

# Carbon Career & Technical Institute

## Joint Operating Committee Minutes

### Regular Meeting November 18, 2021

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - November 18, 2021** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mr. Gerald Strubinger, at 6:23 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. April Walters, Member	<input checked="" type="checkbox"/> (virtually)	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Principal	<input type="checkbox"/>	<input checked="" 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"/>
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 checked="" type="checkbox"/>	<input 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, Jacqueline Cole, English Teacher, Eugene Colosimo, Guidance Counselor, Anna Leigh Conway, Science Teacher (Sabbatical) and CCTI Education Association President, Tammy Marshall, Cosmetology Instructor, Kevin Sowa, Math Teacher, Phillip Strubinger, Social Studies/Special Education Teacher, Michael Wildoner, English Teacher, 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 Ms. Fallow, SECONDED by Mr. Foeller to approve the Minutes of the October 21, 2021 Regular Meeting.

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

Motion carried.

**Courtesy of the Floor to Visitors**

- Steve Anderson, CCTI Education Association Vice-President shared the following items in his report:
  - The staff and students of CCTI have been active in the community as the end November draws near. Marketing students are creating new social media content, posts, paid advertisements and reading analytics for their internship partnership with Pocono Whitewater, Skirmish and Pocono Biking. The Health Medical group held a Blood Drive on November 15th collected 11 units of blood. Health Medical also had their annual Walk-a-thon today to benefit the HOSA organization. Student Council, SADD, and Aavidum are wrapping up a collection of non-perishable food items and the food will be donated to those in need this holiday season.

The Education Association hopes to continue the conversation towards a new contract. We look forward to a chance to discuss the few remaining unsettled issues with the JOC’s team and reach an understanding on a new contract very soon.

**Approval of Payment of Bills**

- A. MOTION by Ms. Fallow, SECONDED by Mr. Strubinger 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. D’Ancona - 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 (October 2021)**

- A. MOTION by Mr. Foeller, SECONDED by Mrs. Walters to approve the Treasurer’s Report for October 2021 showing a final balance of \$6,345,218.50 in the General Fund, and \$68,879.38 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. D’Ancona - 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**

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

- **Principal’s Report – Mr. Brent Borzak**  
 In Mr. Borzak’s absence, his report was shared in paper copy.  
 The 2020-2021 school year has entered the second marking period. Report cards have been mailed out. Parent Teacher Conferences were a success, over eighty parents attended. CCTI hosted a Financial Aide night on October 28th, as a follow up to our JR/SR Information Night. The after school extra help program is up and running and students are obtaining the extra help they need to be successful. The restaurant, salon and school store have been operating successfully. Pre-NOCTI (National Occupational Competency Testing Institute) data has been distributed to our technical instructors. Our Stepping Up program is running, as well as our Student of the Marking Period program. CCTI is partnering with the Manufacturers Resource Center (MRC), who will be starting a venue in Carbon County for their “Dream Team.” CCTI is planning to partake in the *What’s So Cool About Manufacturing* event and competition in 2022, which is hosted by the MRC. We honored our Carbon County Veterans and all Veterans, with our annual Veterans Day Presentation on November 11th. All CCTI students and staff continue to be prudent with following social distancing and masking throughout the building.
  
- **Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator**  
 2022-2023 CCTI Budget Update:  
 The 2022-2023 CCTI Budget motion is on the agenda for approval.  
 This motion forwards the 2022-2023 CCTI Budget to the five participating districts for their approval.  
 There is a 2.2% increase in expenditures from budget year 2021-2022 to 2022-2023. Again, there will be no overall increase to the five participating school districts. 2022-2023 will mark the 9<sup>th</sup> consecutive year of an overall zero budget increase to the five sending districts.

- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
  - Mr. Deutsch and Mr. Walters were able to renegotiate CCTI’s energy contract in 2019 while energy prices were at an all-time low. The contract is through 2024. Items like these among others allow CCTI to continue to offer a flat budget in an atmosphere of inflation and energy prices on the rise.
  - Modular home – Drafting Design Technology students updated the modular home plans at the request of the customer to add an additional 10 feet. The plans are ready and can now be sent out for approval and the students will start to build.
  - Carpentry students just finished a shed expansion for CCTI maintenance.
  
- Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
  - Special Population Numbers
    - Students with IEPs - 83
      - Full time - 53
      - Half time - 30
    - Students with GIEPs (Gifted) – 2
    - Section 504 Service Plans – 22
    - Homeless Students – 2
    - English Language Learners - 3
  - Information Purposes
    - Autism Awareness
  - Looking Forward
    - Staff Autism presentation
  
- Technology Report – Mr. Nate Rinda, Director of Technology
  - Chromebooks - All new Chromebooks are set up and distributed to those in need.
  - Graphic Design - Started updating computer Lab iMacs to latest MAC OS.
  - GED - Pearson Vue Testing center server updates.
  - CCTI File server - Updates and cleanup.
  - CDT (Classroom Diagnostic Tools) 1st round of testing in progress. Configured to work on CCTI Chromebooks. Content server updated.
  - School Store - New Point of Sales System set up.
  - Marketing - Set up new Sublimation printer.
  - Continued support/training to staff and students with Google Suite and all technology needs.
  
- Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent
  - Nothing to report at this time.

- Mr. Reinbold shared that CCTI has submitted a grant for a plasma cutting table for the welding technology area (approximately \$25-30,000). With that addition, the welding upgrades will be complete. Most of the upgrades were purchased through grant funding.

**Items of Business**

*Personnel*

**Teacher Mentor Reaffirmed**

A. MOTION by Ms. Fallow, SECONDED by Mrs. Walters to reaffirm the following individual as Teacher Mentor at the established stipend of \$750.00, as indicated below:

- Harold Resh for Stephanie Gombert (October 26, 2020 through October 25, 2021)

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. D'Ancona - 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.

**Substitutes Approved**

B. MOTION by Mr. Foeller, SECONDED by Ms. Fallow that the below listed individuals be approved to substitute for the 2021-2022 school year at the established rates, as follows:

- Tiana Genetti - Custodian/Maintenance/Groundskeeper/Cleaner, Van/Bus Driver
- Julian Valentini - Teacher, Instructional Aide, Tutor

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

Motion carried.

*Education*

MOTION by Ms. Fallow, SECONDED by Mrs. Walters that the following motions be approved:

**Hugh O'Brian Youth Leadership Program Attendance Approved**

A. that two (2) CCTI students attend the Hugh O'Brian Youth Leadership Program (HOBY) at a location to be determined in June of 2022 at a cost not to exceed \$650 for both students to defer the cost of registration, meals, and lodging.

**DECA District Competition Attendance Approved**

- B. that twenty-four (24) CCTI students attend DECA District Competition at Lehigh Carbon Community College, December 14, 2021 in Schnecksville, PA at a cost of \$980.00, to cover student and advisor/competition assistant/chaperone costs. Ms. Jalissa Kuehner, DECA Advisor, Mrs. Sandi Kohutka, and Mr. Scott Bartholomew, DECA Assistant Advisors, will chaperone this event.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. D'Ancona - 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.

**Budget & Finance**

**Forwarding of CCTI 2022-2023 Proposed Secondary Budget Approved**

- A. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger to approve the 2022-2023 Proposed Secondary Budget for Carbon Career & Technical Institute, calling for Receipts and Expenditures in the amount of \$9,050,721 to be forwarded as presented to the Boards of School Directors in each of the participating school districts for final adoption by Resolution.

Note: The 2022-2023 proposed CCTI Budget represents a 0.00% increase in district member share compared to the 2021-2022 year increase of 0.00%, the 2020-2021 year increase of 0.00%, the 2019-2020 year increase of 0.00%, the 2018-2019 year increase of 0.00%, the 2017-2018 year increase of 0.00%, the 2016-2017 year increase of 0.00%, the 2015-2016 year increase of 0.00%, the 2014-2015 year increase of 0.00%, and the 2013-2014 year increase of 0.50%.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. D'Ancona - 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.

**Buildings & Grounds**

NONE

*Administrative*

NONE

**Reports**

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

Note: The balance in this account stands at \$969.48.

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

Motion carried.

**Administrative Reports**

- A. MOTION by Mrs. Fallow, SECONDED by Mrs. Walters 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 Mrs. Fallow to acknowledge receipt of the conference report submitted by the below listed individuals, as presented:
- a. Michele Klock, Cooperative Education/School Improvement Coordinator after virtually attending the PACTA Cooperative Education Conference October 14 & 15, 2021
  - b. Michele Klock, Cooperative Education/School Improvement Coordinator after attending the PACTA Fall Workshop for CTE Teacher & Instructional Coaches October 21 & 22, 2021 at the Penn Stater Conference Center and Hotel, State College, PA
  - c. Eugene Colosimo, Guidance Counselor after attending the PACTA Fall Workshop

for CTE School Counselors October 21 & 22, 2021 at the Penn Stater Conference Center and Hotel, State College, PA

- d. Nate Rinda, Director of Technology after attending the PACTA Fall Workshop for CTE Technology Coordinators October 21 & 22, 2021 at the Penn Stater Conference Center and Hotel, State College, PA
- e. Brent Borzak, Principal after virtually attending the Integrated Learning: The School-to Career Connection Conference November 3 & 4, 2021

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

Motion carried.

- B. MOTION by Mr. Foeller, SECONDED by Ms. Fallow to add the Act 93 Agreement to the agenda.

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 - Lehighnton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. D'Ancona - Panther Valley	<input type="checkbox"/>	<input checked="" 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.

- C. MOTION by Mr. Foeller, SECONDED by Ms. Fallow to approve the Act 93 Agreement, as presented

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 - Lehighnton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. D'Ancona - Panther Valley	<input type="checkbox"/>	<input checked="" 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.

**Reorganization and Next Regularly Scheduled Meeting: Thursday – December 16, 2021**

**Adjournment**

Mr. Foeller moved, seconded by Ms. Fallow, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:55 PM.

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Christina A. Graver  
Joint Operating Committee Secretary