

Carbon Career & Technical Institute
Joint Operating Committee Agenda

Regular Meeting
May 20, 2021

- I. Call to Order - Chairman
- II. Salute to the Flag
- III. Roll Call

	Present	Absent
Mr. Gerald Strubinger, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Kathy Fallow, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Margaret Kalogerakis, Coordinator of School Improvement	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paul Montemuro, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Stephen L. Holland, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Earl Paules, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Marco D'Ancona, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas J. Connors, Jr., Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Jodi Frankelli, Superintendent of Record	<input type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Christina A. Graver, Secretary	<input type="checkbox"/>	<input type="checkbox"/>

IV. **Approval of Minutes**

A. MOTION by _____, SECONDED by _____ to approve the Minutes of the April 15, 2021 Regular Meeting. (Encl. 1)

VOTE: YES - ____ NO - ____ ABSENT - ____ ABSTENTIONS - ____

V. **Public Comment**

VI. Approval of Treasurer's Report (April 2021)

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for April 2021 showing a final balance of \$6,284,463.76 in the General Fund, and \$77,115.03 in the Student Activities Account. (End. 2)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII. Approval of Payment of Bills

- A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 3)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. Administrative Reports

- A. Director's Report - Mr. Dave Reinbold, Administrative Director
- B. Principal's Report - Mr. Brent Borzak
- C. Business Administrator's Report - Mr. Jeffrey P. Deutsch, Business Administrator
- D. Building and Grounds Report - Mr. Ken Walters, Supervisor of Buildings and Grounds
- E. Facilitator of Special Education Report - Mrs. Christine Trovato, Facilitator of Special Education
- F. Adult Education Report - Ms. Francine Kluck, Adult Education Site Supervisor
- G. Technology Report - Mr. Nate Rinda, Director of Technology
- H. Superintendent of Record Report - Dr. Jodi Frankelli, Palmerton Area School District Superintendent

IX. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to approve Kenneth Reiter as a Category B Short-Term Substitute (HVAC) at a rate of \$160 per day, effective March 22, 2021 through the end of the 2020-2021 school year.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by _____, SECONDED by _____ to appoint Phillip Strubinger Social Studies/Special Education Teacher, effective August 16, 2021 at a step 2 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Mr. Strubinger has been our long-term substitute in Social Studies/Special Education for the 2020-2021 school year. In addition to his teaching duties, he has managed an IEP caseload.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- C. MOTION by _____, SECONDED by _____ to approve Family Medical Leave time for employee #79988, effective May 14, 2021 through August 7, 2021.

Note: Sick days will be used.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____, SECONDED by _____ to approve the hourly rate for Homebound Instructor for the 2021-2022 school year on an as-needed basis at \$45.00.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

E. MOTION by _____, SECONDED by _____ that Lisa Walck, Part-time Cooperative Education Coordinator, be employed for a period of ten (10) days, during the summer 2021, at her per diem rate.

Note: Mrs. Walck will supervise a number of secondary and other students at cooperative education placements, as well as develop additional placements for our students within and outside Carbon County.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. MOTION by _____, SECONDED by _____ that Eugene Colosimo, Guidance Counselor, be employed for a maximum of eighteen (18) days, during the summer 2021, at his per diem rate.

Note: Mr. Colosimo will assist with the coordination of summer student enrollments from the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties as assigned by the Principal and the Administrative Director.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. MOTION by _____, SECONDED by _____ that Stephanie Gombert, Health Medical Instructor and Autumn Frey, Health Medical Instructional Aide, be employed for a maximum of three (3) days, during the summer 2021, at their individual per diem rate.

Note: Mrs. Gombert and Mrs. Frey will utilize this time to prepare for the upcoming Nurse Aide Inspection.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. MOTION by _____, SECONDED by _____ that the 2020-2021 salary for the following individuals be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Stephanie Gombert, Health Medical Instructor
\$43,100 - 2020-2021 Salary
+ 1,800 - BA-BS-BEQU +15*
\$44,900 - Adjusted 2020-2021 Salary

Jacqueline Cole, English Teacher
\$47,100 - 2020-2021 Salary
+ 900 - Master/M. EQU**
\$48,000 - Adjusted 2020-2021 Salary

Note: * Effective October 26, 2020
** Upon receipt of official documents.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

I. MOTION by _____, SECONDED by _____ to approve the hourly rate for substitute van/bus driver of \$25.00 effective July 1, 2021 through June 2022.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

J. MOTION by _____, SECONDED by _____ to approve the hourly rate for substitute custodian/maintenance/groundskeeper/cleaner of \$12.50 effective July 1, 2021 through June 2022.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Education

A. MOTION by _____, SECONDED by _____ to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a "reasonable assurance" their position will be available to them again when school re-opens in August 2021.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Budget & Finance

- A. MOTION by _____, SECONDED by _____ to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2021-2022 Fiscal Year:

Mauch Chunk Trust Company
General Fund Account, Activities Fund Account, Payroll Account
PLGIT (Pennsylvania Local Government Investment Trust)
House Building Renovation Account, Capital Projects Account,
Scholarship Trust Fund, General Fund, CCTI Foundation Account, CCTI
Building Renovation/Expansion fund)
INVEST (PA Treasurer Program for Local Governments)
General Fund
Jim Thorpe National Bank
General Fund

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2021-2022 fiscal year through the following:

Carbon Lehigh IU #21
Central Susquehanna IU #16

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to grant permission to participate in the National School Lunch Program and the U.S.D.A. Commodities Program for the 2021-2022 school year.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____, SECONDED by _____ to amend the Section 125 Flexible Plan Benefits Plan, effective July 1, 2021 to continue the Medical Plan Cash Opt-Out Election of \$300.00 per month (waive Family Medical Plan) and \$200.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years. Buyout amount is the same as 2020-2021.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- E. MOTION by _____, SECONDED by _____ to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2021-2022 fiscal year, effective July 1, 2020, at an annual fee of \$17,500.

Note: The audit covers CCTI, as well as the school foundation and authority.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- F. MOTION by _____, SECONDED by _____ that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2021-2022 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at an estimated cost not to exceed \$2,173.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past fifteen years.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED by _____ to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium for the 2021-2022 fiscal year.

Note: Sweet, Stevens, Katz & Williams is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service typically falls between \$560.00 and \$800.00 based on the number of participants.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by _____, SECONDED by _____ to approve 2021-2022 class schedule for the Carbon Alternative High School Diploma Program as follows: (Encl. 4)

Summer 2021

Tuesday, July 6, 2021 - Tuesday, September 21, 2021 (50 days)

Fall 2021

Tuesday, October 5, 2021 - Thursday, December 16, 2021 (50 days)

Winter 2022

Tuesday, January 4, 2022 - Friday, March 18, 2022 (50 days)

Spring 2022

Monday, April 4, 2022 - Friday, June 17, 2022 (50 days)

Note: Snow/emergency days are made up at the end of each semester.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____, SECONDED by _____ to approve the following additional details of the 2021 CCTI graduation ceremony scheduled for June 18, 2021. The ceremony will be held rain or shine as it will be a tented event:

- 10:00 a.m. - 12:00 p.m.
- Four (4) guests per student
- Traditional ceremony to include entire class and guests
- Located at CCTI field

Note: These changes are now possible due to the recent lifting of COVID-19 restrictions.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

X. **Reports**

A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 5)

Note: The balance in this account stands at \$1,369.42.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XI. **Administrative Reports**

A. MOTION by _____, SECONDED by _____ to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal (Encl. 6)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 7)
- c. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 8)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. **Old Business**

XIII. **New and Miscellaneous Business**

XIV. **Next Regularly Scheduled Meeting:** Thursday – June 17, 2021

XV. **Adjournment**