

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
May 20, 2021

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – May 20, 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. 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Staff: Stephen Anderson, Math Teacher/CCTI EA Vice-President, Francine Kluck, Adult Education Site Supervisor, 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 April 15, 2021 Regular Meeting.

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

Motion carried.

Public Comment

- Stephen Anderson, CCTI Math Teacher and CCTI Education Association Vice-President shared the following:
 - NOCTI exams have been administered to most seniors, and Keystone exams have begun for those students in the testing topic courses.
 - Prom is scheduled for next Friday
 - Everyone planning ahead for next year's alternating full day schedule and, hopefully, a return to full in-person instruction.
- Student e-mail was read expressing interest in administration considering a more formal graduation ceremony.

Approval of Treasurer's Report (April 2021)

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow 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.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Mr. Foeller 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
- B. Principal's Report – Mr. Brent Borzak
 - NOCTI performance exams have been completed in the tech areas that chose to administer them.
 - Advanced Placement Literature and Calculus exams have been finalized.
 - Keystone exams will be administered starting the week of May 17th.
 - CCTI Prom is planned to take place on May 28th, at Penn's Peak, in Jim Thorpe, PA.
 - School community is in preparation for the upcoming graduation ceremony at CCTI on June 18th.
 - Students' last day of classes is June 15th.
 - Preparing for the end of the year in-service days of June 16th and 17th.
 - Administration and guidance are continuing to work on scheduling for the 2020-2021 school year.
- C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - Nothing new to report at this time.
 - Mr. Reinbold added that CCTI has applied for a \$160,000 GEER (Governor's Emergency Education Relief) grant.
- 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 - 84 students with IEPs
 - Full time - 60
 - Half time - 24
 - FLEX - 1
 - Section 504 Plan students total - 27
 - Homeless Students - 1
 - English Language Learners - 3
 - Gifted - 2
 - In-service Day
 - May 14th - Trauma Informed Training
In 2019, Pennsylvania updated the PA School Code and passed Act 18 of 2019, mandating trauma-informed approaches and training throughout educational entities.
 - Informational Purposes
 - Trauma Informed Training

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

- May 4 - Pharmacy Technician started online
- May 5, 12, 19, 26 - GED Orientation
- May 11 - GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- May 12 - GED Pearson Vue testing center open
- May 17 - PennDOT Safety Inspection program started
- May 20 - Nurse Aide Orientation

Air Conditioning Fundamentals

This program is being offering during the day this summer starting June 21st three days a week from 8:00 a.m.-11:00 a.m.

Esthetician and Nail Technician

Courses are being offered starting in June. Interested applicants can contact the adult education office.

Grant Report - GED Classes

- GED program will be concluding with a graduation in June.

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

- GED- Pearson Vue server 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 (24) PERKINS GRANT- 14” HP Chromebooks- Setting up.
- Work with newer staff on PowerSchool gradebook.
- 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
- Nothing to report at this time.

Items of Business

Personnel

Long-Term HVAC Teacher Appointed

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to appoint Kenneth Reiter long-term HVAC Teacher, effective March 22, 2021 through June 17, 2021 based on a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Social Studies/Special Education Teacher Appointed

- B. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Motion carried.

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

Family Medical Leave Time Approved

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

Note: Sick days will be used.

Homebound Instructor Hourly Rate Approved

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

Additional Days Approved

- E. 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.

Additional Days Approved

- F. 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.

Additional Days Approved

- G. 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.

Salary Adjustments Approved

H. 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.

Substitute Van/Bus Driver Hourly Rate Approved

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

Substitute Custodian/Maintenance/Groundskeeper/Cleaner Hourly Rate Approved

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

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

Reasonable Assurance Notification Approved

- A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Budget & Finance

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

Depositories Approved

- A. 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

Cooperative Arrangements Participation Approved

- B. 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

National School Lunch Program and the U.S.D.A. Commodities Program Participation Approved

- C. 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.

Medical Plan Cash Opt-Out Election Participation Approved

- D. 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.

Auditor Appointed

- E. 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.

Student Accident Insurance Purchase Approved

- F. 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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

Technology in Education Legal Counsel Consortium Agreement Approved

- A. 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.

Carbon Alternative High School Diploma Program Calendar Approved

- B. to approve 2021-2022 class schedule for the Carbon Alternative High School Diploma Program as follows:

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.

2021 Graduation Ceremony Details Approved

C. 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.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

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 \$1,369.42.

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

Motion carried.

Administrative Reports

A. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal
- b. Mrs. Christine Trovato, Facilitator of Special Education
- c. Ms. Francine Kluck, Adult Education Site Supervisor

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – June 17, 2021

Adjournment

Mr. Mansberry moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:38 PM.

Christina A. Graver
Joint Operating Committee Secretary