

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
August 19, 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"/>
Mr. David McAndrew, Jr., 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 July 15, 2021 Regular Meeting. (Encl. 1)

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

B. MOTION by _____, SECONDED by _____ to approve the Minutes of the August 4, 2021 Special Meeting. (Encl. 2)

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

V. **Courtesy of the Floor to Visitors**

VI. **Approval of Payment of Bills (July)**

- 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"/>

VII. **Approval of Treasurer's Reports (June & July 2021)**

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for June 2021 showing a final balance of \$5,134,791.64 in the General Fund, and \$71,385.20 in the Student Activities Account. (Encl. 4)

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 approve the Treasurer's Report for July 2021 showing a final balance of \$4,968,165.78 in the General Fund, and \$71,362.32 in the Student Activities Account. (Encl. 5)

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. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- H. Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent

IX. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to appoint Michele Klock Cooperative Education/School Improvement Coordinator, effective September 29, 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"/>

- B. MOTION by _____, SECONDED by _____ to accept the letter of resignation received from Michele Klock, Graphic Design Instructor, effective September 29, 2021.

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

- C. MOTION by _____, SECONDED by _____ to appoint Maritza Reinbold Graphic Design Instructor, effective September 29, 2021 at a step 1 pro-rated 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 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 Maritza Reinbold, Instructional Aide, effective September 29, 2021.

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

- E. MOTION by _____, SECONDED by _____ to accept the letter of resignation received from Katherine Baumgardt, English Teacher, as presented.

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

- F. MOTION by _____, SECONDED by _____ to appoint the following individuals as Teacher Mentor for the 2021-2022 school year at the approved stipend of \$750.00:

Michelle Klock (Maritza Reinbold, Graphic Design Instructor)
Scott Bartholomew (Physical Education Teacher)

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 _____ to approve Family Medical Leave time for employee #16072, effective July 22, 2021 through a date to be determined (not to exceed 12 weeks).

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

- H. MOTION by _____, SECONDED by _____ to assign Francis (Frank) L. DeMatto the duties of an attendance officer, in order to fulfill PA magisterial guidelines for the 2021-2022 school year.

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

- I. MOTION by _____, SECONDED by _____ to appoint Francine Kluck Adult Education Site Supervisor effective September 5, 2021 through September 4, 2022, as presented.

Note: There will be no deduction from the CCTI General Fund.

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"/>

- J. MOTION by _____, SECONDED by _____ that Brent Borzak be appointed Title IX and Section 504 Coordinator for the Carbon Career & Technical Institute for the 2021-2022 school year.

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

- K. MOTION by _____, SECONDED by _____ that the below listed individuals be approved to substitute for the 2021-2022 school year at the established rates, as follows:

- Kyle Ahner – SHINE Driver*
- Stephen Brili – Custodial/Maintenance/Groundskeeper/Cleaner*
- Jeffrey Donadi – SHINE Driver*
- Gerard Donati – Teacher
- Donald Flexer – Teacher
- Autumn Frey – School Nurse
- Jo Lynn Gazo – Teacher
- Jennifer Gonzalez – Van/Bus Driver*
- Delmar Griggs – Teacher, Tutor, Part-Time Integrated Math Instructor
- John Gunsser – Tutor, Part-Time Integrated Math Instructor
- Angela Keck – Teacher
- Lynn Jo Kester – SHINE Driver*
- Marlon Kohan – Teacher, Instructional Aide, Tutor, PT Integrated Math Instructor
- Sandra Kohutka – Clerical*, Van/Bus Driver*
- Maya Kowalczyk – Teacher, Instructional Aide, Tutor, Part-Time Integrated Reading Instructor, Chaperone
- Catherine McDonald – Teacher, Tutor
- Seth McLaughlin – Teacher, Instructional Aide, Custodial/Maintenance/ Groundskeeper/Cleaner*
- Eileen Mirchel – Teacher, Clerical*
- Bess Mitsakos – Tutor
- Spencer Moyer – Teacher, Instructional Aide
- Koreen Nalesnik – Teacher, Instructional Aide
- Robert Pathroff – Teacher, Instructional Aide, Custodial/Maintenance/ Groundskeeper/Cleaner*, Van/Bus Driver*, SHINE Driver* (con't)

- Elizabeth Porter – Administrative
- Jeffrey Reed – Teacher
- Ashleigh Rehrig – Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
- Marie Rosahac – Teacher
- Elizabeth Schlecht – Instructional Aide, Chaperone, Van/Bus Driver*
- Eric Schlecht – Custodial/Maintenance/Groundskeeper/Cleaner*
- Emily Shaffer – Teacher, Instructional Aide
- William Shirar – Teacher, Instructional Aide
- Susan Stermer – School Nurse
- Dennis Vavra – Instructional Aide, Tutor, PT Integrated Reading Instructor
- Geri Vavra – Clerical*
- Jessica Wiese – Teacher, Instructional Aide
- Douglas Witt – Custodial/Maintenance/Groundskeeper/Cleaner*
- Sherry Yorgey – Instructional Aide
- John Zym - Teacher

Note: * Appointment through August 2022.

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

Education

NONE

Budget & Finance

A. MOTION by _____, SECONDED by _____ that Transportation Contracts be approved with the following Contractors for 2021-2022, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2021-2022 - \$52.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District)
2021-2022 - \$92.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District – Mid-Day Run)
2021-2022 - \$91.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2021-2022 - \$227.00/day per bus

(con’t)

Panther Valley School District (1 Panther Way, Lansford)
2021-2022 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)
2021-2022 - \$140.00/day per bus

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

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED by _____ to approve the 2022 Prom date of May 20, 2022 to be held at Penn's Peak, Jim Thorpe, PA. The prom will be open to students in grades 9-12 and their designated guests.

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

- B. MOTION by _____, SECONDED by _____ to approve the first reading of Policy 200 (Pupils). (Encl. 6)

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

X. Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 7)

Note: The balance in this account stands at \$969.45.

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. 8)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 9)
- c. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 10)

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

XI. **Old Business**

NONE

XII. **New and Miscellaneous Business**

XIII. **Next Regularly Scheduled Meeting:** **Thursday – August 19, 2021**

XIV. **Adjournment**