

Carbon Career & Technical Institute  
Joint Operating Committee Agenda

**Regular Meeting  
March 17, 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/Assistant to the Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Michelle Allen, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey 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. **Approval of Minutes**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Minutes of the February 24, 2022 Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

VI. **Courtesy of the Floor to Visitors**

**VII. Approval of Treasurer’s Report (February 2022)**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Treasurer’s Report for February 2022 showing a final balance of \$7,422,029.59 in the General Fund, and \$81,333.58 in the Student Activities Account. (End. 2)

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"/>

**VIII. Approval of Payment of Bills**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 3)

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 - 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"/>

**IX. Administrative Reports**

- A. Director’s Report – Mr. Dave Reinbold, Administrative Director
- a. Tutor(s)/Instructional Aide(s)
  - b. Future Ready Index
- B. Principal’s Report – Mr. Brent Borzak, Principal/ Assistant to the Administrative Director
- a. Jalissa Kuehner, Marketing Instructor and Students
    - i. DECA
    - ii. School Store
  - b. Officer Frank DeMatto
    - i. Carbon County Commissioners Meeting
  - c. Maritza Reinbold, Graphic Design Instructor and Students
    - i. Art Show
    - ii. Flyers
  - d. Non-Traditional Student Camp
- 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

X. **Items of Business**

*Personnel*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Michelle Allen be appointed Title IX and Section 504 Coordinator and the School Safety and Security Coordinator for the Carbon Career & Technical Institute for the 2021-2022 school year, effective March 14, 2022.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to revise the following Threat Assessment Team for the 2021-2022 school year to conform to Pennsylvania Public School Code Article XIII-E:

Dave Reinbold, Administrative Director\*  
 Brent Borzak, Administrative Director\*\*  
 Michelle Allen, Principal\*\*\*  
 Ken Walters, Supervisor of Buildings and Grounds  
 Rebecca Schaeffer, School Nurse  
 Eugene Colosimo, Guidance Counselor  
 Christine Trovato, Facilitator of Special Education  
 Francis L. DeMatto, School Police Officer

Note: Among its provisions, Article XIII-E requires the establishment of at least one Threat Assessment Team for each school entity in Pennsylvania by the start of the upcoming 2021-2022 school year.

\*Through March 31, 2022

\*\*Effective April 1, 2022

\*\*\*Effective March 14, 2022

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Autumn Frey, Health Medical Instructional Aide as a Category C (long-term) substitute teacher (Health Medical), effective March 07, 2022 through the end of the 2021-2022 school year at a pro-rated step 1 salary, as per the current CCTI Education Association 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"/>

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to extend the resignation effective date of David Reinbold, Administrative Director to April 30, 2022 and to appoint him Assistant to the Administrative Director for the period April 1, 2022 through April 30, 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"/>

### *Education*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the A/B Two-day rotation schedule for the 2022-2023 school year.

Note: This schedule will result in students spending a full day in their technical areas and a full day in their academic classes on a two day rotating basis.

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 approve a senior class trip to Knoebels Amusement Resort, Elysburg, PA on May 13, 2022 at a cost not to exceed \$3,500 for ticket and transportation expenses.

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

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"/>

***Budget & Finance***

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to acknowledge receipt of the Resolution pertinent to the 2022-2023 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$9,050,721 as follows:

**Lehighton Area School District** (Encl. 4)

Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

**Palmerton Area School District** (Encl. 5)

Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

**Panther Valley School District** (Encl. 6)

Yes - 6, No - 0, Absent - 3, Abstentions - 0 - **Approved**

**Weatherly Area School District** (Encl. 7)

Yes - 5, No - 2, Absent - 2, Abstentions - 0 - **Approved**

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Buildings & Grounds***

NONE

*Administrative*

A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the purchase of 650 2022-2023 Student & Parent Handbooks for CCTI at a cost of \$4,615.00.

Note: Motion is to approve purchase at price quoted. Revisions will be forthcoming.

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 revise the previously approved 2022 CCTI graduation ceremony as follows:

- Friday, June 3, 2022
- 5:00 p.m.
- Located at CCTI field

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"/>

**XI. 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 \$969.52.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**XII. Administrative Reports**

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

- a. Mr. Brent Borzak, Principal/ Assistant to the Administrative Director (Encl. 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 - \_\_\_\_\_

XIII. **Old Business**

XIV. **New and Miscellaneous Business**

XV. **Next Regularly Scheduled Meeting:**           **Thursday – April 21, 2022**

XVI. **Adjournment**