

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
January 20, 2022**

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"/>
Mr. Earl Paules, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, 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. Jeffry 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"/>
Mr. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Steven Foster, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Chrissie Houser, 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"/>
Mrs. Christina A. Graver, Secretary	<input type="checkbox"/>	<input type="checkbox"/>

IV. The Committee met in Executive Session prior to the meeting to discuss personnel, litigation, and negotiation items.

V. **Letters of Appointment**

A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the Letter of Appointment of Alternate Representative to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term - December 2021 through December 2022):

Lehigh Area School District - Mr. Jeremy Glaush (Encl. 1)

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

- B. MOTION by , SECONDED by to acknowledge receipt of the Letter of Appointment to the Carbon Career & Technical Institute Authority (5 Year Term - January 2022 through December 2026):

Lehigh Area School District - Mr. Walter Zlomsowitch (Encl. 2)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

VI. Approval of Minutes

- A. MOTION by , SECONDED by to approve the Minutes of the December 16, 2021 Reorganization and Regular Meeting. (Encl. 3)

VOTE: YES - ___ NO - ___ ABSENT - ___ ABSTENTIONS - ___

VII. Courtesy of the Floor to Visitors

VIII. Approval of Treasurer's Report (December 2021)

- A. MOTION by , SECONDED by to approve the Treasurer's Report for December 2021 showing a final balance of \$6,547,272.83 in the General Fund, and \$73,870.89 in the Student Activities Account. (Encl. 4)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<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. Connors - Weatherly	<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"/>

IX. Approval of Payment of Bills

- A. MOTION by , SECONDED by to approve Payment of Bills - General Fund and Other Accounts. (Encl. 5)

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
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<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. Connors - Weatherly	<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"/>

X. **Administrative Reports**

- A. Director’s Report – Mr. Dave Reinbold, Administrative Director
 - a. SkillsUSA – Mrs. Autumn Frey, Assistant Advisor, Mr. Thomas Bartholomew, Assistant Advisor, and student competitors
- B. Principal’s Report – Mr. Brent Borzak
- C. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- G. Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent

XI. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to appoint Richard (Rick) Stettler as an Instructional Aide (Electrical Distribution and Automation/Electrician), retroactive to January 10, 2022 at a Step 1 pro-rated salary per the current CCTI ESPA Employment Agreement.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - 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"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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 appoint the following individual as Extra Help Instructor in conjunction with the after school program at \$25 per hour on an as-needed/scheduled basis:

- Richard (Rick) Stettler

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - 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"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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"/>

C. MOTION by _____, SECONDED by _____ to reaffirm the following individual as Teacher Mentor at the established stipend of \$750.00, as indicated below:

- Jane Farkas for Maya Kowalczyk (January 22, 2021 through January 21, 2022)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - 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"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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 William (Greg) Arnold, Custodian/Maintenance/Groundskeeper/Cleaner, effective January 31, 2022.

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

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

- William (Greg) Arnold - Custodian/Maintenance/Groundskeeper/Cleaner
- Tara DeVincenzo - Teacher, Instructional Aide, Tutor
- Jeffry Nietz - Guidance Counselor
- Richard (Rick) Stettler - Custodian/Maintenance/Groundskeeper/Cleaner

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

F. MOTION by _____, SECONDED by _____ to approve the following individuals on an as needed basis at the hourly salary listed below, effective January 22, 2022 through February 2023:

- Thomas Bartholomew as Adult Education Welding Instructor, \$23.00
- Kenneth Reiter as Adult Education Air Conditioning Instructor, \$21.00

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - 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"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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"/>

Education

- A. MOTION by _____, SECONDED by _____ that two (2) CCTI Automotive Service Technology seniors attend the Pennsylvania Automotive Association Skip Wagner Competition. The competition will be held on February 17, 2022 at the Antique Auto Museum, Hershey, PA. The competition will be chaperoned by Harold Resh, Automotive Service Technology Instructor.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<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. Connors - Weatherly	<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 _____ that twelve (12) CCTI Marketing students attend the DECA State Competition. The competition will be held on February 17, 2022 at the Hershey Lodge and Convention Center, Hershey, PA. The competition will be chaperoned by Jalissa Kuehner, DECA Advisor, Sandra Kohutka, DECA Assistant Advisor, and Scott Bartholomew, DECA/HOSA/SkillsUSA Assistant Advisor.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<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. Connors - Weatherly	<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"/>

- C. MOTION by _____, SECONDED by _____ that two (2) CCTI Welding Technology students attend the Lehigh Valley AWS Student Welding Competition on a date to be determined (late February/early March 2022) at Northampton Community College, Bethlehem, PA. Mr. Thomas Bartholomew, Welding Technology Instructor will chaperone this event.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<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. Connors - Weatherly	<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"/>

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____ SECONDED by _____ that Brent Borzak, Principal attend the PACTA (Pennsylvania Association of Career & Technical Administrators) Pathways to Career Readiness: An Education and Workforce Symposium February 10 & 11, 2022 at the Hershey Lodge and Convention Center, Hershey, PA at a cost not to exceed \$350.00 to cover the expense of registration and mileage.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - 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"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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 _____ that Stephen Nesler, Automotive Collision and Repair Instructor attend the Wrap Envy Academy Beginner Training Workshop June 27 & 28, 2022 at the Wrap Envy Academy, Syosset, NY at a cost not to exceed \$1,300.00 to cover the expense of registration, lodging, and mileage.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - 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"/>
Mr. Mansberry - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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"/>

- C. MOTION by _____ SECONDED by _____ that the Advisor Job Description be approved, as presented. (Encl. 6)

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

- D. MOTION by _____ SECONDED by _____ that the Advisor Evaluation form be approved, as presented. (Encl. 7)

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

XII. Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 8)

Note: The balance in this account stands at \$969.50.

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

XIII. Administrative Reports

A. MOTION by _____, SECONDED by _____ to accept Administrative Reports from the following:

- a. Mr. Brent Borzak, Principal (End. 9)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 10)
- c. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 11)

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

XIV. Old Business

XV. New and Miscellaneous Business

XVI. Next Regularly Scheduled Meeting: Thursday – February 24, 2022

XVII. Adjournment