

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
January 20, 2022

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - January 20, 2022** for its Regular meeting. The meeting, held virtually, was called to order by the Chairman, Mr. Gerald Strubinger, at 6:04 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"/>
Mr. Earl Paules, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. William Mansberry, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input checked="" type="checkbox"/>	<input 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. Jeffry 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. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Steven Foster, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Chrissie Houser, 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, Anna Leigh Conway, Science Teacher and CCTI Education Association President, and Nate Rinda, Director of Technology

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

Letters of Appointment

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

Appointment of Lehighon ASD CCTI Alternate Representative Acknowledged:

- A. 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):

Lehighon Area School District – Mr. Jeremy Glaush

Appointment of Lehighon ASD CCAVTS Member Acknowledged:

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

Lehighon Area School District – Mr. Walter Zlomsowitch

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

Motions carried.

Approval of Minutes

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Connors to approve the Minutes of the December 16, 2021 Reorganization and 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:
Despite the interruptions to our schedule from the recent inclement weather, the staff and students at CCTI continue to make progress. The second marking period wrapped up last week, and this week the district SkillsUSA competitions and Keystone testing concluded. The association would like to thank Mr. Borzak and Ms. Graver for switching all of our paperwork to digital copies that can all be found on our school website. Finally, we would like to thank the JOC for their hard work and meeting with us in order to ratify a new contract.

Approval of Treasurer’s Report (December 2021)

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

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

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Strubinger to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - 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"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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
 The 2021-2022 school year has progressed into the New Year. Students, staff and administration are focused on working towards making it a successful 2022. CCTI is currently administrating the Winter Wave II of the Keystone Exams. The SkillsUSA student organization is finishing up competing at the district level, auto technology students have competed at the Auto Skills Competition at Northampton Community College and the HOSA and DECA student organizations are gearing up for state competitions. CCTI has transferred all paper forms utilized by staff into online forms, which we will use going forward, including the student discipline form. On January 13 a representative from Williamson Trade School presented to our male students to discuss opportunities and scholarships at their post-secondary institution. Guidance and Administration have been contacting districts for opportunities for our instructors to visit and present to their students. Our Cooperative Education program is

accomplishing its goal of placing students in meaningful work experiences. Mr. Borzak commended Mrs. Michele Klock, Cooperative Education Coordinator for an unbelievable job. He said that she is very motivational and that he very much enjoys working with her. The CCTI Salon, Restaurant and School Store have been open for business and doing well.

- Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
Brief 2022-2023 CCTI Budget Update:

Both Palmerton ASD and Panther Valley SD have voted and approved our budget. Mr. Deutsch thanked the board members of both districts.

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 9th consecutive year of an overall zero budget increase to the Five sending districts.

Mr. Reinbold added his thanks to the Palmerton Area and Panther Valley SD Board Members for approving CCTI's budget, as well.

- Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - Currently updating our Asbestos Hazard Emergency Response and Hazard communication compliance standards with our contractor JMSI Environmental.
 - Reviewing solutions to our visitor management integration with our security system.
 - Awaiting product to replace our CO detectors (due for end of product life) in technical areas.
 - Thank you to Greg Arnold for your service years to CCTI and for staying on our maintenance sub list.
 - I continue to look for employees to fill our substitute and Full time maintenance position
 - Mr. Reinbold also thanked Greg Arnold for his commitment to the school over the years. He said he's always done a great job and will be missed.
- Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

Special Population Numbers Update

- Students with IEPs – 80
- Students with GIEPs (Gifted) – 2
- Section 504 Service Plans – 24
- Homeless Students – 1
- English Language Learners - 3

Updates
TESTING

- Keystones assessment winter wave - January 4-14th; make up dates- week of 1/18
- WIDA ACCESS- English Language Learner assessment window- 1/6/2022-2/18/2022
Students with special needs will receive accommodations as per their IEP or 504 Service Plan.

UPDATED WEB PAGE

- CCTI's Homelessness webpage has been updated and can be viewed using the following link: <http://carboncti.org/students/homeless/>

Informational Purposes-

- Information about WIDA ACCESS assessments
 - The benefits of Conflict Resolution meetings
- Technology Report – Mr. Nate Rinda, Director of Technology
 - Chromebooks - All new Chromebooks are set up and distributed to those in need.
 - Graphic Design- Continuing updating computer Lab iMacs to latest MAC OS. Also updated 8 previous generation iMacs for backup usage as needed.
 - 10 New Laptops- Set up for backup usage with GD and Drafting.
 - PowerSchool- Started implementation of Special Ed. Add-ons. Project schedule set and basic overview.
 - Keystone testing- Online testing working well. Set up to work on Google Chromebooks as well.
 - Website- updates, new pages.
 - 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.

Items of Business

Personnel

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

Instructional Aide Appointed

- A. 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.

Extra Help Instructor Appointed

- B. 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

Teacher Mentor Reaffirmed

- C. 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)

Letter of Resignation Accepted

- D. to accept the letter of resignation received from William (Greg) Arnold, Custodian/Maintenance/Groundskeeper/Cleaner, effective January 31, 2022.

Substitutes Approved

- E. that the below listed individuals be approved to substitute for the 2021-2022 school year at the established rates, as follows:
- William (Greg) Arnold – Custodian/Maintenance/Groundskeeper/ Cleaner
 - Sarah Bonner - Cleaner
 - Tara DeVincenzo – Teacher, Instructional Aide, Tutor
 - Jo Anne Mitzen – School Nurse
 - Jeffry Nietz – Guidance Counselor
 - Richard (Rick) Stettler – Custodian/Maintenance/Groundskeeper/ Cleaner
 - Joseph Stofko – Teacher, Tutor

Adult Education Instructors Approved

F. 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 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"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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

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

Competition Attendance Approved

A. 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.

Competition Attendance Approved

B. 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.

Competition Attendance Approved

C. 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.

Competition Attendance Approved

- D. that two (2) CCTI Automotive Service Technology students attend the Auto Skills Competition. The competition will be held on March 9, 2022 at Northampton Community College, Bethlehem, PA. The competition will be chaperoned by Harold Resh, Automotive Service Technology Instructor.

Competition Attendance Approved

- E. that fifteen (15) CCTI Health Medical students attend the HOSA State Leadership Conference (competition). The competition will be held on March 31, 2022 at the Valley Forge Convention Center, King of Prussia, PA. The competition will be chaperoned by Stephanie Gombert, HOSA Advisor and Scott Bartholomew, DECA/HOSA/SkillsUSA Assistant Advisor.

Field Trip Attendance Approved

- F. that Harold Resh, Auto Service Technology Instructor, Stephen Nesler, Auto Collision Repair Instructor, John Rogers, Auto Service Technology Instructional Aide and Kevin Wagner, Auto Collision Repair Instructional Aide, chaperone thirty-one (31) Auto Service Technology and Auto Collision Repair students on a field trip to the Spring Carlisle Collector Car Flea Market, Corral & Auction at the Carlisle Fairgrounds, Carlisle, PA April 21, 2022.

Note: Expenses for the trip are included in the 2021-2022 General Fund Budget

Homebound Instruction Approved

- G. that homebound instruction be approved for student #8118 for 5 hours per week from January 10, 2022 through February 18, 2022.

ROLL CALL VOTE:

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

NONE

Buildings & Grounds

NONE

Administrative

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

Conference Attendance Approved

- A. 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.

Workshop Attendance Approved

- B. 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.

Job Description Approved

- C. that the Advisor Job Description be approved, as presented.

Evaluation Form Approved

- D. that the Advisor Evaluation form be approved, as presented.

Prom Details Approved

- E. to approve the CCTI 2022 Prom to be held at Penn’s Peak, Jim Thorpe, PA on Friday, May 20, 2022 with CCTI covering the cost of approximately \$50.00 for each attending CCTI student.

Note: The total cost of CCTI student tickets will be covered through the 2021-2022 CCTI General Fund School Sponsored Activity Budget. Non-CCTI students will pay for purchase of ticket.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mansberry - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Connors - Weatherly	<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.

- E. MOTION by Mr. Mansberry, SECONDED by Mr. Connors to appoint Mr. Brent Borzak Assistant to the Administrative Director through March 31, 2022 per the agreement, as presented.

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

- F. MOTION by Mr. Mansberry, SECONDED by Mr. Foeller to appoint Mr. Brent Borzak Administrative Director effective April 1, 2022 per the agreement, as presented.

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

Mr. Borzak took a moment to thank the current and past Joint Operating Committee members for their vote of confidence in him. He thanked Mr. Reinbold for his assistance and guidance over the years. He said he is proud to guide CCTI and has devoted his life to doing just that. He took a moment to thank two of the most influential and supportive people in his life, his mom and his wife.

The JOC members and administrative team congratulated Mr. Borzak on his new position.

Reports

Foundation Report Accepted

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

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

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Mansberry, SECONDED by Mr. Connors to accept Administrative Reports from the following:
- a. Mr. Brent Borzak, Principal
 - b. Mrs. Christine Trovato, Facilitator of Special Education
 - c. Mrs. Francine Kluck, Adult Education Site Supervisor

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting:

Thursday – February 24, 2022

Adjournment

Mr. Mansberry moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:32 PM.

Christina A. Graver
Joint Operating Committee Secretary