and described the updates and changes she is instituting in her classroom - Adobe programs, video production & editing to name a few. She stated that she comes from a corporate background with a lot of experience and shared that she is excited to be teaching at CCTI. Jalissa is a 2013 graduate of CCTI and said that she would like to do for her students what Mrs. Barto did for her as a marketing student in her classroom.

- Principal's Report – Mr. Brent Borzak, Principal
  - The 2020-2021 school year has started in a positive and organized manner. An effective summer of preparation has led to a smooth and efficient start. Staff and students are focused on in-class and virtual teaching and learning. The first days of in-service were very productive. After-school virtual events have been set for the staff. The first day of school for students was a success. We are eager to progress into the first marking period.
  - Complimented students, parents, faculty, maintenance, and business office for their efforts and cooperation to make the school year start such a success.
  - A recent study has shown that the hybrid model currently used by CCTI is the most effective for learning and the safest for preventing the spread of the virus.
  - Ms. Kuehner is a great asset to CCTI, is very positive, and has a good outlook for the future of the program.
  - Kelli Tremba, Staff Development Facilitator of CLIU #21 will be training on a program she developed regarding Virtual Instructional Strategies to CCTI teaching staff.
  - In answering Mr. Mansberry's question, Mr. Borzak shared that there have been no problems with students learning virtually. CCTI students have shown a maturity, positivity, and a willingness to learn.
  - In answering Ms. Fallow's question, Mr. Borzak shared that administration has indeed been meeting with members of the teaching staff and union representatives to discuss upcoming events, comments and concerns and will willingly continue to do so. Ms. Fallow questioned if Mrs. Conway should be given the opportunity to report to the JOC monthly. The following motion was made:

### **Zoom Meeting Invitation Approved**

- A. MOTION by Ms. Fallow, SECONDED by Mr. Mansberry to invite the CCTI EA President to join via Zoom during upcoming Joint Operating Committee meetings to provide a monthly report.

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

Motion carried.

- Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

#### **I. Special Education Numbers- 90 total; Section 504 Plan students- 26**

- Full time- 64
- Half time- 26
- FLEX- 1

#### **II. Opening Week**

- Overall, the first week went smoothly. Most new and current students reported to CCTI for in-person Technical instruction on the days scheduled. On alternate days, most students logged into their Google Classes on time. CCTI's Technical Department personnel have been on top of and responsive to students' needs regarding technology. CCTI continues to loan laptops to students in need. All students have reported to school wearing masks, and continue to throughout the day. Mask breaks are provided frequently to all.

### III. Looking Forward

- CDT's will be administered to Special Education students beginning the week of 9/21/2020.
  - IEP meetings continue virtually or by phone conference
  - Related services will be provided in-person while students are in the building, or virtually.
  - Opportunities for In-person academic instruction will be provided to ALL students needing additional academic support.
  - After-school tutoring will begin after school using a virtual model.
  - Mrs. Trovato in referencing the Virtual Instructional Strategies mentioned above, shared that CCTI is utilizing "Breakout Rooms." While in Google Classroom or Google Meet, if a student or small group of students needs additional assistance or review, they can be separated from the rest of the class into a breakout room with a co-teacher.
  - Mrs. Trovato complimented the CCTI Technology staff stating that they have been amazing with all of the additional technology needs and that laptops and/or hot spots have been provided to all students in need. Mr. Rinda added that a supply of USB cameras (for students with computers without cameras) came in this week and he and his staff have begun distribution.
  - Mrs. Trovato reported that students have been very compliant to school rules and regulations regarding the wearing of masks.
  - In answer to Mr. Mansberry's question, Mr. Rinda shared that 210 Chromebooks have been ordered through grants this year with an additional 100 that were ordered last year. CCTI has enough to supply all students in need.
  - In response to Ms. Fallow's questions, Mr. Reinbold explained that an additional Special Education teacher would not be needed as the one who will be leaving had only four classes this school year. Those classes are being covered by the newly hired Long-term, half-time social studies teacher.
- Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor

#### Course Offerings Fall 2020

Heartsaver® First Aid and CPR/AED

Nurse Aide

Pharmacy Technician

Air Conditioning Fundamentals

Welding Technology

Introduction to Precision Machining

ServSafe® Exam

Forklift

PA State Inspection Mechanic Certification

Auto Collision

GED Preparation Courses

Program descriptions, orientations, and start dates are available at [www.carboncti.org/adult-education](http://www.carboncti.org/adult-education). Follow our happenings on Facebook @cctiadulted or [Carbon Career and Technical Institute – Adult Education](#).

#### Outreach and Program Development Report

- August 26 – Nurse Aide Orientation
- August 27- September 1, 2, 3, 9 - GED Orientations
- September 8 – Virtual GED day class begins
- September 8 – GED Program Improvement Team meeting
- September 10- Nurse Aide Orientation

(con't)

- September 14 – Virtual GED evening classes begin Monday through Thursday
- September 14- Welding Technology program restarts
- September 14 – Air Conditioning Fundamentals program restarts

**Progress Update:**

Nurse Aide: Students currently completing clinical at Fellowship Community, Whitehall

**Grant Report – GED Classes**

CCTI is an LCCC subcontractor through PA Department of Education Federal Literacy Grant to provide adult education and high school equivalency instruction to 64 individuals for 2020-2021.

- Ms. Kluck also shared that those classes that needed to be paused due to the pandemic shutdown have restarted. Nurse Aide will finish this evening (09/17), Nurse Aide orientations are scheduled and running, AC Fundamentals has resumed and will end November 12, Welding has resumed and will end November 2, PennDot Safety Inspection has resumed and completed, and the GED partnership with LCCC has resumed virtual classes.
- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
  - Mr. Deutsch reported in the absence of Mr. Walters. Regular maintenance is due on one of The approximately thirty HVAC units on the roof. Mr. Walter’s requests permission to include an ionic air filtration upgrade at this time at a cost of approximately \$6,000. The plan would then be to upgrade the rest of the units over the next 2-3 years. The following motion was made:

**Ionic Filtration Upgrade Approved**

A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the ionic air filtration upgrade to one HVAC unit at a cost of approximately \$6,000.

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

Motion carried.

- Mr. Deutsch also reported that the Capital Plan will be updated and sent out to the JOC members shortly then brought to the JOC for approval most likely next month. He stated that he likes to do that twice a year, every 6 months.
- Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
  - Mr. Deutsch reported on the following grants received by CCTI:
    - Safe Schools Grant – approximately \$90,000
    - GEAR Grant (Governor’s Emergency Education Relief Grant for technical schools, similar to the CARES Act grant that district schools received) – approximately \$47,000
    - Department of Education, Division of Food & Nutrition – all students will receive

free lunch through the end of the calendar year (December 31<sup>st</sup>).

- 2019-2020 audit is proceeding well. He should have the written report to present to the JOC at the November meeting.
- Superintendent of Record Report – Dr. Jodi Frankelli, Palmerton Area School District Superintendent
  - Nothing new to report. Excited to be back at school.

## **Items of Business**

### *Personnel*

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

#### **Letter of Resignation Accepted**

- A. to accept the letter of resignation received from Joseph Rovinsky, Science Teacher, effective August 27, 2020.

#### **Science Teacher Appointed**

- B. to appoint Angela Sablich Science Teacher, effective October 1, 2020 at a step 1 Master/ME salary (per verification) per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association. Continued employment beyond the 2020-2021 school year is contingent upon proper certification attainment.

Note: Ms. Sablich has 33 years science teaching experience with the Cherry Hill Public School, NJ and Eastern Lebanon County School District, PA. She also has experience writing curriculum and overseeing all aspects of the science department in Cherry Hill, NJ.

#### **Substitutes Approved**

- C. that the below listed individuals be approved to substitute for the 2020-2021 school year at the established rates, as follows:
  - John Gunsser - Teacher
  - Jessica Wiese - Teacher
  - Eileen Mirchel - Teacher

### **Extra Help Instructors Appointed**

- D. to appoint the following individuals as Extra Help Instructors in conjunction with the after school program at \$25 per hour on an as-needed/scheduled basis:

Steve Anderson	Stephanie Gombert	Justin Pshar
Jean Bales	Michael Gower	Ashleigh Rehrig
Scott Bartholomew	Jeffrey Hazelton	Maritza Reinbold
Thomas Bartholomew	Dylan Hofmann	Harold Resh
Katherine Baumgardt	Diane Hyjurick	John Rogers
Michael Baumgardt	Michele Klock	Angela Sablich
Marie Bieling	Sandra Kohutka	Rebecca Schaeffer
Kenneth Bond	Jalissa Kuehner	Dennis Sites
Anthony (A.J.) Burke	Kevin Kuehner	Kevin Sowa
Jacqueline Cole	Michael Lewis	Phillip Strubinger
Eugene Colosimo	Tammy Marshall	Michele Troutman
Anna Leigh Conway	Stephen Nesler	Geri Vavra
Michele Dominic	Walter O'Donnell	Lisa Walck
Jane Farkas	Frank Olmsted	Michael Wildoner
Joseph Farkas	Jeremy Pease	Brian Wirth
Autumn Frey		

### **Additional Days Approved**

- E. to approve a maximum of three (3) additional days effective September 18 through September 30, 2020 for Angela Sablich at her approved per diem rate.

### **Health Medical Instructor Appointed**

- F. to appoint Stephanie Gombert Health Medical Instructor, effective October 26, 2020 at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Ms. Gombert has over 10 years' experience with St. Luke's University Health Network as a CNA, RN, Supervisor/Director, and Educational Specialist. She is a CCTI graduate.

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

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

HOSA – Stephanie Gombert

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"/>
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**

**Agreement of Affiliation Approved**

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

Hometown Nursing & Rehabilitation Center, Tamaqua, PA

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

Motion carried.

**Budget & Finance**

NONE

**Buildings & Grounds**

NONE



*Administrative*

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

**2<sup>nd</sup> Reading and Adoption Policy Approved**

A. to approve the 2<sup>nd</sup> reading and adoption of the following CCTI policy, as presented:

#815A - Operations

**1<sup>st</sup> Reading Policy Approved**

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

#237 - Pupils

**CCTI Course Handbook Approved**

C. to approve the CCTI Course Handbook, as presented.

**Agreement for Scope of Services Approved**

D. to approve the Agreement for Scope of Services with Lehigh Carbon Community College to provide literacy instruction through the PA Department of Education Act 23 Federal Literacy Grant, as presented.

**Revised Health & Safety Reopening Plan Approved**

E. to approve the revised Health & Safety Reopening Plan, 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. Foeller - 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.

## Reports

### Foundation Report Accepted

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

Note: The balance in this account stands at \$1,369.33.

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

Motion carried.

## Administrative Reports

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

NONE

**Next Regularly Scheduled Meeting:            Thursday – October 15, 2020**

## Adjournment

Mr. Mansberry moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:54 PM.

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Christina A. Graver  
Joint Operating Committee Secretary