

Carbon Career & Technical Institute  
 Joint Operating Committee Agenda  
**Regular Meeting**  
**December 17, 2020**

- I. Call to Order - Chairman
- II. Salute to the Flag
- III. Roll Call

	Present	Absent
Mr. Gerald Strubinger, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Kathy Fallow, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. William Mansberry, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input type="checkbox"/>	<input type="checkbox"/>
<i>Mr. Paul Montemuro, Alternate Member</i>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Earl Paules, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Marco D'Ancona, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas J. Connors, Jr., Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Jodi Frankelli, Superintendent of Record	<input type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Christina A. Graver, Secretary	<input type="checkbox"/>	<input type="checkbox"/>

IV. **Approval of Minutes**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Minutes of the November 19, 2020 Regular Meeting. (Encl. 4)

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

V. **Public Comment**

**VI. Approval of Treasurer's Report (November 2020)**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Treasurer's Report for November 2020 showing a final balance of \$5,818,113.94 in the General Fund, and \$72,087.95 in the Student Activities Account. (End. 5)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VII. Approval of Payment of Bills**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 6)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VIII. Administrative Reports**

- A. Director's Report - Mr. Dave Reinbold, Administrative Director
- B. Principal's Report - Mr. Brent Borzak
- C. Facilitator of Special Education Report - Mrs. Christine Trovato, Facilitator of Special Education
- D. Building and Grounds Report - Mr. Ken Walters, Supervisor of Buildings and Grounds
- E. Business Administrator's Report - Mr. Jeffry P. Deutsch, Business Administrator
- F. Technology Report - Mr. Nate Rinda, Director of Technology
- G. Superintendent of Record Report - Dr. Jodi Frankelli, Palmerton Area School District Superintendent

**IX. Letters of Appointment**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the Letters of Appointment of Alternate Representatives to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term – December 2020 through December 2021):

Jim Thorpe Area School District – \_\_\_\_\_ (Encl. 7\*)

Lehigh Area School District – Mr. Stephen L. Holland (Encl. 8)

Palmerton Area School District – Mr. Earl Paules (Encl. 9)

Panther Valley School District – Mr. Marco D’Ancona (Encl. 10)

Weatherly Area School District – Mr. Thomas J. Connors, Jr. (Encl. 11)

\* Will be provided upon receipt.

VOTE: YES - \_\_\_ NO - \_\_\_ ABSENT - \_\_\_ ABSTENTIONS - \_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the Letter of Appointment to the Carbon Career & Technical Institute Authority (5 Year Term – January 2020 through January 2025):

Weatherly Area School District – Mr. Lee Zink (Encl. 12)

VOTE: YES - \_\_\_ NO - \_\_\_ ABSENT - \_\_\_ ABSTENTIONS - \_\_\_

**X. Items of Business**

*Personnel*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the request for Sabbatical Leave for the Spring Semester of the 2020-2021 school year and the Fall Semester of the 2021-2022 school year, commencing on or about January 27, 2021, submitted by Anna Leigh Conway, Science Teacher, be approved as per the conditions of the adopted/revised Sabbatical Leave Policy (#438), noting that Mrs. Conway has been employed by Carbon Career & Technical Institute as a Professional Employee and has met all of the requirements set forth in the School Code of 1949, as amended.

VOTE: YES - \_\_\_ NO - \_\_\_ ABSENT - \_\_\_ ABSTENTIONS - \_\_\_

B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individuals as members of the CCTI Local Advisory (Participatory Planning) Committee for the 2020-2021 school year:

Franklin Andreas	Marlyn Kissner	Lisa Perry
Philip Binder	Diane Luicana	Robyn Plesniarski
John Drury	Toni Macaluso	Bill Richards
Shannon Eidem	Candy Madera	Joseph Sebelin
Ron Fritz	Jaime Mendes	Rachel Strucko
Francine Kluck	Jeanne Miller	Alice Wanamaker
Kathy Henderson	Steve Ohl	Garry Wentz

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to reaffirm the following individual as Teacher Mentor for the period of March 9, 2020 through December 31, 2020 at the established stipend of \$750.00 as indicated below:

Michele Dominic - Michael Gower, Electrical Distribution & Automation/Electrician Instructor

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to reaffirm the following individual as School-Wide Co-Curricular Activities and Student Club/Organization Advisor at the pro-rated established rate for the 2020-2021 school year and based on the job description:

HOSA - Michele Dominic

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the below listed individual be approved to substitute for the 2020-2021 school year at the established rate, as follows:

- Holly Richards - School Nurse
- Maya Kowalcyk - Teacher, Instructional Aide

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept the letter of resignation received from Dennis Sites, Auto Collision Repair Instructional Aide, effective December 21, 2020.

VOTE: YES - \_\_\_\_ NO - \_\_\_\_ ABSENT - \_\_\_\_ ABSTENTIONS - \_\_\_\_

### *Education*

NONE

**Budget & Finance**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the 2021-2022 Proposed Secondary Budget for Carbon Career & Technical Institute, calling for Receipts and Expenditures in the amount of \$8,851,959 to be forwarded as presented to the Boards of School Directors in each of the participating school districts for final adoption by Resolution.

Note: The 2021-2022 proposed CCTI Budget represents a 0.00% increase in district member share compared to the 2020-2021 year increase of 0.00% compared to the 2019-2020 year increase of 0.00%, the 2018-2019 year increase of 0.00%, the 2017-2018 year increase of 0.00%, and the 2016-2017 year increase of 0.00%, the 2015-2016 year increase of 0.00%, the 2014-2015 year increase of 0.00%, and the 2013-2014 year increase of 0.50%.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the Audit Report for the Carbon Career & Technical Institute submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2020 be accepted, as presented.

Note: No findings for the 2019-2020 General Fund Audit.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the Audit Report for the Carbon County Area Vocational-Technical School Authority submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2020, be accepted as presented.

Note: No findings for the 2019-2020 Authority Audit.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the Audit Report for the Carbon County Area Vocational-Technical School Foundation submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2020, be accepted as presented.

Note: No findings for the 2019-2020 Foundation Audit.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Buildings & Grounds***

NONE

***Administrative***

NONE

**XI. Reports**

- A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 13)

Note: The balance in this account stands at \$1,369.36.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**XII. Administrative Reports**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal (Encl. 14)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 15)
- c. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 16)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**XIII. Old Business**

**XIV. New and Miscellaneous Business**

- XV. Next Regularly Scheduled Meeting: Thursday – January 21, 2021**

**XVI. Adjournment**