

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
April 15, 2021

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - April 15, 2021** 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 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. Jeffrey 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 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, Sue Ann Gerhard, Students Support Services/Underclass Advisor, Michele Klock, Graphic Design Instructor, Sandra Kohutka, Instructional Aide/Senior Class Advisor, Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA 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 Ms. Fallow, SECONDED by Mr. Mansberry to approve the Minutes of the March 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:
 - Staff and students at CCTI have been working hard as the third quarter has come to an end. In addition to our usual curriculum, the faculty has been helping prepare students for the SkillsUSA and HOSA competitions, AP exams, and the upcoming NOCTI exams. Despite the challenges of this school year, several cosmetology students have met the requirement for hours of clinical time and gained their certifications including Kim Chen (LASD Senior), Emily Highland (JTASD Senior) and Peyton Burns (PVSD Senior). Peyton is currently on co-op. The EA congratulates all of these students, as well as Mrs. Walck, their instructor. The Marketing and English departments collaborated this month to help the marketing students participate in mock interviews.
 - CCTI EA Executive team members and school administration as well as Dr. Frankelli, our superintendent of record, met on the 8th to discuss staff concerns and seek clarifications. It was a productive meeting and we look forward to continuing with these monthly discussions. We are glad to see progress on so many fronts.
- Student e-mails were read expressing their interest in administration considering a more formal graduation ceremony.

Approval of Treasurer’s Report (March 2021)

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to approve the Treasurer’s Report for March 2021 showing a final balance of \$7,129,246.75 in the General Fund, and \$76,095.06 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
- Michele Klock, Graphic Design Instructor
 - Graphic Design students currently learning about environmental graphic design, which incorporates branding into interior and exterior spaces. It includes exhibit design, the branding buildings and spaces, and way-finding/navigation. Environmental Graphic Design is used in hospitals, sporting venues, office complexes, shopping malls, school campuses, etc. Its goal is to improve and enhance the overall experience of visitors and people who use the building.
 - As part of their studies, students are applying the skills and concepts they are learning to some of the spaces in and around CCTI. The ongoing project includes redesigning the light post banners located around the school grounds and tying the updated look into the bulletin boards located outside of the technical area labs.
 - Goal was to update the more traditional looking signage and create something with a modern feel that reflects the technical training and current real-world skills our students develop. Each student created their own concept and Pantone color scheme using Adobe Illustrator. They tested their layouts by overlaying them on a photo of the existing banners using Adobe Photoshop, to give them a better idea of the overall scale and how the banners will look in place. It also helped them to see how our color selections will blend in or stand out from their surroundings, and also how a clean layout can have more visual impact.
 - The concept selected to be used was designed by Caylee Strohl, a freshman from the Palmerton Area School District. Students will now expand on Caylee's design to create signage for the bulletin boards outside of each technical area.
 - As an opportunity to apply wayfinding concepts to a real-world example, the class conducted a walk through the building to evaluate its navigation signage. Students analyzed where the signs are placed, if or how they stand out to someone passing by, what items are listed on the signs, and if the directions are clear and organized. Students then created their own signage

concepts to allow users to navigate the building efficiently and simplify the layout of the building for new students, visitors, and other users.

- Kevin Kuehner, SkillsUSA Advisor
 - Gave a special thanks to competitors, advisors, and teachers for their role in making SkillsUSA virtual happen this year. With the collaboration of other school districts in District 1, students, advisors and teachers came together to run the first ever District 1 SkillsUSA virtual competition.
 - CCTI had approximately 30 district competitors with 8 gold, 6, silver and 1 bronze recipient. Gold medal students secured their spot for state competition. Additional students from many of the technical areas competed in direct to state competitions. Some of these competitions were soft skill and team event competitions as well as technical competitions.
 - CCTI had approximately 30 competitors at the state level.
 - A virtual awards ceremony took place this morning at 10:00 a.m. announcing the following medal winners:
 - Gold Medal Winners:
 - Medical Assisting - Sherry Nametko (LASD Health Medical Junior)
 - Promotional Bulletin Board - Team of Tanner Lux (JTASD Marketing Sophomore), Montanna Costenbader (PASD Marketing Sophomore), and Kelsey Mehlig (WASD Marketing Sophomore)
 - Silver Medal Winners:
 - CNC Technician - Colby Haydt (PASD Precision Machine Freshman)
 - T-shirt Design - Samantha Nenscel (PASD Graphic Design Junior)
 - Welding Sculpture - Kyle Kuzan (JTASD Welding Junior)
 - Bronze Medal Winners:
 - Basic Health Care - Eliana Brazil (PASD Health Medical Sophomore)
 - CNC Milling - Garrett Balliet (PASD Precision Machine Freshman)
 - CNC Turning - Matthew Kuznicki (LASD Precision Machine Junior)
 - Related Technical Math - Kyle Burbage (LASD Precision Machine Senior)
 - Shared a special thank you to our technical staff of Mr. Nate Rinda and Ms. JamiLynn McFarland for their role, as well as some of our office and support staff for proctoring. Also gave a special thank you to Mr. Reinhold, Mr. Borzak and the JOC for allowing our students to participate in the first ever Pennsylvania Virtual SkillsUSA competition.
- Mr. Reinhold reported that CCTI received a Supplemental equipment grant in the amount of \$36,000. Two (2) new fryers for the culinary arts program, a bladder scanner for health medical, and a downdraft table for welding were purchased.
- We will be receiving an additional \$160,000 through the GEER funding.

B. Principal's Report – Mr. Brent Borzak

- 2020-2021 school year entered the fourth marking period. All CCTI staff continue to do a great job instructing virtually and in person.
- Spring OAC meetings are now complete.
- Graduation plans at CCTI are now set and approved as well as the CCTI Prom.
- All staff are prepping for the new delivery model at CCTI. Guidance and administration are currently building next year's schedule. In-service trainings are getting set for staff for this and next year's in-services.
- Recognized Mrs. Lisa Walck, new Cooperative Education Coordinator. She has taken on her role very enthusiastically and is doing a great job.
- Recognized Mr. Steve Anderson and thanked him for his role as union representative. Steve has been wonderful to work with one-one-one and in a group setting.
- Recognized instructional aides for all of their hard work, stepping in and assisting teachers wherever and whenever needed.
- Regarding the SkillsUSA competitors, Mr. Borzak recognized the hard work put in by Mrs. Maritza Reinbold, Instructional Aide and Mrs. Stephanie Gombert, Health Medical Instructor.

- Mr. Reinbold recognized Mr. Borzak for his continued work and thanked Dr. Jodi Frankelli, PASD Superintendent and Mrs. Paula Husar, PASD High School Principal for their cooperation and assistance as CCTI prepares its new delivery model.

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

- Nothing new to report at this time.

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

- Nothing new to report at this time.

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

- Special Population Numbers
 - Special Education Students - 85 students with IEPs
 - Full time - 59
 - Half time - 26
 - FLEX - 1
 - Section 504 Plan students total # - 27
 - Homeless Students - 1
 - English Language Learners - 3
 - Gifted - 2

- Transition Meetings
Transition Meetings for students with IEPs and 504 Plans will take place beginning April 14th-Mid May.
 - 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
How do special education students benefit from CTE?
 - Higher graduation rates
 - Increases employability skills
 - Develops independent living skills
 - Develops and improves personal/people skills
 - Increases workplace skills
 - Increased academic achievement
 - Increased college/career readiness

- Moving Forward:
May: Trauma Informed Trainings

- F. Technology Report – Mr. Nate Rinda, Director of Technology
- GED - Testing site updates.
 - Order from early July 2020 - 160 Chromebooks, 4 carts, 4 wireless network printers, 160 additional AC adapters. Started setting up for next school year.
 - Additional (10) 14" Chromebooks for staff and special education support. Set up complete.
 - Additional (24) Perkins Grant - 14" HP Chromebooks - Began set up.
 - 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.
- G. 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 Michele Klock Teacher Mentor (Michael Gower) for the period of April 16, 2021 through September 2021 at the pro-rated established stipend of \$750.00.

Adult Education Instructors Approved

- B. to approve the following individuals as Adult Education Instructors on an as needed basis, at a salary of \$21.00-\$25.00 per hour effective April 16, 2021 through April 2022:

Autumn Frey
 Michele Dominic
 Tammy Marshall
 Harold Resh

Substitute Approved

- C. that the below listed individual be approved to substitute for the 2020-2021 school year at the established rate, as follows:

- Emily Shaffer - Teacher, Instructional Aide

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

NONE

Budget & Finance

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

2021-2022 Proposed Operating Budget for the CCTI Adult Education Program Approved

- A. to approve the 2021-2022 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$130,276.

2021-2022 Proposed Operating Budget for the Carbon Alternative High School Diploma Program Approved

- B. to approve the 2021-2022 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$300,000.

Tuition Rate Approved

- C. to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$10,000 per year for the 2021-2022 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$50.00.

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

Motions carried.

Buildings & Grounds

NONE

Administrative

Authorization for Principal to Name Salutatorian and Valedictorian Approved

- A. MOTION by Mr. Mansberry SECONDED by Mr. Foeller to authorize the Principal to name the CCTI 2021 Salutatorian and Valedictorian based on their class ranking through April 9, 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"/>

Motion carried.

Revised Health & Safety Reopening Plan Approved

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

How will you accommodate staff who are uncomfortable to return?

Staff will have the opportunity to request additional accommodations in the building which will be considered on a case by case 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 - 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 Mr. Foeller to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$1,369.41.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Connors 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

- Mrs. Fallow inquired as to the opinions of her fellow JOC members regarding the continuation of virtual JOC meetings vs. moving toward in-person meetings. She stated that PASD school board just voted to continue virtually for the time being. All members in attendance agreed to continue with virtual meetings.
- Additional student e-mails were shared that were received after the Public Comment. Members thanked the students for voicing their opinions publically and reiterated that the graduation ceremony will proceed as originally approved.

Next Regularly Scheduled Meeting:

Thursday – May 20, 2021

Adjournment

Mr. Mansberry moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:53 PM.

Christina A. Graver
Joint Operating Committee Secretary