

Carbon Career & Technical Institute  
 Joint Operating Committee Agenda

**Regular Meeting  
 June 17, 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 May 20, 2021 Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

V. **Public Comment**

**VI. Approval of Treasurer's Report (May 2021)**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Treasurer's Report for May 2021 showing a final balance of \$6,009,310.47 in the General Fund, and \$72,837.90 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. Technology Report - Mr. Nate Rinda, Director of Technology
- G. Superintendent of Record Report - Dr. Jodi Frankelli, Palmerton Area School District Superintendent

IX. **Items of Business**

*Personnel*

- A. Election of CCTI Joint Operating Committee Treasurer for a one-year term - effective July 1, 2021 through June 30, 2022:

\_\_\_\_\_ nominates \_\_\_\_\_ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by \_\_\_\_\_.

\_\_\_\_\_ nominates \_\_\_\_\_ for the office of CCTI Joint Operating Committee Treasurer, SECONDED by \_\_\_\_\_.

MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to close the nominations for the office of Treasurer.

Note: Jeffrey Deutsch presently serves in this position.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

The Secretary casts the ballot electing \_\_\_\_\_ as Treasurer.

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint Robert T. Yurchak, Attorney at Law (Nesquehoning, PA), as the Joint Operating Committee Solicitor for the 2021-2022 fiscal year at a retainer of \$7,000 and \$100 per hour for extra work done. The annual retainer shall include those items specified in the Scope of Services and Compensation Agreement.

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 \_\_\_\_\_ that Margaret Kalogerakis (Albrightsville, PA) be re-employed as Coordinator of School Improvement at a pro-rated salary of \$43,581 effective August 18, 2021 through October 1, 2021. The employee shall contribute \$90.00/month toward health care expenses, effective July 1, 2020 through October 1, 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 - 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"/>

D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept the letter of resignation received from Margaret Kalogerakis, Coordinator of School Improvement, effective October 1, 2021. (Encl. 4)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to continue the employment of Ms. Angelique Yaich as Instructor for the Carbon Alternative High School Diploma Program - 32 hours/week, 200 days, AM and PM Class Sessions, with those fringe benefits as required by law and appropriate health care coverage, at the rate of \$33.00/hour. For the school term 2021-2022 the employee shall contribute \$90.00/month toward health care expenses, effective July 1, 2021.

Note: There will be no deduction from the CCTI General Fund. Many Carbon County out of school youth are serviced by this program.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2020-2021 school year and based on the job description:

- DECA - Jalissa Kuehner
- DECA Assistant - Sandra Kohutka
- HOSA - Stephanie Gombert\*
- National Technical Honor Society - Jeremy Pease
- Rotary Interact Community Service Club - Margaret Kalogerakis
- SADD/Aevidum - Rebecca Schaeffer
- Senior Class - Sandi Kohutka
- SkillsUSA - Kevin Kuehner
- SkillsUSA Assistant - Maritza Reinbold, Thomas Bartholomew
- Student Council - Margaret Kalogerakis
- Underclass - Sue Ann Gerhard
- Yearbook - JamiLynn McFarland

Note: \*Effective October 26, 2020.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Ms. Fallow - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Leighton	<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 \_\_\_\_\_ to reaffirm the following individuals as Teacher Mentor for the 2020-2021 school year at the established stipend of \$750.00, pro-rated as indicated below:

- Michael Baumgardt for Adam Reichard (11/02/2020 – end of 2020-2021 school year)
- Michael Baumgardt for Phillip Strubinger (2020-2021 school year)
- Scott Bartholomew for Angela Sablich (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"/>

H. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individuals effective July 1, 2021 through June 30, 2022:

Colleen Gooch as Adult Education Nurse Aide Instructor and Nurse Aide Coordinator @ \$33.00 per hour

Tonia Schaeffer as Adult Education GED Instructor @ \$21.50 per hour

Donna Valent as Adult Education GED Aide @ \$13.50 per hour

Deborah Enterline as GED Examiner @ \$20.00 per hour

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

I. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Jeffry Nietz as a substitute Part-Time Technology Assistant (on an as needed basis) at the rate of \$175.00/day for the 2021-2022 school year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

J. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Occupational Advisory Committee members, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

K. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Adam Reichard as the Building Substitute effective August 26, 2021 through the close of the 2021-2022 school year at the approved daily rate.

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"/>

- L. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the following individuals be approved two (2) additional work days, prior to August 23, 2021 at the individual's per diem rate:

Anthony (A.J.) Burke, Culinary Arts Instructor  
Ashleigh Rehrig, Culinary Arts Instructional Aide  
Michele Troutman, Culinary Arts Instructional Aide

Note: This time will be devoted to preparing for cafeteria production services for the next school year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- M. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve a search for an HVAC Instructional Aide.

Note: This position will be primarily funded through the Perkin's Grant.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**Education**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to grant approval to operate a GED testing program for the 2021-2022 school year at the CCTI school site.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be renewed and executed for the 2021-2022 Fiscal Year, as presented:

(Encl. 5)

Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA  
Office of Dr. Jayendra Patel, Jim Thorpe, PA  
Heritage Hill Senior Community, Weatherly, PA  
The Village at Palmerton, Palmerton, PA  
Guardian Eldercare DBA Weatherwood Nursing Home & Rehabilitation Center  
Maple Shade Meadows Senior Living, Nesquehoning, PA  
Hometown Nursing & Rehabilitation Center, Tamaqua, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements are identical.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Department PA-Approved Certified Nurse Aide Training Program be renewed and executed for the 2021-2022 Fiscal Year, as presented. (Encl. 6)

Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA  
Hometown Nursing & Rehabilitation Center, Tamaqua, PA  
Fellowship Manor, Whitehall, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements is identical.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that approval be granted to submit the Carl Perkins Career and Technology grant to the PA Department of Education for the year 2021-2022 in the amount of \$124,523.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Occupational Advisory Committee minutes, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Budget & Finance***

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to authorize the Administrative Director to approve bills for payment from June 1 - June 30, 2021, the close of the 2020-2021 fiscal year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to authorize necessary 2020-2021 Budgetary Transfers as a result of the final payment of bills for the close of the 2020-2021 fiscal year. Authorization is contingent upon final approval of the CCTI Joint Operating Committee at its next regularly scheduled meeting.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Buildings & Grounds***

NONE

*Administrative*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to grant permission to the CLIU #21 for use of a designated instructional area(s) to operate Life Skills Support Classes at the CCTI facility for the 2021-2022 school year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following Threat Assessment Team for the 2021-2022 school year to conform with Pennsylvania Public School Code Article XIII-E:

David Reinbold, Administrative Director  
Brent Borzak, Principal  
Ken Walters, Supervisor of Buildings and Grounds  
Rebecca Schaeffer, School Nurse  
Eugene Colosimo, Guidance Counselor  
Christine Trovato, Facilitator of Special Education  
Francis L. DeMatto, School Police Officer

Note: Among its provisions, Article XIII-E requires the establishment of at least one Threat Assessment Team for each school entity in Pennsylvania by the start of the upcoming 2021-2022 school year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the contract with Carbon-Monroe-Pike Drug & Alcohol Commission, Inc. for the 2021-2022 school year in the amount of \$7,000.00 as presented.

Note: Agreement is for one (1) day of service weekly over a period of 38 weeks.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Cooperative Education/School Improvement Coordinator position description, as presented.  
(Encl. 7)

Note: The salary for this position will be 90% funded through the Perkin's Grant.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the CCTI Annual School Safety and Security Report 2020-2021, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

X. **Reports**

- A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 8)

Note: The balance in this account stands at \$969.43.

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. 9)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 10)
- c. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 11)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

XII. **Old Business**

XIII. **New and Miscellaneous Business**

XIV. **Next Regularly Scheduled Meeting:** Thursday – July 15, 2021

XV. **Adjournment**