

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
August 19, 2021

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - August 19, 2021** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mr. Gerald Strubinger, at 6:05 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"/> (virtually)	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input checked="" type="checkbox"/> (virtually)	<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 type="checkbox"/>	<input checked="" 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 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"/>
Mr. David McAndrew, Jr., 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 and CCTI Education Association Vice-President, Lisa Walck, Cooperative Education/School Improvement Coordinator, Francine Kluck, Adult Education Site Supervisor, Nate Rinda, Director of Technology, and Frank DeMatto, School Police Officer,

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 July 15, 2021 Regular Meeting.

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

Motion carried.

B. MOTION by Mr. Mansberry, SECONDED by Ms. Fallow to approve the Minutes of the August 4, 2021 Special Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

- Steve Anderson, CCTI Education Association Vice-President shared the following items in his report:
 - Faculty has been working on lesson plans, completing coursework and preparing classrooms all summer and are ready to begin the new school year under the new schedule.
 - Reminded the Board and Administration that the Union is here and ready to help in any way they can to make CCTI a successful technical and academic school.
 - Union was hoping to have a new contract by the start of the school year but negotiations are ongoing. Looking forward to a chance to meet with the JOC's team again next week to resolve the few remaining unsettled issues regarding the contract, and finalize a new contract soon.
 - At this time we have a few questions:
 - Will we utilize remote learning days in place of snow days this year?
 - Is there any information available regarding hiring for the English or Physical Education positions?
 - The faculty was provided a schedule for the three in-service days next week, which did not include time for training sessions. Can we be provided with an advanced schedule for training sessions for future faculty times?
 - Welcomed new Superintendent of Record, Mr. David McAndrew Jr. of Panther Valley. Look forward to working with him and seeing him at our monthly meet and discuss meetings.

Approval of Payment of Bills (July)

A. MOTION by Mr. Foeller, SECONDED by Mr. Mansberry 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.

Approval of Treasurer’s Reports (June & July 2021)

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

- A. 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.
- B. 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.

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 - Leighton	<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.

Administrative Reports

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

A. Principal’s Report – Mr. Brent Borzak

Administration and guidance have been planning and preparing for the start of the upcoming 2021-2022 school year. Student schedules are completed and will be e-mailed to parents before the start of the school year. All students are scheduled in all of their appropriate academic and career & technical courses and have received accepted letters. The annual back to school letter was sent out to all new and returning students. Dates have been set for all school-wide activities and events that are scheduled for the new school year. New Student Orientation will take place on August 23rd, at CCTI, at 6 PM and we have invited new students to tour CCTI during the day on August 18th. The in-service schedule and activities have been prepared for August 23rd -25th. The first day of school for students is August 26th. We look forward to getting out in to the sending districts to present to the freshman students. We are eager to start the 2021-2022 school year.

B. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
2020-2021 CCTI Financial Status Update:

CCTI Administration is confident that it will report a surplus of approximately \$200,000 for the 2020-2021 fiscal/school year. This surplus will be official upon the completion of the 2020-2021 audit report which should be in October 2021.

Based on this projected surplus for 2020-2021, we are confident that CCTI will have a zero budget increase for the 2022-2023 school year (this would be the 9th year in a row with a zero budget increase).

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

- Over the teacher/student summer break my team
 - sanitized the entire school
 - changed all HVAC filters.
 - ensured proper operating specs of the HVAC units including the additional bipolar Ionization Air Purification System.
 - School vehicle inspections and maintenance were completed
 - Emergency safety systems were maintained and inspected.
 - All new LED lighting were completed
 - Updated/added technical area machinery.
 - Met with customers and have a signed agreement to build a 30' tiny home for the 2021-2022 school year and have a modular project following.

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

- Set up of all new Apple iMac computers for Marketing.
- Set up 40 new Chromebooks from ECF Grant.
- Graphic Design lab - Update Adobe Creative cloud and all apps.
- PowerSchool year roll over complete and server updated.
- Summer projects – Room reconnects and updates after room cleanings/floor wax.
- Mass notification e-mails to students and parents has begun for next school year prep items.
- Drafting lab - Updating AutoDesk software and removing older versions.
- Software license renewals.
- Chromebook prep for distribution.
- Continued support/training to staff and students with Google Suite and all technology needs.

E. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor

Course Offerings Fall 2021

Air Conditioning Fundamentals
Heartsaver® First Aid and
CPR/AED
Nurse Aide
Pharmacy Technician
Welding Technology

Introduction to Precision Machining
ServSafe® Exam
Forklift
PA State Inspection Mechanic Certification
Auto Collision
GED Preparation Courses

Program descriptions, orientations, and start dates are available at www.carboncti.org/adult-education; Fall 2021 schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- July 20 – GED orientation
- July 28 – GED orientation
- August 3 – Adult Education at Jim Thorpe Night Out
- August 4 – GED Pearson Vue testing
- August 5 – GED orientation
- August 11 – GED orientation
- August 11- Nurse Aide Orientation
- August 19 - Nurse Aide Orientation

(con't)

- August 27 – Rural Workforce Subcommittee of the St. Luke's Community Health Initiatives Committee

Grant Report – GED Classes

- CCTI is an LCCC subcontractor through PA Department of Education Federal Literacy Grant to provide adult education and high school equivalency instruction to 64 individuals for 2021/2022. Day classes began July 13th.

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.

F. Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent

- Mr. McAndrew thanked everyone for welcoming him and shared that he is excited to be here. He has always spoken highly of CCTI as the Principal at Jim Thorpe and now as the Superintendent at Panther Valley. He is looking forward to working with everyone.

G. Director’s Report

Mr. Reinbold thanked Steve Anderson and the members of the Act 93 team for being at the meeting and for working all summer to prepare for the school year. He said that everyone worked really hard all summer, sometimes seven days a week, even when out of the building corresponding via e-mail and texting each other back and forth with planning, especially with all of the transition this year with a new schedule and transitioning back from COVID. He said that CCTI is ready and will be in-person with students in the building starting Thursday. He said if we have to go back to some type of remote learning, we will be ready for that, as well. He then pointed out to the JOC and Steve to alert all to check the CCTI website for any up-dates. This is where all changes and updates regarding masking protocols, etc. can be found. He will and asked them to, direct parents, students, and staff members to the website to keep apprised of any changes.

Items of Business

Personnel

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

Cooperative Education/School Improvement Coordinator Appointed

- A. to appoint Michele Klock Cooperative Education/School Improvement Coordinator, effective September 29, 2021.

Letter of Resignation Accepted

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

Graphic Design Instructor Appointed

- C. to appoint Maritza Reinbold Graphic Design Instructor, effective August 23, 2021 at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Letter of Resignation Accepted

- D. to accept the letter of resignation received from Maritza Reinbold, Instructional Aide, effective August 19, 2021.

Letter of Resignation Accepted

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

Teacher Mentors Appointed

- F. 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)

Family Medical Leave Time Approved

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

Attendance Officer Duties Assigned

- H. 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.

Adult Education Site Supervisor Appointed

- I. 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.

Title IX and Section 504 Coordinator Appointed

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

Substitutes Approved

- K. 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 Kowalcyk – 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*
- 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* (con't)

- Jessica Wiese – Teacher, Instructional Aide
- Douglas Witt – Custodial/Maintenance/Groundskeeper/Cleaner*
- Sherry Yorgey – Instructional Aide
- John Zym - Teacher

Note: * Appointment through August 2022.

Additional Work Day Approved

- L. that Maritza Reinbold be approved one (1) additional work day, prior to August 23, 2021 at her per diem rate.

Teacher Mentor Appointed

- M. to appoint Michael Wildoner Teacher Mentor (Academic Teacher) for the 2021-2022 school year, as needed at a stipend of \$750.00.

Category C (long-term) Substitute Teacher Approved

- N. to approve Adam Reichard as a Category C (long-term) substitute teacher (English), effective August 23, 2021 through the end of semester 1 at a pro-rated step 1 salary, as per the current CCTI Education Association Agreement.

Additional Work Day Approved

- O. that Adam Reichard be approved one (1) additional work day, prior to August 23, 2021 at his per diem rate.

Letter of Resignation Accepted

- P. to accept the letter of resignation Received from Dave Reinbold, Administrative Director, effective February 5, 2022.

The JOC members thanked Mr. Reinbold for all he has done over the years. They shared that he was efficient and gracious and thanked him for his service.

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 - Leighton	<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

NONE

Budget & Finance

Transportation Contracts Approved

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

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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Buildings & Grounds

NONE

Administrative

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

2022 Prom Date Approved

- A. 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.

First Reading Policy Approved

- B. to approve the first reading of Policy 200 (Pupils).

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

Motions carried.

Reports

Foundation Report Accepted

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

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

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller 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 – September 16, 2021

Adjournment

Mr. Mansberry moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:36 PM.

Christina A. Graver
Joint Operating Committee Secretary