

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
October 15, 2020

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - October 15, 2020** for its Regular meeting. The meeting, was held virtually and was called to order by the Chairman, Mr. Gerald Strubinger, at 6:05 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 type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input 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: Thomas Bartholomew, Welding Instructor, Anna Leigh Conway, Science Teacher/CCTI EA President, 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 Ms. Fallow, SECONDED by Mr. Connors to approve the Minutes of the September 17, 2020 Regular Meeting.

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

Motion carried.

Public Comment

- Mrs. Anna Leigh Conway, Science Teacher and CCTI Education Association President shared a prepared report to the Joint Operating Committee members including the following:
 - With academic teachers and technical instructors working hard, the day to day education of students is going remarkably smoothly both online and in person.
 - Students and staff have been following requirements of Health and Safety Plan - social distancing, sanitizing and masks.
 - Online learning going smoothly with high participation among students.
 - Technical department has been incredible in meeting the demands of all stakeholders quickly and efficiently.
 - Some examples from the first month of school:
 - OAC meetings held virtually and going very well.
 - Online Field Trips in both technical and academic classrooms.
 - Culinary Arts students have adapted to preparing meals under the restraints of the Health and Safety Plan and are doing a great job of serving safely prepared bagged meals to students.
 - HOSA is working on the annual walk-a-thon for students.
 - CCTI EA is extremely proud of all of its members and how hard they have been working.
 - Need for continued transparency and communication for students and staff.
 - Thankful for participation and consistent involvement of principal, Brent Borzak.
 - Aware of the close communication happening at many of our districts. Thankful for making schools where teachers feel valued and appreciated.
 - Ms. Fallow stated her appreciation for that which Mrs. Conway shared and added that Dr. Frankelli, Palmerton ASD Superintendent and Superintendent of Record to the Joint Operating Committee would be willing to sit in on any scheduled meetings including union representation, administration, and Joint Operating Committee members.

Approval of Treasurer’s Reports (September 2020)

- A. MOTION by Ms. Fallow, SECONDED by Mr. Foeller to approve the Treasurer’s Report for September 2020 showing a final balance of \$5,539,054.55 in the General Fund, and \$69,693.02 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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. Foeller, SECONDED by Mr. Connors 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 Mr. Thomas Bartholomew, Welding Instructor who shared the following:
 - Introduction with background in the welding trade – Just started his 3rd year with CCTI. Has been around welding his entire life as his father has been in the business for 40 years. Attended Pennsylvania College of Technology for Data Communications and Computer Networking then followed at Northampton Community College enrolled in their welding program. Has been actively welding for 20 years.
 - What we are doing in welding class and overview of what we do – Program is mostly structural. Students are very enthusiastic.
 - Goals of what I want to accomplish with the students – To be able to send students out into the working world ready for the trade.
 - New Ideas of what I have done with the class already with certifications – Offer seniors industry recognized certifications.
 - Equipment upgrades that we did and what we talked about last night at OAC meeting – Thanked the Joint Operating Committee as all welding machines have recently been upgraded. OAC members shared the need for a CNC Plasma Table in the future to better prepare students for the current trends in the field.
 - How my students are doing with the COVID mandates – Students in welding lab are very well protected as each is in their own individual booth, as well as wearing full face shields, and the added benefit of the exhaust system.
 - Mr. Foeller thanked Mr. Bartholomew for attending the meeting and allowing the JOC to put a face to the name. He also thanked him for preparing our students for a career in welding.
- Principal's Report – Mr. Brent Borzak, Principal
 - Mr. Borzak said that Mr. Bartholomew is both growing professionally and growing the program. He is a great addition to the staff.
 - He added that the staff is doing a fantastic job coming up with great ideas with great instructional delivery happening virtually and in person.

- The 2020-2021 school year is progressing toward the end of marking period one. The hybrid instructional model is effective and students are ecstatic to partake in the technical programs for a full day of instruction. All CCTI students and staff continue to be prudent with following social distancing and masking throughout the building. Progress reports will be emailed out to all parents in mid-October. The virtual Fall OAC meetings are taking place during the week (week of October 12th). Virtual after school extra help has started and some students are taking advantage of this learning opportunity. The PSAT took place on October 14th and will again on October 29th at CCTI. Pre NOCTI tests have been administered at CCTI. Virtual Parent/Teacher conferences have been set for the evening of November 4th.

- Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education:
 - Mrs. Trovato shared that the technical instructors and academic teachers are doing an incredible job. Many special education students struggle with virtual learning. The technical staff have been very flexible with the academic teachers going above and beyond with additional tutoring where needed.

 - Special Education Numbers
 - Total- 90 students
 - Full time- 66
 - Half time- 24
 - Section 504 Plan students total #- 25

 - Testing/Monitoring
 - CDTs- Special Education students have completed Algebra and Literature Curriculum Diagnostic Tests. Case Managers will analyze and compare data results for returning students to determine strengths and possible skill losses. Assessment data provides teachers, students and parents needed information regarding student strengths and areas of need.

 - IEP goal Monitoring- To determine if Compensatory Services are needed, due to the COVID-19 Pandemic extended school closure,
 - For students with significant needs, IEP meetings continue to take place to determine the amount of in-person instruction the student needs.
 - Many students have been provided the opportunity to come out of their Technical Area for short periods of time to meet with academic instructors and tutors to receive support and assistance.
 - Case Managers are monitoring IEP goals weekly/bi-weekly to determine progress toward the IEP goal.

 - Extra help
 - In-person instruction- A process is in place for teachers to contact CCTI's School Improvement Coordinator and schedule student's time

- After School tutoring- Ms. Hyjurick and Mr. Sowa have started offering Virtual After-School Math help and tutoring. As of now, After-School is held on Monday and Thursday weekly.
- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - Welding Technical Area

The board may remember last year the Bowmanstown rod and gun club donated monies for the purchase of 2 replacement welding dust collector arms. These units have worked out so well that we had applied for and received as part of the Perkins grant the monies (44K) to purchase 19 more replacement smoke/dust collector welding arms. These have been received, and will be installed by my staff over the next few weeks.
 - Frontier to PTD Phone Service Agreement

The board will see on tonight’s agenda a motion to enter into an agreement 60 month agreement with Penn Tele Data providing phone services to CCTI. This switch from Frontier/Verizon to PTD has three main purposes.

 - We had been experiencing multiple phone outages with the copper lines.
 - To provide a more reliable connection.
 - Convert us from copper phone lines (older technology) to fiber optic phone lines (newer technology).
 - This change will also provide CCTI with a 30K (\$500 per month) cost savings over the term of the contract.
 - Modular Needlepoint Bipolar Ionization Air Purification System

First I’d like to thank Mr. Deutsch for presenting on my behalf at the last board meeting. I’d also like to thank the board for approving and moving this project forward. This shows our continued commitment to the improvement of infrastructure and the safety of our students and staff. We have installed and made this system operational in one of our 19 units. The board will see on tonight’s agenda a motion to install these units in our remaining 18 units at a cost of (41K) over the remaining 20-21 school year. We had 60K budgeted in our capital plan to cover this project although this could also be allocated under the COVID-19 Grants we’ve received.
 - Modular Home Project

We do not currently have a customer for the 2020-2021 school year and are pursuing a customer to support a project in the upcoming school years. Please spread the word and have them reach out to me or Mr. Reinbold.
- Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - COVID-19 Grants Update:
 - Safe Schools Grant - \$90,000

Received the 90K in September, used for the purchase of Chromebooks, DOC/CAM cameras, supplies etc.
 - GEER Grant - \$47,800

Governor’s Emergency Education Relief Grant

All CCTI students are receiving free lunches until 6/30/2021.

- 2019-2020 CCTI Audit Update:
Moving forward – 80% complete - should be no findings.
Official audit report should be received by Nov or Dec JOC meeting.
- 2021-2022 CCTI Budget Update:
CCTI Administrators have begun 2021-2022 budget process.
Again, there will be no overall increase to the five participating school districts.
2021-2022 will mark the 8th consecutive year of an overall zero increase.
He asked the JOC their preference for the timeline to approve the 2021-2022 Budget and forwarding to the five participating school districts. Members agreed to the month of December.
- Director of Technology Report – Mr. Nate Rinda, Director of Technology
 - Google Chromebooks/Laptops - Over 200 deployed to those in need. Dedicated laptops for Graphic Design and Drafting.
 - AT&T Hot Spots (Filtered, CIPA Compliant) - approx. 30 deployed to those in need.
 - Adobe All-APP Cloud based (500) Licenses now ready and fully pushed out to Graphic Design. Marketing is next on the list for next week.
 - CDT (Classroom Diagnostic Tools) - Special Education 1st round nearly complete.
 - NOCTI Pre-test 1st round nearly complete.
 - All Major state reports completed by deadline.
 - Updated licenses for Drafting – AutoDesk AutoCad programs. Obtained free for at least next 12 months.
 - Continued support/training and support to staff and students with Google Classroom and all technology needs.
- Superintendent of Record Report – Dr. Jodi Frankelli, Palmerton Area School District Superintendent
 - Nothing to report at this time.

Items of Business

Personnel

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

Teacher Mentor Appointed

- A. to appoint Michael Baumgardt Teacher Mentor (Academic Teacher) for 2020-2021 school year stipend of \$750.00.

Substitutes Approved

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

- Catherine McDonald – Teacher
- Bess Mitsakos – Teacher
- Nicole Reinheimer – Teacher, Instructional Aide

Extra Help Instructor Approved

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

- Stephanie Gombert

Note: Effective with her official start date of October 26, 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 - Lehighnton | <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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mr. Strubinger - Jim Thorpe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Motions carried.

Category C (long-term) Substitute Teacher (Social Studies) Approved

D. MOTION by Ms. Fallow, SECONDED by Mr. Foeller to approve Phillip Strubinger as a Category C (long-term) substitute teacher (Social Studies), effective October 16, 2020 through the end of the 2020-2021 school year at a pro-rated salary of \$43,100, as per the current CCTI Education Association Agreement.

| 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 - Lehighnton | <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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mr. Strubinger - Jim Thorpe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Motion carried.

Education

NONE

Budget & Finance

NONE

Buildings & Grounds

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

Installation of Air Purification Units Approved

- A. to approve the installation of Bipolar Ionization air purification units to the remaining 18 rooftop HVAC units at a total cost of \$41,212.00.

PenTeleData Agreement Approved

- B. to enter into a 60 month agreement with PenTeleData to provide a PRI (Primary Rate Interface) with 26 phone lines at a total contract cost commitment of \$30,959.30.

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 - Lehighnton | <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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mr. Strubinger - Jim Thorpe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Motions carried.

Administrative

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

2nd Reading and Adoption of Policy Approved

- A. to approve the 2nd reading and adoption of the following CCTI policy, as presented:

#237 - Pupils

Revised Health & Safety Reopening Plan Approved

B. 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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. Foeller SECONDED by Mr. Connors to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$1,369.34.

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

Motion carried.

Administrative Reports

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting: Thursday – November 19, 2020

Adjournment

Ms. Fallow moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:55 PM.

Christina A. Graver
Joint Operating Committee Secretary