

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
September 16, 2021**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - September 16, 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 6:03 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"/> (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 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"/>
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 and 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 August 19, 2021 Regular 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:
 Classes are back in session and the entire professional staff has been hard at work adapting to the new schedule of longer academic periods and full day technical labs. It has been going smoothly, and we would like to recognize Mr. Rinda, Ms. McFarland and Mr. Neitz for all the hard work, extra hours and troubleshooting the technical staff has been dealing with in these past few weeks. We are glad to be back in the classroom, but we understand the importance of a continued online presence in the classroom, especially in these uncertain times. Using Google Classroom as a supplement to in-person instruction and as a replacement for the students at home in quarantine is an invaluable tool. Thank you technical staff.
 Looking ahead, the association is anticipating a fruitful bargaining session with members of the JOC, as well as beginning our monthly meet and discusses sessions.

Approval of Payment of Bills (July)

- A. MOTION by Ms. Fallow, 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.

Approval of Treasurer’s Reports (August 2021)

- A. MOTION by Ms. Fallow, SECONDED by Mr. Foeller to approve the Treasurer’s Report for August 2021 showing a final balance of \$5,825,944.95 in the General Fund, and \$67,277.15 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.

Administrative Reports

A. Principal's Report – Mr. Brent Borzak

The 2021-2022 school year is progressing in a positive and organized manner. An effective summer of preparation has led to a smooth and efficient start. Staff and students are focused on teaching and learning and everyone is excited to be back to face-to-face, in-person instruction. The first three days of in-service were very productive and the first day of student meetings went very well, as well as the new student tours. New student orientation was an information packed night where parents asked many pertinent questions for the new school year. CCTI career and technical student organizations have been reorganizing and planning for the new school year. We will be presenting to all freshman in the county schools throughout late September and early October. CCTI will be hosting Junior/Senior Information Night on the evening of September 23rd. The Fall Occupational Advisory Committee meetings will take place on the evening of September 30th. The school community is looking forward to the opening of the CCTI restaurant, salon and school store.

B. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator

- Nothing new to report
- Few past topics to review:
 - 2020-2021 audit should be available to present to the JOC next month
 - 2022-2023 budget preparation will begin shortly with the plan of bringing it to the boards for approval in December

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

- Nothing new to report

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

- Special Population Numbers
 - Students with IEPs - 83
 - Full time - 51
 - Half time - 32
 - Students with GIEPs (Gifted) - 2
 - Section 504 Service Plans - 21
 - Homeless Students - 2
 - English Language Learners - 3
- Transitioning New Students & Families to CCTI
 - Successful New student tours- August 18th
 - New Student Orientation Evening- August 23rd
- Looking Forward
- Scheduled 1 hour Special Education Department Trainings offered by the IU
21: 9/21, 10/5, 10/19, 11/2, 11/16, 12/7, 12/21.

- E. Technology Report – Mr. Nate Rinda, Director of Technology
 - Set up 150 new chromebooks.
 - Distribution of chromebooks to students.
 - Drafting lab - AutoDesk software updating.
 - Domain server and file server updates.
 - Web filtering block list revisions.
 - Wireless AP updates.
 - Continued support/training to staff and students with Google Suite and all technology needs.

- F. Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent
 - Nothing new to report

- G. Director’s Report
 - Recognized Rebecca (Bec) Schaeffer our school nurse for the fantastic job she has been doing with all of the contact tracing. She’s been doing a lot of extra work putting in extra days and hours working on weekends and evenings, as well.
 - Would like to come up with a way to recognize the parents of our CCTI students. They have just been phenomenal supporting the school and administration. The following suggestions were made: ad in the newspaper, letter home with each student, all-call message system, and electronic sign.

Items of Business

Personnel

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

Letter of Resignation Accepted

- A. to accept the letter of resignation received from Ryan Tanner, HVAC Instructor, effective September 7, 2021.

Long-Term Substitute Appointed

- B. to appoint Kenneth Reiter long-term HVAC Teacher, effective September 7, 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.

Physical Education/Health Teacher Appointed

- C. to appoint Brandi (Stettler) Schmoyer Physical Education/Health Teacher, effective on or before October 20, 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.

Substitutes Approved

- D. that the below listed individuals be approved to substitute for the 2021-2022 school year at the established rates, as follows:

- Jennifer Gonzalez – SHINE driver*
- Margaret Kalogerakis – Teacher, Instructional Aide, Van/Bus Driver*, Chaperone
- Susan Strohl – SHINE Driver*
- Michael Ouly – Teacher, Instructional Aide

Note: *Through August 2022

Extra Help Instructors Appointed

- E. to appoint the following individuals as Extra Help Instructors in conjunction with the after school program at \$25 per hour on an as-needed/scheduled basis:

Steve Anderson	Stephanie Gombert	Adam Reichard
Jean Bales	Michael Gower	Maritza Reinbold
Scott Bartholomew	Jeffrey Hazelton	Kenneth Reiter
Thomas Bartholomew	Diane Hyjurick	Hal C. Resh**
Michael Baumgardt	Michele Klock	Harold Resh
Marie Bieling	Sandra Kohutka	John Rogers
Kenneth Bond	Maya Kowalcyk	Angela Sablich
Anthony (A.J.) Burke	Jalissa Kuehner	Rebecca Schaeffer
Heather Cassidy	Kevin Kuehner	Brandi Schmoyer**
Jacqueline Cole	Michael Lewis	Kevin Sowa
Eugene Colosimo	Tammy Marshall	Phillip Strubinger
Anna Leigh Conway*	Stephen Nesler	Michele Troutman
Nicole DeVincenzo**	Walter O'Donnell	Geri Vavra
Jane Farkas	Jeremy Pease	Kevin Wagner
Joseph Farkas	Justin Pshar	Michael Wildoner
Autumn Frey	Ashleigh Rehrig	

Note: *Effective with her return from sabbatical.
** Effective with hire date.

Hourly Rate Approved

- F. to approve the hourly rate for substitute custodian/maintenance/groundskeeper/cleaner of \$14.00 effective September 17, 2021 through June 2022.

Letter of Resignation Accepted

- G. to accept the letter of resignation received from Kevin Rehrig, Instructional Aide (Electrical Distribution and Automation/Electrician), effective September 16, 2021.

Instructional Aide Appointed

- H. to appoint Nicole DeVincenzo as an Instructional Aide (Academic/CTE), effective October 4, 2021 at a Step 1 pro-rated salary per the current CCTI ESPA Employment Agreement.

Instructional Aide Appointed

- I. to appoint Hal C. Resh as an Instructional Aide (Academic/CTE) at a Step 1 pro-rated salary per the current CCTI ESPA Employment Agreement.

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

Field Trip Approved

- A. MOTION by Mr. Foeller, SECONDED by Ms. Fallow that Maritza Reinbold, Graphic Design Instructor, Margaret Kalogerakis, Coordinator of School Improvement, and Geri Vavra, Instructional Aide, chaperone eighteen (18) Graphic Design students on a field trip to Longwood Gardens, Kennet Square, PA October 7, 2021.

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

Motion carried.

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

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

Conference Attendance (Virtual) Approved

- A. that Michele Klock, Cooperative Education/School Improvement Coordinator attend the PACTA Cooperative Education Conference virtually October 14 & 15, 2021 at a cost of \$120.00 to cover the expense of registration.

Conference Attendance Approved

- B. that Michele Klock, Cooperative Education/School Improvement Coordinator attend the PACTA Fall Workshop for CTE Teacher & Instructional Coaches October 21 & 22, 2021 at the Penn Stater Conference Center and Hotel, State College, PA at a cost not to exceed \$500.00 to cover the expense of registration, lodging, mileage, and meals.

Conference Attendance Approved

- C. that Eugene Colosimo, Guidance Counselor attend the PACTA Fall Workshop for CTE School Counselors October 21 & 22, 2021 at the Penn Stater Conference Center and Hotel, State College, PA at a cost not to exceed \$500.00 to cover the expense of registration, lodging, mileage, and meals.

Conference Attendance Approved

- D. that Nate Rinda, Director of Technology attend the PACTA Fall Workshop for CTE Technology Coordinators October 21 & 22, 2021 at the Penn Stater Conference Center and Hotel, State College, PA at a cost not to exceed \$500.00 to cover the expense of registration, lodging, mileage, and meals.

Second Reading and Adoption of Policy Approved

- E. to approve the second reading and adoption of Policy 200 (Pupils).

Health & Safety Plan Revision Approved

- F. to approve the revised Health & Safety Plan, as presented.

Forwarding of Contract Proposal Approved

- G. to approve forwarding the contract proposal and accompanying salary schedule projections as presented, to the CCTI Education Association.

Unused Sick Day Pay Request Approved

- H. to approve the request by Margaret Kalogerakis, Coordinator of School Improvement to be paid for unused sick days at \$30.00 per day.

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. Foeller SECONDED by Ms. Fallow to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$969.46.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Foeller, 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

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

Conference Reports Acknowledged

- A. to acknowledge receipt of the conference report submitted by Lisa Walck, Cooperative Education/School Improvement Coordinator, Michele Klock, Graphic Design Instructor, and Margaret Kalogerakis, Coordinator of School Improvement after attending the PACTA Leadership for Success Conference July 27 & 28, 2021 at The Penn Stater Hotel & Conference Center, State College, PA.

Conference Reports Acknowledged

- B. to acknowledge receipt of the conference report submitted by Lisa Walck, Cooperative Education/School Improvement Coordinator and Michele Klock, Cooperative Education/School Improvement Coordinator after attending the PA Pipeline Kickoff & Roundtable Discussion August 31, 2021 at the Lehigh Valley Forge, Bethlehem, PA.

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

Next Regularly Scheduled Meeting:

Thursday – October 21, 2021

Adjournment

Mr. Foeller moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:37 PM.

Christina A. Graver
Joint Operating Committee Secretary