

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
April 21, 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. Brent Borzak, Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Dave Reinbold, 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 March 17, 2022 Regular Meeting. (Encl. 1)

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

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

VII. Approval of Treasurer’s Report (March 2022)

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer’s Report for March 2022 showing a final balance of \$7,449,544.37 in the General Fund, and \$87,609.36 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. Brent Borzak, Administrative Director
- a. SkillsUSA
 - i. Kevin Kuehner, SkillsUSA Major Advisor
 - ii. Matthew Kuznicki, Precision Machine Technology Senior (LASD)
 - b. Shadow a Friend Day at CCTI
 - i. Haley Kuehner, Marketing Sophomore (PASD)
 - c. Women in Business Expo Event
 - i. Alice Wanamaker, Executive Director, Carbon Chamber & Economic Development
 - ii. Autumn Benedict, Health Medical Senior (PASD)
 - iii. Gracie Heintzelman, Marketing Sophomore (PVSD)
 - d. HOSA
 - i. Scott Bartholomew, Special Education Teacher/ DECA/HOSA/SkillsUSA Assistant Advisor
 - ii. Tara DeVincenzo, HOSA Chaperone
 - iii. Autumn Benedict, Health Medical Senior (PASD)

- e. CCTI Technical Area Presentation at PASD Elementary Schools
 - i. Eugene Colosimo, Guidance Counselor
 - ii. Samantha Nenscel, Graphic Design Senior (PASD)
 - iii. Carter Gardner, Drafting Senior (PASD)
- B. Principal's Report – Mrs. Michelle Allen, Principal
- 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. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- H. Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent

X. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to accept the letter of resignation received from Francis (Frank) DeMatto, School Police Officer, effective April 08, 2022.

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

- B. MOTION by _____, SECONDED by _____ to approve the following individuals as Adult Education Instructors on an as needed basis, at a salary of \$25.00 per hour effective April 22, 2022 through April 2023:

Autumn Frey
 Tammy Marshall
 Harold Resh

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 approve intermittent Family Medical Leave time for employee #3209, effective March 8, 2022 through June 6, 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 approve the following homebound instructor retroactive to March 11, 2022, on an as needed basis, at the approved hourly rate:

Anna Leigh Conway

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

E. MOTION by _____, SECONDED by _____ that the following individuals be employed for additional days (as indicated below) at the individual's per diem rate, between June 7, 2022 and August 19, 2022:

- Maritza Reinbold, Graphic Design Instructor - up to 5 days for the preparation and printing of school related signage
- Michele Klock, Cooperative Education/School Improvement Coordinator - up to 12 days to supervise a number of secondary and other students at cooperative education placements, as well as develop additional placements for our students within and outside Carbon County
- Eugene Colosimo, Guidance Counselor - up to 20 days to assist with the coordination of summer student enrollments from the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties as assigned by the Principal and the Administrative Director
- Anthony (A.J.) Burke, Culinary Arts Instructor - up to 4 days
- Ashleigh Rehrig, Culinary Arts Instructional Aide - up to 4 days
- Michele Troutman, Culinary Arts Instructional Aide - up to 4 days
Time will be devoted to preparing for cafeteria production services for the next school year

NOTE: All days will be scheduled with prior approval of the Principal.

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"/>

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

- Paul Caputo - Administrative

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 Harold Resh, Auto Service Technology Instructor and John Rogers, Auto Service Technology Instructional Aide, chaperone fifteen (15) Auto Service Technology students on a field trip to the America on Wheels Museum, Allentown April 22, 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"/>

B. MOTION by _____, SECONDED by _____ that four (4) students attend the SkillsUSA annual National Leadership and Skills Conference (competition) June 20-25, 2022 in Atlanta, GA chaperoned by Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Major Advisor, Thomas Bartholomew, Welding Instructor/SkillsUSA Assistant Advisor, and Nicole DeVincenzo, Graphic Design Instructional Aide/SkillsUSA Chaperone at a cost of approximately \$10,000.00 to cover registration, transportation, lodging, and meal expenses.

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:

Jim Thorpe Area School District (Encl. 4)
Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

Lehigh Area School District (Encl. 5)
Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

Palmerton Area School District (Encl. 6)
Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

Panther Valley School District (Encl. 7)
Yes - 6, No - 0, Absent - 3, Abstentions - 0 - **Approved**

Weatherly Area School District (Encl. 8)
Yes - 5, No - 2, Absent - 2, Abstentions - 0 - **Approved**

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

- B. MOTION by _____, SECONDED by _____ to approve the 2022-2023 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$130,490. (Encl. 9)

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

- C. MOTION by _____, SECONDED by _____ to approve the 2022-2023 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$315,000. (Encl. 10)

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

- D. MOTION by _____, SECONDED by _____ to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$10,500 per year for the 2022-2023 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$52.50.

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

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____ SECONDED by _____ to authorize the Principal to name the CCTI 2022 Valedictorian and Salutatorian based on their class ranking through April 4, 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"/>

- B. MOTION by _____ SECONDED by _____ to approve the first reading of Policy 222 (PUPILS), Tobacco Products Use, as presented. (Encl. 11)

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 enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium for the 2022-2023 fiscal year.

Note: Sweet, Stevens, Katz & Williams is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service typically falls between \$560.00 and \$800.00 based on the number of participants.

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 _____ that Brent Borzak, Administrative Director, Michelle Allen, Principal, Christine Trovato, Facilitator of Special Education, Michele Klock, Cooperative Education/School Improvement Coordinator, Scott Bartholomew, Special Education Teacher, Anna Leigh Conway, Science Teacher, Maya Kowalczyk, English Teacher, Steve Nesler, Auto Collision Repair Instructor, and Margaret Kalogerakis attend the Conference on Integrated Learning: The School-to-Career Connection Conference November 2-4, 2022 at the Penn Stater Conference Center Hotel, State College, PA at a total approximate cost of approximately \$3,500 to cover registration, lodging, meals 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"/>

E. MOTION by _____ SECONDED by _____ to approve Memorandum of Understanding between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association, as presented.

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"/>

F. MOTION by _____ SECONDED by _____ to approve 2022-2023 class schedule for the Carbon Alternative High School Diploma Program as follows: (Encl. 12)

Summer 2022

Wednesday, July 6, 2022 – Wednesday, September 21, 2022 (50 days)

Fall 2022

Tuesday, October 4, 2022 – Friday, December 16, 2022 (50 days)

Winter 2023

Tuesday, January 3, 2023 – Friday, March 17, 2023 (50 days)

Spring 2023

Monday, April 3, 2023 – Friday, June 16, 2023 (50 days)

Note: Snow/emergency days are made up at the end of each semester.

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

XI. Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 13)

Note: The balance in this account stands at \$969.55.

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

XII. Administrative Reports

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

- a. Mrs. Michelle Allen, Principal (Encl. 14)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 15)
- c. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 16)

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

XIII. Old Business

XIV. New and Miscellaneous Business

XV. Next Regularly Scheduled Meeting: Thursday – May 19, 2022

XVI. Adjournment