

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**June 17, 2021**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - June 17, 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 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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: 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 May 20, 2021 Regular Meeting.

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

Motion carried.

**Public Comment**

NONE

**Approval of Treasurer’s Report (May 2021)**

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

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Foeller - Lehighnton	<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. Paules - Palmerton	<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
Mr. Foeller - Lehighnton	<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. Paules - Palmerton	<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**

**Mr. Reinbold, Administrative Director introduced the following to present:**

- A. Principal’s Report – Mr. Brent Borzak
  - The 2020-2021 school year will be ending in a distinguished manner. With all the obstacles thrown our way, CCTI navigated its way efficiently to accomplish our goal of teaching and learning. Our students and staff made this year a success. The Senior Awards Ceremony took place on the CCTI field and was a rewarding event. Students successfully completed end of the year certification exams in their career and technical areas, as well as Keystone and NOCTI exams. Our student’s last day was June 15<sup>th</sup>. In-services are planned for our staff on June 16<sup>th</sup> and 17<sup>th</sup>. The graduation ceremony will be taking place on June 18<sup>th</sup>, at CCTI on our field, starting at 10:00 AM. Information regarding CCTI student acceptance for the 2021-2022 school year was sent out to parents and home school districts. Scheduling has been ongoing and administration is

setting its goals for the new school year.

- Mr. Borzak thanked the Carbon County Friends of Animals for allowing CCTI to utilize their parking area when needed (example: parking area will be utilized on Friday, June 18 for overflow parking during CCTI's graduation ceremony).
- Mr. Rinda shared that the ceremony can be viewed via livestream and may be found on the main page of CCTI's website ([www.carboncti.org](http://www.carboncti.org)) or via a YouTube search of CCTI.

- B. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- Fiscal year will be ending June 30, 2021.

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

- Energy Savings project LED lighting retrofit project
  - Maintenance staff have this project 80% completed and will wrap it up over the summer break resulting in a \$12,500 cost savings per year moving forward through reduced energy usage.
- Summer Maintenance
  - Summer supplies were order and received
  - Employee work schedule is completed and posted
  - Summer Sanitization and reloading of classrooms to support post Covid-19 student counts will be completed prior to start of 21-22 school year
- Substitute Maintenance Employment
  - Anyone interested can go to our website and follow the directions listed under "Employment". Questions can be directed to Mr. Walters at extension 1122
- Mr. Reinbold added that CCTI is still looking for a project for our Building Construction Trades area for the 2021-2022 school year. If anyone is interested they should contact him or Mr. Walters at CCTI.

- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

- Current 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

(con't)

- Graduating Special Population Students
  - Special education - 20 students
  - Section 504 Plan - 10 students
  - ELL - 1
  
- Anticipated 2021-2022 Special Population Numbers
  - *INCOMING:*
    - Special Education - 33
    - Section 504 students - 3
    - ELL - 1
  - *TOTAL NUMBERS:*
    - Special Education - 97 (New - 33)
    - Section 504 - 20 (New - 3)
    - ELL students - 3
    - Gifted - 2
  
- In-Service Days
  - June 16<sup>th</sup> & 17<sup>th</sup> Effective Instructional Strategies
  
- Informational Purposes
  - Post-Secondary Transitioning of Special Education Students: Providing students with the SAAFP document before they graduate

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

- Assist with SkillsUSA technology needs
- Online Keystone Exams
- Technology collection from students (Chromebooks/laptops, chargers, cases, hot spots, web cams)
- Continued support/training to staff and students with Google Suite and all technology needs

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

- Nothing to report at this time.

G. Director’s Report – Mr. Reinbold, Administrative Director

- Mr. Reinbold congratulated the following welding students who have tested at CCTI through WTTI (Welder Training & Testing Institute) and received their AWS D1.1 certification:
  - Jackson Eberly
  - Tyler Veasie
  - Marcus Luceno
  - Kyleah Kennedy

This opportunity has been offered to CCTI students for the past three (3) years.

## Items of Business

### *Personnel*

#### **CCTI Joint Operating Committee Treasurer Elected**

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

Mr. Mansberry nominates Mr. Jeffry P. Deutsch for the office of CCTI Joint Operating Committee Treasurer, SECONDED by Mr. Foeller.

MOTION by Mr. Mansberry, SECONDED by Mr. Connors to close the nominations for the office of Treasurer.

Note: Jeffry Deutsch presently serves in this position.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0  
Motion carried.

The Secretary casts the ballot electing Mr. Jeffry P. Deutsch as Treasurer.

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

#### **Joint Operating Committee Solicitor Appointed**

- B. 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.

#### **Coordinator of School Improvement Re-employed**

- C. 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.

#### **Letter of Resignation Accepted**

- D. to accept the letter of resignation received from Margaret Kalogerakis, Coordinator of School Improvement, effective October 1, 2021.

**Instructor for the Carbon Alternative High School Diploma Program Employment Continued**

- E. 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.

**School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed**

- F. 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.

**Teacher Mentors Reaffirmed**

- G. 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)

**Adult Education Instructors/Aides/Examiners Approved**

H. 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

**Substitute Part-Time Technology Assistant Approved**

I. 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.

**Occupational Advisory Committee Members Approved**

J. to approve the Occupational Advisory Committee members, as presented.

**Building Substitute Approved**

K. 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.

**Additional Work Days Approved**

L. that the following individuals be approved additional work days as indicated below, prior to August 23, 2021 at the individual's per diem rate:

- Anthony (A.J.) Burke, Culinary Arts Instructor – two (2) days
- Ashleigh Rehrig, Culinary Arts Instructional Aide – four (4) days
- Michele Troutman, Culinary Arts Instructional Aide – four (4) days

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

**HVAC Instructional Aide Search Approved**

M. to approve a search for an HVAC Instructional Aide.

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

**Additional Work Day Approved**

N. that the following individuals be approved one (1) additional work day, prior to August 23, 2021 at the individual's per diem rate:

- |                   |                 |                    |
|-------------------|-----------------|--------------------|
| Stephanie Gombert | Maya Kowalczyk  | Stephen Nesler     |
| Michael Gower     | Jalissa Kuehner | Phillip Strubinger |

**Additional Work Days Approved**

- O. that the following individual be approved two (2) additional work days, prior to August 23, 2021 at the individual’s per diem rate:

Rebecca Schaeffer, School Nurse

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Foeller - Lehighnton	<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. Paules - Palmerton	<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**

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

**GED Testing Program Operation Approved**

- A. to grant approval to operate a GED testing program for the 2021-2022 school year at the CCTI school site.

**Continuation of Operator Consortium Duties Approved**

- B. to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

**Agreements of Affiliation Approved**

- C. 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:

Mahoning Valley Nursing and Rehabilitation Center, Lehighnton, 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



**Adult Education Agreements of Affiliation Approved**

- D. 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.

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

**Carl Perkins Career and Technology Grant Submission Approved**

- E. 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.

**Occupational Advisory Committee Minutes Approved**

- F. to approve the Occupational Advisory Committee minutes, as presented.

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

Motions carried.

***Budget & Finance***

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

**Approval of Bills for Payment Authorization Approved**

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

**2020-2021 Budgetary Transfers Authorization Approved**

- B. 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motions carried.

***Buildings & Grounds***

NONE

*Administrative*

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

**Use of Instructional Area(s) Approved**

- A. 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.

**Threat Assessment Team Approved**

- B. 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.

**Carbon-Monroe-Pike Drug & Alcohol Commission, Inc. Contract Approved**

- C. 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.

**Cooperative Education/School Improvement Coordinator Position Description Approved**

- D. to approve the Cooperative Education/School Improvement Coordinator position description, as presented.

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

**CCTI Annual School Safety and Security Report Approved**

E. to approve the CCTI Annual School Safety and Security Report 2020-2021, as presented.

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

Motions carried.

**Reports**

**Foundation Report Accepted**

A. MOTION by Mr. Mansberry SECONDED by Mr. Connors to accept the Carbon Career & Technical Institute Foundation Report, as presented.

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

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. Ms. Francine Kluck, Adult Education Site Supervisor

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

Motion carried.

**Old Business**

NONE

**New and Miscellaneous Business**

- A. MOTION by Mr. Foeller, SECONDED by Mr. Mansberry to approve the MOU (Memorandum of Understanding) submitted by the CCTIEA (CCTI Education Association).

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

Motion failed.

**Next Regularly Scheduled Meeting:**

**Thursday – July 15, 2021**

**Adjournment**

Mr. Mansberry moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:48 PM.

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Christina A. Graver  
Joint Operating Committee Secretary