

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
November 19, 2020**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – November 19, 2020** for its Regular meeting. The meeting, was held virtually and was called to order by the Chairman, Mr. Gerald Strubinger, at 6:02 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 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. Jeffry 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 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: Anna Leigh Conway, Science Teacher/CCTI EA President (partial attendance), Francine Kluck, Adult Education Site Supervisor, 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

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

- A. to approve the Minutes of the October 15, 2020 Regular Meeting.
- B. to approve the Minutes of the October 29, 2020 Special Meeting.

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

Motions carried.

Public Comment

- Question submitted electronically from Mr. Brian O'Donnell:
“Were any raises agreed upon between the last meeting and this meeting without JOC approval?”
Mr. Strubinger, CCTI JOC Chairman was not aware of any, Mr. Reinbold, CCTI Administrative Director verified that there has been no change in any pay between meetings, and Mr. Deutsch, CCTI Business Administrator agreed.

- Mrs. Anna Leigh Conway, CCTI Education Association President:
Due to technical difficulties, Mrs. Conway was unable to present but provided her report in writing to be read by the secretary. Her report included the following:
 - Academic and Technical Instructors continue to work diligently in this “New Normal”.
 - Day to day education of the students has been going remarkably smoothly, both online with our academics and in person in our Technical labs.
 - Some examples from the first quarter of school:
 - Virtual Parent - Teacher conferences occurred on November fourth. Parents and teachers met via Zoom and by all accounts it was a complete success.
 - Teachers are completing online training through the IU related to both content and improving their virtual learning strategies.
 - Academic staff is working with students when they are in the building to provide additional assistance.
 - CCTI has welcomed several new staff members including Mrs. Sablich in our biology department, Mr. Strubinger and Mr. Reichard in our Social Studies department, and Ms. Gombert in our Health Medical Program. All new members have been meeting with teacher mentors to “learn the ropes” in this emergency teaching situation.
 - In our Graphic Design Technical area students are working on a Safe to Say poster project and submitted 20 entries into the State Attorney General’s office - results will be announced in November. In addition, students created ALICE posters to distribute to the technical areas to educate all students on this possibly life-saving procedure.
 - Graphic Design also spent time restoring a photograph of the CCTI school building from the 1960’s!
 - HOSA teamed up with graphic design to begin filming public service announcements on chain of infection (students Alex Harris, Stephanie Struble and Alexis Lewis), gloving (Autumn Benedict, Sheri Nametko, Reese Borland), mask wearing - how to wear a mask properly (Anelia McCleod, Kiertyn Gursky) flu vs. covid (Bret Goldberg, John Walton), types of masks newsroom (Jordyn Welsh, Taylor Hadley, Anna Castillo, Lauren Kitchline) Social distancing (Kelia Bunker, Savannah Becker). They filmed, edited and recorded voice over. Final PSA’s will be posted on the school website.
 - CCTI EA is, as always, proud of its members and their hard work.
 - Hoping for more communication and equity between staff and administration. The EA Executive team can be a valuable resource to administrators to bring staff questions to the table, or to disseminate administrative information in accordance with our collective bargaining agreement.
 - Delighted to announce that we have had our first meet and discuss of the school year with Mr. Reinbold and Dr. Frankelli, and have an established set of dates, for the second Thursday of every month to keep conversations flowing throughout the year.

Approval of Treasurer's Reports (October 2020)

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Treasurer's Report for October 2020 showing a final balance of \$5,650,297.94 in the General Fund, and \$70,526.69 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

- 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.

Administrative Reports

- Director's Report – Mr. Dave Reinbold, Administrative Director
Submitted by Mrs. Lisa Walck, Cosmetology Instructor, read by Mr. Reinbold:
 - Two 2020 Cosmetology graduates passed the PA State Board Cosmetology Exam recently. Jakelyn Coady and Marie Evans both from the Panther Valley School district were successful in passing the exam and are now certified, licensed cosmetologists. On Tuesday, November 10th, current cosmetology senior Kim Chen obtained all of her 1250 cosmetology hours. This now makes her eligible to apply for her cosmetology license exam. Congratulations to all three!
- Principal's Report – Mr. Brent Borzak, Principal
2020-2021 school year is now in the second marking period. The hybrid instructional model is continuing to be effective, efficient and consistent. All CCTI students and staff continue to be prudent with following social distancing and masking throughout the building. Report cards will be emailed and sent out to all parents in mid-November. The virtual Fall OAC meetings were productive and the virtual parent teacher conferences were very successful. Virtual after school extra help has started and some students are taking advantage of this learning opportunity. The PSAT delivery was effective at CCTI in October. For the first time, it was offered on two dates. We honored Veteran's Day this year virtually, with various online activities.

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

Special Population Numbers

- Special Education Students - 87 students with IEPs
 - Full time - 60
 - Half time - 2
 - FLEX - 1
- Section 504 Plan students total - 26
- Homeless Students - 1
- English Language Learners - 2

Parent Teacher Conferences

- Virtually- November 4th
- 30% participation by parents of special needs students

Informational Purposes:

- 5 Current Trends in Special Education
 1. Technology- allows flexibility for differentiation, enhances instruction, students learn at their own pace.
 2. Homelessness - Homelessness impacts student learning because students are forced to deal with difficult and significant challenges outside of the classroom, and likely impacts their academic performance and participation. Under Every Student Succeed Act (ESSA) requirements, increased focus is placed on monitoring the academic growth of this special population. Educators are faced with supporting students by accommodating their academic needs to reduce the barriers to learning.
 3. Parental Support - Parents have taken on the role as educators during the pandemic closure; it is essential for educators to continue involving parents in educational decisions for their child.
 4. Twice Exceptional Learners (2E)- these are students who qualify for special education services but also show other needs such as ADHD, learning disabilities, or Autism. Their giftedness “masks” their special needs; sometimes referred to as “lazy or underperforming.” Requires educators to offer opportunities for these students to highlight their strengths using varied approaches.
 5. Trauma Informed Training - Exposure to trauma and stress elicits a continuum of biological and neurological responses that range from adaptive to maladaptive and impact an individual’s physical, spiritual, mental, and cognitive functioning. For students who already have mental health and/or behavioral health needs, their teachers are faced with the challenge of being able to recognize and respond to their words or lack of, and/or exhibited behaviors. Understanding how to handle situations like this is critical to supporting students. In 2019, Pennsylvania updated the PA School Code and passed Act 18 of 2019, mandating trauma-informed approaches and training throughout educational entities.

Looking Forward:

- Trainings:
 - Effective Instructional Practices for English Language Learners
 - In-Class Support/Co-Teaching Refresher Training
 - Trauma Informed Training Practices
- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - HVAC
Completed. The Modular Needlepoint Bipolar Ionization Air Purification System Project reported on last month is complete and functional on all units.
 - Welding Technical Area
Work in progress: Welding dust collector arms continue to be installed by CCTI's maintenance team.
 - Phone System
Frontier to PenTeleData Phone Service Transition
Work in progress: Fiber lines to support this project are being installed by PenTeleData.
 - Energy Savings project
New: The fluorescent light bulbs in the building are coming up on 10 years old. The average life expectancy of these bulbs is 20,000 hours. For our operating hours this equates to about 5 years. We have been fortunate to get double the life expectancy out of these bulbs. Working with multiple vendors to determine a cost benefit analysis of a lighting retrofit project. This entails the Conversion of our T5HO fluorescent lamped fixtures and T8 fluorescent lamped fixtures to LED technology (most of the building fixtures). In the process of receiving sample bulbs. If they perform to our satisfaction, will be summarizing the energy savings and how that equates to savings on our monthly electrical energy bill based on usage. Will be figuring out our eligible ACT 129 rebate opportunities that would offset costs and provide a shorter return on investment.
 - House Project
2019-2020 house project final payment was received and project is now closed.
- Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
 - 2019-2020 Annual Financial Report
The Annual Financial Report (PDE Form 2057) for the year 2019-2020 has been filed timely with PDE.
 - 2019-2020 CCTI Audit Update:
The official audit report will be on the December JOC meeting agenda for approval.
 - 2021-2022 CCTI Budget Update:
 - The 2021-2022 CCTI Budget motion will be on the December JOC meeting agenda for approval.
 - This motion will forward the 2021-2022 CCTI Budget to the five participating districts for their approval.
 - There will be no overall increase to the five participating school districts.
 - 2021-2022 will mark the 8th consecutive year of an overall zero budget increase and the 8th consecutive year of decrease to the Weatherly ASD.

- 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. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- October 28 – PennDOT Safety Inspection course self-assessment and audit
- October 29- PennDOT Safety Inspection Training completed
- October 29 – AC Fundamentals completed
- November 2- Welding Technology completed
- November 10- GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- November 16- Pearson Vue Testing Center Open
- November 17 – GED Orientation
- November 19- Nurse Aide Orientation

Grant Report – GED Classes

- GED grant 2020-2021 approved. 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.
- GED classes have continued to run virtually.
- CCTI will receive a \$1500 GED Covid grant for supplies pertaining to the pandemic.

Alternative Education

- Students are enrolled in Alternative Education and Credit Recovery virtually. Please contact the Adult Education office if guidance counselors have interested students.

- 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)**

Over 30 Deployed to Staff and Students in need.

- **Adobe All-APP Cloud-based (500) Licenses**

Ready and fully pushed out to Graphic Design and Marketing. Also started implementing for some staff.

- **PA Access for ELL**

WIDA setup registration completed for online testing window in January. Onsite Server and Client computer configured.

- **Adult Ed- GED – Pearson VUE testing center at CCTI**

Testing Server and client computers all updated and ready for testing.

(con't)

- **Xerox COPIER Contract**
Started talking to other vendor sources as our Copier Fleet contract expires July 1, 2021. Continued support/training to staff and students with Google Suite 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 Mr. Mansberry, SECONDED by Mr. Foeller that the following motions be approved:

Teacher Mentor Appointed

- A. to appoint Michael Baumgardt Teacher Mentor (Adam Reichard) November 2, 2020 through the end of the 2020-2021 school year at a pro-rated approved stipend of \$750.00.

Teacher Mentor Appointed

- B. to appoint Harold Resh Teacher Mentor (Stephanie Gombert) October 26, 2020 through October 25, 2021 at the approved stipend of \$750.00.

Substitutes Approved

- C. that the below listed individuals be approved to substitute for the 2020-2021 school year at the established rates, as follows:
 - Seth McLaughlin – Custodial/Maintenance/Groundskeeper/Cleaner
 - Spencer Moyer – Teacher, Instructional Aide, Custodial/Maintenance/ Groundskeeper/Cleaner
 - August Randazzo – Custodial/Maintenance/Groundskeeper/Cleaner
 - Kevin Rehrig – Custodial/Maintenance/Groundskeeper/Cleaner
 - John Zym – Custodial/Maintenance/Groundskeeper/Cleaner

Electrical Distribution and Automation/Electrician Instructional Aide Appointed

- D. to appoint Kevin Rehrig as an Instructional Aide (Electrical Distribution and Automation/Electrician), effective November 20, 2020 at a Step 1 pro-rated salary per the current CCTI ESPA Employment Agreement.

Note: Kevin has over 20 years’ commercial and residential electrical, carpentry, and handyman experience with local businesses. He is a graduate of CCTI.

Extra Help Instructor Appointed

E. 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:

- Kevin Rehrig

Note: Effective with his official start date of November 20, 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 - 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.

Education

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

Hugh O’Brian Youth Leadership Program Attendance Approved

A. that two (2) CCTI students attend the Hugh O’Brian Youth Leadership Program (HOBY) at a location to be determined in June of 2021 at a cost not to exceed \$650 for both students to defer the cost of registration, meals, and lodging.

Agreement of Affiliation Approved

B. 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 school year, as presented.

Hometown Nursing & Rehabilitation Center, Tamaqua, PA

Reimbursement Approved

C. to reimburse 2020 cosmetology student fees of \$125.00 per student associated with obtaining their State Cosmetology License.

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.

Budget & Finance

CCTI Capital/Instructional Equipment Plan Approved

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the current CCTI Capital/ Instructional Equipment 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"/>
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.

Buildings & Grounds

NONE

Administrative

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

Revised 2020-2021 CCTI Student/Teacher Calendar Approved

- A. to approved the revised 2020-2021 CCTI Student/Teacher Calendar, as presented.

Note: Removed October 14 Open House and December 9 Parent/Teacher Conferences; added November 4 and February 24 Virtual Parent/Teacher Conferences.

Return to Full-Virtual Instruction Approved

- B. to return to full-virtual instruction effective December 1, 2020 through January 18, 2021 with a tentative return to hybrid instruction on January 19, 2021.

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 \$1,369.35.

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 & Reorganization Meeting: Thursday – December 17, 2020

Adjournment

Mr. Mansberry moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:46 PM.

Christina A. Graver
Joint Operating Committee Secretary