

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting  
February 18, 2021**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - February 18, 2021** for its Regular meeting. The meeting, was held virtually and was called to order by the Chairman, Mr. Gerald Strubinger, at 6:03 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"/>
Jim Thorpe, 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: Stephen Anderson, Math Teacher/CCTI EA Vice-President, Phillip Strubinger, Long-Term Social Studies Teacher, 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 January 21, 2021 Regular Meeting.

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

Motion carried.

**Public Comment**

- Stephen Anderson, CCTI Math Teacher and CCTI Education Association Vice-President shared the following:
  - CCTI EA would like to thank all present for their continued time and support.
  - Students and teachers continue to learn in the hybrid schedule, despite the bad weather keeping us home at times. Staff has been working diligently to ensure quality learning continues to happen, despite the limitations COVID-19 has imposed.
  - In our Marketing Department Mrs. Kuehner’s students have been creating digital, social media content for many local businesses!
  - In our Health Medical classes, Lauren Kichline, Savanna Becker, and Aneilia McLeod have completed their Temporary Nurse Aide certification.
  - The SkillsUSA participants are preparing for their virtual competitions with various staff as needed.
  - AP English and Calculus instructors are providing rigorous, AP level work despite the classes being presented in an online format.
  - Though all students and faculty alike have had to adapt to new techniques, learning is happening at CCTI. We look forward to working with Administration to create the best learning experience possible at this time.

**Approval of Treasurer’s Report (January 2021)**

A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to approve the Treasurer’s Report for January 2021 showing a final balance of \$6,538,722.49 in the General Fund, and \$76,742.67 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 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"/>
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

- A. Director's Report – Mr. Dave Reinbold, Administrative Director
- Mr. Reinbold introduced Phillip Strubinger, Substitute Teacher
  - Mr. Strubinger shared the following:
    - Have been the building substitute at CCTI for the past 3 years. This school year hired as building substitute. In August approved as a half-time long-term Social Studies teacher and in October appointed position of long-term substitute Social Studies teacher emergency certified in Special Education. Took on full-time responsibilities in the middle/end of the 1<sup>st</sup> semester. Have taken on special education caseload of 14 students. Mrs. Trovato, Facilitator of Special Education has been a great help. Have learned what goes into the writing of an IEP. Have picked up much information being hands-on and having assistance from Mrs. Trovato. Been in contact and have been working with Special Education directors from each district with students on caseload. Been in communication with parents and students on caseload. Have met with some one-on-one for progress monitoring. Have worked with IU21 regarding a student who needs assisted technology. Have been able to conduct IEP meetings as well as schedule them. Since appointed to this position have been accepted at Kutztown University in their Special Education program. Have currently completed the Introduction to Special Education class and is taking Effective Instructional Strategies for Students with Disabilities in Inclusive Settings. All classes have been virtual. Having hands-on gives a better understanding of the material that is being presented in classes. Thank you for the opportunity and my continued growth in the education department.
    - Mrs. Trovato added that Phil has been doing a great job. She is amazed with his quick learning and he is a pleasure to work with. To be a successful caseload manager requires excellent organization and communication skills and Phil is doing a great job with this. He is facilitating his meetings professionally and the input she is receiving from district schools regarding Phil's performance is very positive. She commended Mr. Strubinger and asked that he keep up the good work.

- Mr. Borzak said that Phil adapted very well. He stays focused and has an eagerness to learn. He said that he has been impressed by Phil. Phil has been a part of CCTI for several years and continues to grow as an educator and has a great work ethic.
- Ms. Fallow commented that we are lucky to have Phil and welcomed and thanked him. Mr. Foeller and Mr. Mansberry also thanked Mr. Strubinger.

B. Principal's Report – Mr. Brent Borzak

- The 2020-2021 school year has moved into the third marking period. All CCTI staff are doing a commendable job at teaching virtually and in person. Virtual Parent Teacher Conferences will take place on the evening of February 24<sup>th</sup>. Communication from CCTI is ongoing with all stakeholders on a continual basis. The training conducted by Mrs. Trovato on the McKinney-Vento Act was a success. Two Auto Service Technology students (Kaleb May, Leighton ASD and Sonoma DeVatt, Jim Thorpe ASD), instructed by Mr. Resh competed virtually at the PA Auto Association competition and finished among the top ten schools in PA. SkillsUSA and DECA students are prepping for their virtual competitions. We are currently looking at alternate ways of delivering the NOCTI Exam. In addition, graduation plans for this school year are in examination, as well as planning next year's calendar. Guidance and administration are currently gearing up for scheduling and anticipating the incoming applications in March.
- Mr. Borzak shared a proposal regarding full-day career & technical education. With this adaptation, students would be in their technical areas for a full day followed by a full day of academic instruction. The schedule would follow this two day rotation. Academic classes would be lengthened to fill a full-day model. This proposal would be geared toward a 2021-2022 school year start.

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

- Nothing to report at this time.

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

- Phone System Conversion
  - Completed
 

The cost savings will begin with next billing period and continue for next 60 months totaling 35k
- Energy Savings Project LED Lighting Retrofit Project
  - Work in Progress
    - The Welding, Precision Machine, and Auto Collision Repair technical areas and the fitness center are completed.
    - Upon project completion (anticipate end of this fiscal yr.) this will achieve a \$12,500 cost savings per year moving forward
- Kitchen Equipment Upgrade
  - Work in Progress - no new information at this time

- Meeting with Architect regarding two items:
  - Work in Progress
    - Not overly concerned, but a few wall cracks have developed in a block wall. Obtaining a second opinion from architect of record to ensure it's being caused by weather-related ground movement and not any kind of early foundation issue. Architect did not charge for this but has concurred that this is normal ground movement and the expansion joints are functioning as designed.
    - 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 to assist on a separate storm water issue they are having on 13th street. Provided them with a planned approach to address the issue and have not heard back but will have 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
 

Received a call from an interested individual and we have started discussions for the 2020-2021 school year.
  
- Capital Plan Equipment Purchases
  - Work in Progress
    - Received and placed into service refrigerant recovery unit purchase for Auto Service Technology
  
- Bipolar Ionization Air Purification
  - Work in Progress
    - These units were installed earlier this year and have been functioning well to keep our staff and students safe
    - Researched tying this system into our building automation system (BAS) through Trane. This would enable me to continually monitor the systems performance at as cost of 29k. This type of work would be covered under the COVID-19 grants. I do have this budgeted in our capital plan.

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

- Special Population Numbers
  - Special Education Students - 88 students with IEPs
    - Full time- 62
    - Half time- 26
    - FLEX- 1
  - Section 504 Plan students total # - 27
  - Homeless Students - 1
  - English Language Learners - 3

- McKinney Vento Training  
A training pertaining to the McKinney Vento Act was presented by Mrs. Christine Trovato on 02/03/2021. This is a required annual training. Highlights from the training are listed below.
- Informational Purposes  
Highlights from the McKinney Vento training included:
  - A Brief Overview of the law & its history
  - Homelessness & Unaccompanied Youth defined
  - The Scale of Homelessness
  - Characteristics of homelessness
  - Difficulties of homeless students
  - Challenges for teachers
  - Addressing the needs of homeless students
- Moving Forward:
  - February 24th from 4-7 pm: Virtual Parent/Teacher Conferences
  - February- A virtual meeting with District Special Education Directors will take place to discuss new applications and upcoming Transition meetings for special needs students.
  - March 1<sup>st</sup> - Applications are due for the 2021-2022 school year

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

- AT&T Hot Spots  
10 additional - (60 total)
- Graphic Design Mac Lab  
Adobe software patch/update on Apple Mac OS computers.
- Continued support/training to staff and students with Google Suite and all technology needs.
- Ms. Fallow asked if there have been any issues with distributed hot spots. Mr. Rinda reported that there has been only one to date, in a poor service area which has since been resolved.

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

- Nothing to report at this time.

**Letter of Appointment**

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Connors to acknowledge receipt of the Letter of Appointment of Alternate Representative to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term – December 2020 through December 2021):

Jim Thorpe Area School District – Mr. Paul Montemuro

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

Motion carried.

**Items of Business**

*Personnel*

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

**Letter of Resignation Accepted**

- A. to accept the letter of resignation received from Brian Wirth, HVAC Instructor and Part-Time Cooperative Education Coordinator, effective March 30, 2021.

**Part-Time Cooperative Education Coordinator Approved**

- B. to approve Lisa Walck as Part-Time Cooperative Education Coordinator, effective March 1, 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"/>
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**

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

**2021-2022 Freshman Exploratory Program Admission Requirement Acceptance Totals & Exceptions Set**

- A. to set the number of students who meet the 2021-2022 admissions requirements to the Freshman Exploratory Program at ten (10) per sending school district with the following exceptions:
  1. Students who meet the admissions criteria and/or students who completed a 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade Career Academy will be given priority to enter the programs.
  2. Freshmen who commit to enrolling in low enrolled courses exclusively, and are accepted will not count toward their districts allotment of slots. Courses will be designated to be low enrolled after applications are received. The freshmen exploratory program is closed to Welding candidates.

**2020-2021 NOCTI Exams Waived**

B. to waive the 2020-2021 NOCTI exam for the following programs:

- Auto Service Technology
- Carpentry
- Computer Engineering
- Culinary Arts
- Drafting
- Electronics Engineering
- HVAC

Note: The Secretary of Education may waive the NIMS assessment and the NOCTI exam on a school-wide basis or for a specific career and technical education program provided by a school entity based on the recommendations of directors of career and technical education programs under 22 Pa. Code Ch. 339 (relating to vocational education).

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.



**Budget & Finance**

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

**Resolutions Receipt Acknowledged**

- A. to acknowledge receipt of the Resolution pertinent to the 2021-2022 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$8,851,959 as follows:

**Palmerton Area School District**

Yes - 8, No - 0, Absent - 0, Abstentions - 1 - **Approved**

**Panther Valley School District**

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

**Testing Fee Contribution Approved**

- B. that CCTI contribute an amount not to exceed \$95 (total cost) toward AP exam fees for eligible students testing within the 2020-2021 school year, and that CCTI contribute the \$15 per exam fee for students taking the PSAT exam within the 2021-2022 school year.

Note: CCTI will receive a \$9.00 rebate for each test with an additional \$33.00 rebate for students who qualify for free/reduced lunch (7 students qualify).

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 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.

**Buildings & Grounds**

NONE

*Administrative*

**Revised 2020-2021 CCTI Student/Teacher Calendar Approved**

- A. MOTION by Mr. Mansberry SECONDED by Mr. Foeller to approved the revised 2020-2021 CCTI Student/Teacher Calendar, as presented.

Note: Removed April 22 early dismissal, replaced April 29 teacher in-service day with student day, adjusted student last day from June 16 to June 15, and added additional teacher in-service day of June 16, 2021.

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

Motion carried.

**Revised Health & Safety Reopening Plan Approved**

- B. MOTION by Mr. Mansberry SECONDED by Mr. Foeller to approve the revised Health & Safety Reopening Plan with the following up-date:

**How will you accommodate staff who are unable or uncomfortable to return?**

Staff will have the opportunity to self-identify as high risk so accommodations can be made prior to returning to face-to-face instruction. Staff members needing additional accommodations due to COVID-19 will be considered on a case-by-case basis.

During a Substantial Level of Community Transmission phase (or equivalent), staff members who are uncomfortable/unable to return and are physically able to conduct distance learning and/or perform their job duties through teleworking from home will do so. During a Moderate or Low Level of Community Transmission phase (or equivalent) or Full Face-to-Face Instruction, staff will be expected to perform their duties on the CCTI campus.

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.

## 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 \$1,369.39.

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

Motion carried.

## Old Business

NONE

## New and Miscellaneous Business

NONE

**Next Regularly Scheduled Meeting:**

**Thursday – March 18, 2021**

## Adjournment

Mr. Mansberry moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:57 PM.

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Christina A. Graver  
Joint Operating Committee Secretary