

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
March 18, 2021

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – March 18, 2021** for its Regular meeting. The meeting, was held virtually and was called to order by the Chairman, Mr. Gerald Strubinger, at 6:01 PM with the Substitute 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 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>

Others present: CCTI Staff: Stephen Anderson, Math Teacher/CCTI EA Vice-President, Autumn Frey, Health Medical Instructional Aide, Sue Ann Gerhard, Students Support Services/Underclass Advisor, Michele Klock, Graphic Design Instructor, Francine Kluck, Adult Education Site Supervisor, Sandra Kohutka, Instructional Aide/Senior Class Advisor, 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 Mrs. Walters to approve the Minutes of the February 18, 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:
 - Tuesday evening TV-13 coverage of our Health Medical Students in a Zoom session with Pat Bautz, drummer from the band, Three Dog Night. Mrs. Frey will provide more information.
 - Mr. Kuehner, SkillsUSA Advisor has been working hard to provide opportunities for our students to complete in the SkillsUSA competitions.
 - Graphic Design student Crysta Strohl (Palmerton ASD Junior) participated in the SkillsUSA District photography competition on Wednesday, February 24th. Competitors had to submit two digital images and also participate in a live Studio Portrait competition via Zoom. Miss Strohl was the 1st place Gold winner and will be moving on to the State competition!
 - Ms. Kuehner, Marketing/Distributive Education Instructor continues to provide new and exciting opportunities to speak with marketing professionals. She will be hosting Bob Kelly, a professional who dominates in real estate and has an extensive background in Marketing & Sales to share advice with her class and provide support.
 - We continue to offer the administration union leadership in our roles in the building to provide assistance in communication and planning.
 - We want to wish Mr. Brian Wirth, HVAC Instructor and Cooperating Education Coordinator best of luck as he leaves CCTI to pursue educational opportunities elsewhere. Mr. Wirth has been at CCTI 20 years and will surely be missed.

Approval of Treasurer's Report (February 2021)

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to approve the Treasurer's Report for February 2021 showing a final balance of \$7,198,482.72 in the General Fund, and \$76,477.91 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 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 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 Autumn Frey, Health Medical Instructional Aide
 - Mrs. Frey shared the following:
 - I have been following Mr. Pat Bautz's story about his Deep Brain Stimulation Surgery. I reached out to him and asked him if I could share his story with my Health Medical Students. He responded immediately and suggested a zoom meeting. The zoom meeting was held on January 28th with the "A" group. Mr. Bautz is the drummer for the Classic Rock Band Three Dog Night. He was diagnosed with Parkinson's disease 8 years ago. The students had a great interaction of questions and answers. Mr. Bautz was very kind, funny and generous. I was glad to put the event together for the students as we are currently not able to get out to clinical. The students were then assigned a research paper on Parkinson's disease and Deep Brain Stimulation Surgery.
- Mr. Reinbold introduced Michele Klock, Graphic Design Instructor
 - Mrs. Klock shared the following:
 - In October, Graphic Design students participated in a statewide competition hosted by the Attorney General's office to promote the Safe2Say Something program. Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.
 - Participants developed and designed a unique message about Safe2Say Something, highlighting the benefits and what the program means to students in a poster layout.
 - First, second, and third place were awarded to each grade - 9th through 12th.
 - CCTI Graphic Design is home to not one, but two award winners!
 - a. Valerie Kruslicky (Panther Valley SD Freshman) won 3rd place in the 9th Grade division. Valerie's poster encourages her peers to speak up to save a life. It features statistics about teen suicide and the increase in teen anxiety and depression associated with COVID lockdowns.
 - b. Dakota Trach (Lehighton ASD Sophomore) won 2nd place in the 10th Grade division. Dakota's poster centered around her tagline: "Quick Contact without Contact" and featured two helping hands sharing the information. She kept her message simple and direct, pointing out that Safe2Say Something is a way to get help during a time that we are all interacting less.
 - Valerie and Dakota participated in a virtual event with the Pennsylvania Attorney General and the Office of the Attorney General's design staff during a virtual meeting on March 1st. Both Dakota and Valerie received personal congratulations and feedback about their posters from the Attorney General and his staff. They also won prizes. Valerie received a \$50 Amazon Gift Card, and Dakota won an Amazon Fire 10 HD Tablet.

B. Principal's Report – Mr. Brent Borzak

- The 2020-2021 school year is approaching the fourth marking period. All CCTI staff continue to do a great job instructing virtually and in person.
- Virtual Parent Teacher Conferences have taken place.
- The Spring OAC (Occupational Advisory Committee) meetings are set for the week of March 22nd.
- School Counselor Eugene Colosimo hosted a virtual presentation on anxiety and coping methods to our staff.
- SkillsUSA and DECA students are prepping for their virtual competitions.
- The NOCTI exam dates have been set for the CTE programs that chose to utilize the test this year.
- We have a plan on delivering the Keystone Exams in May, if there is not an exemption granted to waive them, from the USDOE.
- Graduation plans for this school year are in the works.
- Guidance and administration are currently going through incoming applications and starting the initial phases of scheduling.

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

- 2021-2022 CCTI Budget Update:
The 2021-2022 CCTI budget is now officially approved.

The four approving school districts did so by a total vote count of 30-2.

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

- Energy Savings Project LED Lighting Retrofit Project
 - Work in progress
 - Electrical Distribution and Automation/Electrician students have been and continue assisting and getting the experience while improving their technical area.
 - Upon project completion (anticipate end of this fiscal year) this will achieve a \$12,500 cost savings per year moving forward
- North and 13th Street Storm Water Drainage
 - Work in progress
 - Engineering study was completed, received, and forwarded to Jim Thorpe Borough and PennDot for feedback/agreement with the approach for CCTI's portion prior to additional spending (surveying/permitting, etc.) The study has recommendations for CCTI, Jim Thorpe Borough, and neighbors.
- Modular Home Project
 - Work in progress
 - We did receive a call from an interested individual that we have starting discussion for the 2020-2021 school year. We are waiting to hear back.
 - In the meantime we are running an ad to attract additional interested parties.
- Substitute maintenance positions
 - Placed an ad in the Times News requesting applicants to bolster our maintenance substitute list.
 - Anyone interested should go to our website and follow the directions listed.

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- 62
 - Half time- 25
 - FLEX- 1
 - Section 504 Plan students total - 27
 - Homeless Students - 1
 - English Language Learners - 3
 - Gifted - 2
- Transition Meetings
 - A Virtual Meeting took place on 2/24/2021 to include CCTI's Special Education Facilitator and District Special Education Directors. The focus: Preparing for Upcoming Transition Meetings for students with special needs.
 - Applications received on and app. March 1st.
 - Transition Meetings will take place beginning Mid-April
 - Virtual IEP meetings
 - Student and families will meet Technical Instructors
 - IEPs and/or 504 Plans will be reviewed and revised to reflect the transition to CCTI
 - Student strengths and needs are shared to allow CCTI team to prepare for needed supports and services.
- Informational Purposes
 - What are Procedural Safeguards?

Procedural safeguards are the RIGHTS that persons have that protect them in their interactions with federal, state, and local governments. Procedural safeguards inform parents about the rights and protections available under Individuals with Disabilities Education Act 2004 (IDEA). Parents must receive a copy of their Procedural Safeguards at least one time/year. Safeguards include the opportunity for parents to: Participate in meetings to identification, (initial Evaluation), Annual Reviews (IEP Meetings), need for additional services, review their child's full educational records, the rights of parents to request an independent education evaluation (IEE) and how to file a complaint (Due Process) if they do not agree with their child's programming.

Watch - <https://www.youtube.com/watch?v=ppq37WCJeAk>
- Moving Forward:
 - Transition meetings

F. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor

Course Offerings Spring/Summer 2021

Air Conditioning Fundamentals	Cosmetology Refresher/Completion
Heartsaver® First Aid and CPR/AED	Nail Technician
Nurse Aide	Esthetician
Pharmacy Technician	Forklift
Welding Technology	PA State Inspection Mechanic Certification
Introduction to Precision Machining	Auto Collision
ServSafe® Exam	GED Preparation Courses

Program descriptions, orientations, and start dates are available at www.carboncti.org/adult-education; Spring/Summer 2021 schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- March 3 - GED Orientation
- March 8 - PennDOT Safety Inspection program offered
- March 9 - GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- March 10 - GED Orientation
- March 17 - GED Orientation
- March 24 - GED Orientation
- March 25 - Nurse Aide Orientation
- March 31 - GED Orientation

Grant Report - GED Classes

- June 30th virtual GED class graduation is being planned. Students have already passed their GED exam while attending CCTI's GED classes in partnership with Lehigh Carbon Community College. Classes this year will continue until the end of June virtually. Students are actively pursuing testing in the next few months for program completion. Currently, we have 30 students served.
- Summer GED day class will be offered starting in July.
- GED exam and practice test scholarships awarded through the Rotary grant.

Employment Opportunities

Carbon Career & Technical Institute is developing a pool of potential instructors for technical, business, and personal interest programs in the Adult Education Department. Please contact me if you have interest in teaching.

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

- Drafting - Installed AutoCad 2020 on the entire CAD lab.
- 3/17/2020 - Order from Early July 2020 - 160 Chromebooks, 4 Carts, 4 Wireless network printers, 160 additional AC adapters.
- Additional (10) 14" Chromebooks for staff and special education support.
- Technical support and assistance with NOCTI online testing.
- Technical support and assistance with SkillsUSA.
- Continued support/training to staff and students with Google Suite and all technology needs.

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

- Dr. Frankelli stated that she did not have a formal report but was excited to share that the Palmerton Area School District will begin offering full 5-day instruction following the spring holiday.

Items of Business

Personnel

MOTION by Ms. Fallow, SECONDED by Mr. Foeller to approve the following motions:

Reaffirmation of Teacher Mentor Approved

- A. to reaffirm the following individual as Teacher Mentor for the period of April 1, 2020 through March 31, 2021 at the established stipend of \$750.00 as indicated below:

Lisa Walck – Jalissa Kuehner, Marketing/Distributive Education Instructor

Letter of Resignation Accepted/Building Substitute Appointment Approved

- B. to accept the letter of resignation from Adam Reichard, half-time long-term Substitute Social Studies teacher and to appoint him Building Substitute for the remainder of the 2020-2021 school year, effective March 19, 2021.

Authority Appointment Acknowledged

- C. to acknowledge receipt of the Letter of Appointment to the Carbon Career & Technical Institute Authority (5 Year Term):

Palmerton Area School District – Ms. Amanda Kromer*

Note: *Filling the unexpired term of Darlene Yeakel through January 2024.

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 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.

Education

A/B Two-Day Rotation Schedule Approved

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the A/B Two-day rotation schedule when we return to total in-person instruction for the 2021-2022 school year.

Note: This schedule will result in students spending a full day in their technical areas and a full day in their academic classes on a two day rotating basis.

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"/>
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.

Budget & Finance

Receipt of Resolutions Acknowledged

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller 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:

Jim Thorpe Area School District

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

Lehighnton Area School District

Yes - 6, No - 2, Abstentions - 0, Absent - 1 - **Approved**

Palmerton Area School District

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

Panther Valley School District

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

Weatherly Area School District

Yes - 2, No - 5, Abstentions - 0, Absent - 2 - **Disapproved**

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

Motion carried.

Buildings & Grounds

NONE

Administrative

MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the following motions:

2021-2022 CCTI Student/Teacher Calendar Approved

A. to approve the 2021-2022 CCTI Student/ Teacher Calendar, as presented.

CCTI Graduation Date Approved

B. to approve the CCTI graduation date of Friday, June 18, 2021 (rain or shine) at the Carbon Career & Technical Institute campus.

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

Motions carried.

2021 Prom Details Approved

C. MOTION by Mr. Mansberry SECONDED by Ms. Fallow to approve the CCTI 2021 Prom to be held at Penn's Peak, Jim Thorpe, PA on Friday, May 28, 2021 at 5:00 p.m. CCTI will cover the cost of approximately \$50.00 for each attending CCTI student.

Note: The total cost of CCTI student tickets will be covered through the 2020-2021 CCTI General Fund School Sponsored Activity Budget.

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

Motion 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 \$1,369.40.

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 – April 15, 2021

Adjournment

Mr. Mansberry moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:54 PM.

Jeffry P. Deutsch
Joint Operating Committee Substitute Secretary