

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
January 21, 2021

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - January 21, 2021** for its Regular meeting. The meeting, was held virtually and was called to order by the Chairman, Mr. Gerald Strubinger, at 6:04 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 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 type="checkbox"/>	<input checked="" 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: Stephen Anderson, Math Teacher/CCTI EA Vice-President, Jacqueline Cole, English Teacher/ELL Instructor, 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

A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Minutes of the December 17, 2020 Reorganization and Regular Meeting. (Encl. 1)

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

Motion carried.

Public Comment

- Stephen Anderson, CCTI Math Teacher and CCTI Education Association Vice-President shared the following:
 - Thanked the members of the JOC for their service. January is "School Directors Month", a time to stop and say thank you for the service provided to the community. Mr. Anderson stated "you have chosen to not only work hard for your own districts, but for CCTI, and we appreciate your time and effort."
 - Students and staff have returned to the building following the Martin Luther King holiday. So far, classes have been returning to normalcy (or what we consider normal today) in a very smooth manner. Many students spent a full day in their labs working hands-on and applying the lessons learned during at home, virtual instruction.
 - Mr. Kuehner, SkillsUSA Advisor is preparing students for upcoming competitions, which will be all virtual.
 - Mr. Wirth, Cooperative Education Coordinator has been working hard to involve students in cooperative education.
 - CCTI EA executives met with members of the Administrative team as well as Dr. Frankelli, Palmerton ASD Superintendent and CCTI Superintendent of Record for a meet and discuss to discuss teacher concerns - an excellent first step to maintaining an open line of communication between the Administration and staff.

Approval of Treasurer’s Report (December 2020)

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to approve the Treasurer’s Report for December 2020 showing a final balance of \$6,038,701.86 in the General Fund, and \$76,031.15 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Ms. Fallow 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

Administrative Reports

A. Director's Report – Mr. Dave Reinbold, Administrative Director

B. Principal's Report – Mr. Brent Borzak

- The 2020-2021 school year has progressed into 2021. We are anticipating a successful second half of the school year. The students, staff and administration are all focused on teaching and learning virtually. After the holiday break, instruction picked up and is continuing efficiently. Communication from CCTI is ongoing with all stakeholders on a continual basis. Administration has been interviewing candidates for various roles. We will be conducting trainings on the McKinney-Vento Act and have conducted trainings on ELL strategies. On the evening of February 24th, CCTI will be hosting virtual parent teacher conferences. We are all optimistic moving into 2021.
- In referencing Mr. Anderson's presentation, Mr. Borzak added that it was great to meet with the CCTI Education Association. He stated that the meeting was very successful and he looks forward to meeting monthly.

C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator

- 2021-2022 CCTI Budget Update:
 - Budget books have been delivered to all five sending school districts.
 - Palmerton Area School District has already approved.
 - Jim Thorpe Area School District will vote in early February.
 - 8th year with no overall increase to the districts.
 - No districts will see an increase for their funding for the year 2021-2022.

D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds--

- Phone System
 - Work in progress
 - Frontier to PTD Phone Service transition (copper to fiber) year.
 - Phone system feed changeover from copper to fiber completed and tested 1/21/2021.
 - Porting of phone numbers scheduled for 2/08/2021
- Energy Savings project LED lighting retrofit project
 - Work in progress
 - Welding technical area is 65% transitioned to LED.
 - Project will continue while students are hybrid. Will be including Mr. Gower, Electrical Distribution and Automation Instructor and the EDA students in the change out process.
 - If you'd like to take a tour of this area please just give me a call and we can schedule.
- Kitchen equipment upgrade
 - Work in progress
 - Will begin discussions with Chef Burke, Culinary Arts Instructor, Culinary Arts Occupational Advisory Committee, and vendors with the goal of replacing some of the original kitchen equipment (in use prior to 2009 upgrade - Salamander, fryer, griddle, 6 burner stove).
 - Standing pilot units with no thermocouple. Safety.
 - UGI offering a direct rebate to upgrade certain equipment utilizing eligible vendors
 - This is in the capital plan but we have included some of these items in an equipment grant

- Meeting with architect about two items
 - Work in progress
 - Not overly concerned but a few wall cracks have developed in a block wall. Obtaining a second opinion from my architect of record to ensure its being caused by weather related ground movement and not any kind of early foundation issue.
 - JOC members may remember that I had worked with the Pennsylvania Department of Transportation and the Jim Thorpe Borough to alleviate a storm water issue they were having at the Jim Thorpe Monument. The borough has reached out to me again for assistance on a separate storm water issue they are having on 13th street. I've provided them with a planned approach to address the issue and have not heard back but will have my architect/engineer look at it while he's here to get a second opinion on file for that concern.

- Modular Home Project
 - Work in progress
 - Do not currently have a customer for the 2020-2021 school year but we did have someone reach out to build a shed. Looking at this to see if it will fit into Mr. Hazleton's program of study

- Capital Plan equipment purchases.
 - Work in progress
 - Purchased and will be installing a CNC router in the carpentry technical area. Install of electrics and dust collection will be completed in-house and SHINE (Schools and Homes IN Education) is paying for half. \$3,750 of Capital Plan will be reallocated.
 - Refrigerant recovery unit purchase for Automotive Service Technology will be replaced.
 - Mr. Reinbold wanted to recognize the SHINE program for their contribution adding that their students will benefit from this equipment once they are back in the building.

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

- Special Population Numbers
 - Special Education Students- 84 students with IEPs
 - Full time- 59
 - Half time- 25
 - FLEX- 1
 - Section 504 Plan students total #- 26
 - Homeless Students- 1
 - English Language Learners- 3

- ELL Training

An ELL training was presented by Mrs. Jacqueline Cole on 1/7/2021. Highlights from her training included:
 ELL Instructional strategies, instructional support materials, strategies for Co-Teachers/In Class Support members to support ELL students during in-person learning and during virtual instruction, and strategies to increase student understanding.

- Informational Purposes

What makes a student eligible for ELL programs and services?

- Moving Forward:
February, 2021
 - McKinney Vento/Homelessness Training
 - Virtual Parent/Teacher Conferences

- Mrs. Trovato introduced Mrs. Jacqueline Cole, English Teacher/ELL Instructor who shared the following:
 - Personal Introduction:
 - 5th year teaching English at CCTI
 - first year as the ELL teacher at CCTI
 - Currently have 2 full-time ELL students
 - Students are identified as an ELL through a screening process
 - Must be done within the first 30 days of school or 14 days after their first day of enrollment if the student starts after the first day of school
 - Currently meet with the ELLs weekly
 - Go over any assignment they need help with
 - Review their writing
 - Work on their speaking skills
 - These things help prepare them for the WIDA test - testing their proficiency in reading, writing, speaking, and listening
 - Testing window opened January 4th and is open until April 23rd
 - Mrs. Trovato and I are currently working together to schedule the students for their WIDA test.
 - There are a few ways that students can exit the ELL program.
 - The first way is receiving a 5 in all of the domains on the WIDA testing.
 - The other way that students can exit the program is receiving a proficient in the Algebra and Literature Keystone exams.
 - After students exit the program they need to be monitored for several years.
 - January 7th hosted a training about strategies that teachers could use in their classroom when teaching ELLs
 - Strategies are beneficial to all students, not just ELLs
 - Some of the things that we reviewed were using graphic organizers, chunking information, and using visuals in the classroom.
 - Mr. Reinbold added that he appreciates when teachers have additional certifications added to their teaching area and thanked Jacqui for her ELL expertise and training.

F. Technology Report – Mr. Nate Rinda, Director of Technology

- AT&T Hot Spots
 - Ordered 10 additional - (50) Total
- Google Chromebooks
 - Ordered and received additional (6) Chromebooks
- Laptops
 - Ordered and received additional (6) HP Probooks
- Continued support/training to staff and students with Google Suite and all technology needs.

- Ms. Fallow asked if the AT & T hot spots were primarily for student homes without internet access. Mr. Rinda explained that approximately 40 are currently in use and are a combination of homes without internet access or with weak or overloaded systems.
- Mrs. Trovato thanked Nate for all of the great work he has done assisting students as well as their parents, including those who have assistive technology needs.
- Ms. Fallow asked if after going through a year with these additional technology needs to accommodate virtual trainings and teachings if there would be anything that would remain when moving forward to students learning fully in-person. Nate explained that the hardware, cameras, etc. would all be utilized in the future. This has served as a catalyst to purchase technology needs that can assist in regular learning. Mrs. Trovato added that document readers, for example would be a benefit to all students, moving forward.

G. Adult Education Report – Mrs. Francine Kluck, Adult Education Site Supervisor

Course Offerings Spring 2021

Heartsaver® First Aid and CPR/AED	Introduction to Precision Machining
Nurse Aide	ServSafe® Exam
Pharmacy Technician	Forklift
Air Conditioning Fundamentals	PA State Inspection Mechanic Certification
Welding Technology	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**
 - January 4 – GED classes resumed virtually
 - January 4 – GED Instructor Aztec training
 - January 6 & 13 – GED Orientation
 - January 12 – GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
 - January 21- Nurse Aide Orientation
 - January 21 – GED Instructor PLC training
- **Grant Report – GED Classes**
 - GED grant 2020-2021 approved for additional \$10,000 in funding. Additional classes will be offered in the summer months.
 - GED classes have continued to run virtually through June 30, 2021.
 - GED exam scholarships and ready test awarded to current GED students.
- **Alternative Education**
 - Students are enrolled in Alternative Education and Credit Recovery virtually. Please contact the Adult Education office if guidance counselors have interested students.

H. Superintendent of Record Report – Dr. Jodi Frankelli, Palmerton Area School District Superintendent

- Dr. Frankelli thanked Mr. Anderson and the CCTI Education Association for her invite to their recent discussions. She shared that the meeting was very successful.

Items of Business

Personnel

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

Instructional Aide Appointed

- A. to appoint Kevin Wagner as an Instructional Aide (Auto Collision Repair), at a Step 1 pro-rated salary per the current CCTI ESPA Employment Agreement, effective January 25, 2021.

Long-Term Substitute Science Teacher Appointed

- B. to appoint Maya Kowalcyk long-term Substitute Science Teacher, effective January 22, 2021 based on a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Extra Help Instructors Appointed

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

Note: * Effective with her official start date of January 22, 2021.

** Effective with his official start date of January 25, 2021.

Teacher Mentor Appointed

- D. to appoint Jane Farkas Teacher Mentor (Maya Kowalcyk) January 22, 2021 through January 21, 2022 at a stipend of \$750.00.

Adult Education Instructors Approved

- E. to approve the following individuals on an as needed basis, at a salary of \$21.00 per hour effective February 1, 2021 through February 2022:
- Thomas Bartholomew as Adult Education Welding Instructor
 - Kenneth Reiter as Adult Education Air Conditioning Instructor

Employment Agreement Approved

- F. to approve the employment agreement between JamiLynn McFarland Assistant to the Director of Technology/Student Support Services and the CCTI Joint Operating Committee, 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

NONE

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

Revised CCTI Policy and Procedure Manual for School Health Services Approved

- A. MOTION by Mr. Mansberry SECONDED by Ms. Foeller on the recommendation of the Administrative Director to approve the revised CCTI Policy and Procedure Manual for School Health Services, as presented.

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

Motion carried.

Reports

Foundation Report Accepted

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

Note: The balance in this account stands at \$1,369.37.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Mansberry, 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. Mrs. 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 – February 18, 2021

Adjournment

Mr. Mansberry moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:43 PM.

Christina A. Graver
Joint Operating Committee Secretary