

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**April 21, 2022**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - April 21, 2022** 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 6:08 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"/> Virtually	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Assistant to the Administrative Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Michelle Allen, Principal	<input checked="" type="checkbox"/>	<input 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. 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Steven Foster, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Chrissie Houser, Alternate Member	<input checked="" type="checkbox"/>	<input 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:           Members of the Public: Margaret Kalogerakis; CCTI Students: Autumn Benedict, HM Senior (PASD), Carter Gardner, Drafting Senior (PASD, Matthew Kuznicki, PMT Senior (LASD); CCTI Staff: Thomas Bartholomew, Welding Instructor/SkillsUSA Assistant Advisor, Scott Bartholomew, Special Education Teacher/HOSA Assistant Advisor, Jacquelyn Cole, English Teacher/CCTI EA Secretary, Eugene Colosimo, Guidance Counselor, Francine Kluck, Adult Education Site Supervisor, Kevin Kuehner, PMT Instructor/SkillsUSA Major Advisor; Media Representation: James Logue, Jr.

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

## Approval of Minutes

- A. MOTION by Mr. Foeller, SECONDED by Mr. Connors to approve the Minutes of the March 17, 2022 Regular Meeting.

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

Motion carried.

## Courtesy of the Floor to Visitors

- Jacqueline Cole, CCTI Education Association Secretary shared the following items in her report:
  - As Quarter 4 is reaching the halfway point, the faculty is preparing students for NOCTI Performance exam held on April 27th and Keystone Exams which will begin next month. We would like to express our gratitude for the industry professionals that proctor these exams.
  - The Association would like to thank Facilitator of Special Education, Christine Trovato for her diligence and dedication with her on-going support to the professional staff. She goes above and beyond to meet with professional staff and observes teachers supporting our special education population. Her open door policy allows for continuous feedback on how to meet our special population needs.
  - Student Council collected over 230 pounds of pull tabs that will be donated to the Ronald McDonald House. Student Council, SADD, and Aevium will be doing an Earth Day clean up at Kemmerer Park on April 22<sup>nd</sup>.
  - SkillsUSA State competition took place April 6<sup>th</sup> - 8<sup>th</sup> in Hershey. 4 students finished in 1<sup>st</sup> place and advanced to Nationals which will be held in Atlanta, Georgia June 20<sup>th</sup> - 24<sup>th</sup>.
  - CCTI participated in Cupcake Wars on April 5<sup>th</sup> which was held at the Bethlehem SteelStacks. Culinary Arts students made over 800 cupcakes for the competition on a display depicting the theme of "USA Manufacturing" with the help of Auto Collision Repair, Welding, Graphic Design, Carpentry, and Drafting technical areas.
  - As always, the EA association is ready and available for collaboration.

## Approval of Treasurer's Report (March 2022)

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

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. Foeller, 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. Brent Borzak, Administrative Director**

a. SkillsUSA

- i. Kevin Kuehner, SkillsUSA Major Advisor and Thomas Bartholomew, SkillsUSA Assistant Advisor

Mr. Kuehner thanked the Joint Operating Committee for allowing the students the opportunity to compete through SkillsUSA. Twenty-five (25) students competed at the state level.

- ii. Matthew Kuznicki, Precision Machine Technology Senior (LASD)

Matthew competed in the CNC Turning competition. He thanked the JOC for the opportunity to learn about precision machining and find something that he enjoys and is good at. He said in preparing for the competition he took advantage of the after school help program provided by CCTI and also credits his cooperative education employer for learning real-world experiences and additional tips and tricks of the trade.

Matthew finished in 1<sup>st</sup> place at the state level and will be continuing on to the national level of competition in Atlanta, GA.

Mr. Kuehner stated that Matthew will be continuing his education following graduation at Thaddeus Stevens College of Technology. As of this date he has obtained a \$10,000 scholarship through the Gene Haas Foundation, \$1,500 scholarship monies through SkillsUSA state competition, and if past years' experience hold true, he should receive further monies to utilize toward his schooling, merely for making it to the national level of competition at SkillsUSA.

In answering a question posed by Mr. Borzak, Mr. Kuehner shared that over the years that he has been teaching, he has had 13 students finish in 1<sup>st</sup> place at the state level and 3 finish in 1<sup>st</sup> place at the national level

- b. Shadow a Friend Day at CCTI

Mr. Borzak explained that after all of the applications had been received, it was evident that some of the technical areas still had some openings. The Shadow a Friend initiative allowed CCTI students to invite a friend from their home school district to join them at CCTI for a day. Mrs. Allen shared that through the activity, ten (10) students came to CCTI with two (2) more on the list to attend at a future date. They shadowed in Drafting, Precision Machine, and Marketing. Exciting to see the hands-on activities these students were able to partake in while shadowing with their friend for the day. This has proven to help with

increasing enrollment and is an activity that administration plans to continue moving forward.

c. Women in Business Expo Event

- i. Alice Wanamaker, Executive Director, Carbon Chamber & Economic Development  
Mr. Borzak introduced Ms. Wanamaker stating that Carbon County is lucky to have such a dynamic and visionary leader with her at the helm.

Ms. Wanamaker spoke about the event held at CCTI in March with seven (7) professional women from Carbon County coming in to speak with students (mostly female) regarding the journey followed by each to lead them to the success they are today. The students were able to ask questions and showed plenty of engagement. Ms. Wanamaker said that the event was very enjoyable and she hopes to make this a yearly activity at the school. She said that it was such a wonderful experience not only for the students, but also for those who attended to present.

Ms. Wanamaker took a moment to speak about the Business Education Partnership Meeting that took place at CCTI earlier today. Approximately forty (40) professional individuals partook in the meeting which included a tour of the school. She stated that many of the individuals had never been to the school before and were very impressed with the facility, administration, staff, and students. She repeated that she is looking forward to continuing working with CCTI in the future.

Mr. Borzak stated that the administration has been speaking about differing ways to bring more community members into the facility to expose them and their family to what the school has to offer.

d. HOSA

- i. Scott Bartholomew, Special Education Teacher/ DECA/HOSA/SkillsUSA Assistant Advisor

Mr. Bartholomew stated that he and Tara DeVincenzo, SkillsUSA Chaperone took thirteen (13) Health Medical students to Valley Forge to compete in the HOSA State Leadership Competition. Although none of the thirteen finished in the top three in their event, he said that it was a wonderful experience for them all and that he is very proud of them. CCTI students participated in the HOSA Bowl, Forensic Science, and Bio-Medical Debate.

- ii. Autumn Benedict, Health Medical Senior (PASD)

Autumn competed in the HOSA Bowl and said that although she didn't place with the opportunity to move on in competition, the event was a great experience. She and the other students agreed that meeting other students in their career field was very informative and many of them made friends and contacts.

e. CCTI Technical Area Presentation at PASD Elementary Schools

- i. Eugene Colosimo, Guidance Counselor

Gene was contacted by Mrs. Kocher, PASD Elementary Guidance Counselor about speaking to 6<sup>th</sup> grade students at both Towamensing Elementary School and the S.S. Palmer Elementary School regarding career and technical education and what technical areas are taught at CCTI. Most often Gene recruits to 9<sup>th</sup> grade students at the sending districts with a recent visit to 8<sup>th</sup> graders at Panther Valley School District. He said this was the first time he had been invited to speak with younger students. Accompanied by CCTI students Samantha Nenscel and Carter Gardner,

the group covered topics such as the 15 technical areas at CCTI, careers in general, and the application process. He said the students were very receptive and even posed a few additional questions of their own.

ii. Carter Gardner, Drafting Senior (PASD)

Carter said that he felt this was a great opportunity to share this important information with students at an early age giving them additional time and information to make their own future career goals.

A conversation then followed among JOC members and CCTI faculty regarding the importance of reaching these young students, the additional benefit of fulfilling K-12 Guidance/339 requirements, and the CCTI goal moving forward to incorporate more speaking engagements promoting career and technical education at the sending districts with this younger audience.

B. Principal's Report – Mrs. Michelle Allen, Principal

- Third marking period closed successfully and report cards were sent home
- Teachers are preparing their students for the NOCTI written and practical testing that takes place during the month of April. The written test was held on April 11<sup>th</sup>, and the practical testing will be held on April 27<sup>th</sup>.
- Students are continuing to complete their program certifications for the school year
- Many activities and banquets fill the calendar this month
  - NTHS banquet
  - Various field trip experiences
  - CNA pinning ceremony
  - Student of the Marking Period recognition
  - FASFA night
  - Spring break
- HOSA state conference was held at Valley Forge, PA March 30<sup>th</sup> through April 1<sup>st</sup>
- SkillsUSA state conference was held at Hershey Lodge April 6<sup>th</sup> through the 8<sup>th</sup>
  - These conferences gave students the opportunity to showcase their knowledge and skills in leadership and trade competitions
- Upcoming events
  - Class trip to Knoebels – May 19<sup>th</sup>
  - CCTI Prom – May 20<sup>th</sup> at Penn's Peak
  - Senior Awards – May 25<sup>th</sup>
  - Pocono Whitewater Rafting trip and job fair – May 31<sup>st</sup>
    - Interested 11<sup>th</sup> and 12<sup>th</sup> grade students may participate
  - Class of 2022 graduation ceremony – June 3<sup>rd</sup>

C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator

- Mr. Deutsch gave a brief 2022-2023 CCTI Budget Update. He thanked the JOC members and asked that they extend a thank you to their home school board members for passing the budget. After this evening's meeting, the budget will be officially approved.

D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

- Special Population Numbers
  - Students with IEPs – 78 (LASD - 22; PASD - 23; JTASD - 20; WASD - 2; PVSD- 11)
  - Students with GIEPs (Gifted) – 2
  - Section 504 Service Plans/Health Plans – 25
  - Homeless Students – 1
  - English Language Learners - 3
- Special Populations Updates
  - March 30<sup>th</sup> - CCTI's Homeless Liaison attended the Homeless and Foster Regional Meeting hosted by Mr. Jeffrey Zimmerman and Mr. Andy Kuhl.  
Highlights include:
    - Top challenges faced by Homeless children and youth and students in foster care include, transportation needs, basic survival needs, inability to complete school work if living in crowded, noisy shared housing, poor medical care, lack of clothing/school supplies, and mental/emotional health needs.
    - The state mandates public schools provide Trauma Informed training to staff so educators can learn and understand the challenges faced by homeless and students in foster care.
    - The effects of trauma can actually change the DNA physiology, changes in the brain, and physical changes.
    - It is important that school entities identify homeless and foster students for child accounting purposes, eligibility for college/school financial aid assistance, foster services in school (SAP referral, counseling), and interventions to address students emotional and academic needs.
    - Students who are living under foster care are eligible to receive the same services as students deemed homeless because the ultimate goal is to remove the barriers to learning.
- Transition meetings:
  - Meetings have begun and will continue through April and the beginning of May. Applicants with IEPs and/or 504 Service Plans will participate in Transition meetings to provide Technical program information about the essential skills, aptitudes and abilities recommended (and in some cases required), discuss the students' needs, supports, services, and make changes as needed to documents about programming/placement and to reflect the new school setting.
- Looking Forward:
  - NOCTI Performance
  - Keystones - students with special needs will be provided accommodations as indicated in IEP/504 Plan.

E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds

- Staff has been working diligently to support all CCTI staff and students as well as all scheduled events.
- One of the concrete drainage catch basins risers had disintegrated and prior to it causing a sinkhole risk, he had it excavated and replaced. He was able to do this through an outside organization as well as his own staff, and without interruption to students and staff.
- He thanked the children of military families and shared that the color purple that many CCTI individuals were wearing today was in honor of them.

- F. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks - All new Chromebooks are set up and distributed to those in need.
  - CDT testing - More rounds of testing going on.
  - PowerSchool - Started implementation of Special Ed. Add-ons. Project schedule set and rollout has begun.
  - Promethean- 3 New 75" touch panels installed.
  - SkillsUSA - Hershey- Provided tech support on-site.
  - NOCTI – Online testing. 4/11 at 4 locations and 4/21 for test makeup date.
  - CCTI Website - Started working with web designer on revisions and quote for refresh.
  - Microsoft 365- Working on setting up licenses and accounts.
  - Continued support/training- to staff and students with Google Suite and all technology needs.
  - Mr. Kuehner spoke up to thank Mr. Rinda for all of his assistance at the recent SkillsUSA competition regarding technology. He stated that Nate “saved the day” on more than one occasion for our students.
- G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- Course Offerings Spring 2022
- |                                     |  |
|-------------------------------------|--|
| Air Conditioning Fundamentals       |  |
| Heartsaver® First Aid and CPR/AED   | ServSafe® Exam                             |
| Nurse Aide                          | Forklift                                   |
| Pharmacy Technician                 | PA State Inspection Mechanic Certification |
| Welding Technology                  | Auto Collision                             |
| Introduction to Precision Machining | New! Introduction to Plumbing              |
|                                     | GED Preparation Courses                    |
- Program descriptions, orientations, and start dates are available at [www.carboncti.org/adult-education](http://www.carboncti.org/adult-education); Winter/Spring 2022 schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.
  - Outreach and Program Development Report
    - April 7- Nurse Aide Orientation
    - April 11 - Pearson Vue Testing Center
    - April 6, 13, 20, 27- GED Orientation
    - April 12 - GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
  - Grant Report – GED Classes
    - GED exam and practice test scholarships awarded to actively participating students through the Jim Thorpe Rotary grant.
  - OSHA Regulated Fork Lift Training
    - Monday, May 16, 2022
    - 2:30 - 6:30 p.m. @ CCTI Café entrance
  - CCTI’s forklift operator training course covers the topics as specified in OSHA Regulation 29 CFR.1910.178 Section L. Forklift dynamics will be covered in detail including: safe operating procedures, location and function of controls, pre-use forklift inspection, safe refueling procedures, hazards encountered in the workplace,

operations/limitations of the forklift, load stability/ manipulation, and pedestrian traffic. Certificates of completion and wallet cards will be issued upon successful completion of the course. Must be 18 years old to attend. Tuition: \$195/person

- **Employment Opportunities**
  - Carbon Career & Technical Institute is seeking an evening adult class instructor for the nurse aide program. Instructor to mentor and teach candidates our state certified nurse aide curriculum. This position is responsible to be on site to instruct the theory/lab, and off-site clinical portions. Work with up to 10 students at a time. Current PA RN license for a minimum of 2 years. Have a minimum of 1-year experience in long-term care facility. Possess or have the ability to obtain the Train the Educator (TTE) Nurse Aide Instructor certificate. Teaching experience preferred. Interested persons submit a letter of interest and resume to: Carbon Career & Technical Institute, 150 W. 13th Street, Jim Thorpe, PA 18229, Attn: Francine Kluck or e-mail fkluck@carboncti.org. All mandated clearances required upon hire. Questions call Francine Kluck at 570-325-3682 x1517 Deadline for applications: Open Until Filled. EOE

- H. 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. Connors that the following motions be approved:

### **Letter of Resignation Accepted**

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

### **Adult Education Instructors Approved**

- B. 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



### **Family Medical Leave Approved**

- C. to approve intermittent Family Medical Leave time for employee #3209, effective March 8, 2022 through June 6, 2022.

### **Homebound Instructor Approved**

- D. to approve the following homebound instructor retroactive to March 11, 2022, on an as needed basis, at the approved hourly rate:

Anna Leigh Conway

### **Additional Work Days Approved**

- E. 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.

**Substitute Approved**

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 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. Foeller that the following motions be approved:

**Field Trip Approved**

A. 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.

**Competition Attendance Approved**

B. 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 \$12,000.00 to cover registration, transportation, lodging, and meal expenses.

**Field Trip Approved**

- C. that Autumn Frey, Health Medical (Long-Term Substitute) Instructor chaperone four (4) Health Medical senior students to the Peter Becker Community Center, Harleysville, PA May 16, 2022 to take their Nurse Aide Skills Exam.

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 - Lehighnton	<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**

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

**Receipt of Resolutions Acknowledged**

- A. 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**

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

**Lehighnton Area School District**

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

**Palmerton Area School District**

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

**Panther Valley School District**

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

**Weatherly Area School District**

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

**2022-2023 Proposed Operating Budget for the CCTI Adult Education Program Approved**

- B. 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.

**2022-2023 Proposed Operating Budget for the Carbon Alternative High School Diploma Program Approved**

- C. 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.

**Tuition Rate for the Carbon Alternative High School Diploma Program Approved**

- D. 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 - 5    NO - 0    ABSENT - 0    ABSTENTIONS - 0

Motions carried.

***Buildings & Grounds***

NONE

***Administrative***

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

**Naming of Valedictorian and Salutatorian Authorized**

- A. to authorize the Principal to name the CCTI 2022 Valedictorian and Salutatorian based on their class ranking through April 4, 2022.

**First Reading Policy Approved**

- B. to approve the first reading of Policy 222 (PUPILS), Tobacco Products Use, as presented.

### **CLIU Agreement Approved**

- C. 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.

### **Conference Attendance Approved**

- D. 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.

### **MOU Approved - Graduation**

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

**2022-2023 Carbon Alternative High School Diploma Program Class Schedule Approved**

F. to approve 2022-2023 class schedule for the Carbon Alternative High School Diploma Program as follows:

**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.

**First Reading Policy Approved**

G. to approve the first reading of Policy 147 (PROGRAMS), Student Clubs, as presented.

**JTASD Contracted Services Approved – Prom and Graduation**

H. to approve contracting services with the Jim Thorpe Police Department for prom and graduation festivities, as presented.

**MOU Approved – Retirement Incentive**

I. to approve the Memorandum of Understanding between the CCTI Education Association and the CCTI Joint Operating Committee, 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"/>

Motions carried.

## 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 \$969.55.

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. Mrs. Michelle Allen, 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

JOC members and staff conversed about the importance of math in the technical areas, particularly areas such as precision machining, prompted by a question posed by Mr. Paules. The overall consensus was that middle school level students should not rely on the use of calculators as much as they currently do. This trend unfortunately leads to them no longer retaining basic addition, subtraction, and multiplication skills needed when they reach the high school level and are asked to build upon those basic skills. Also, the importance of pre-testing students (CDT's - Classroom Diagnostic Tools - are utilized at CCTI in core academic areas for this purpose) to see where students may need extra help. It was again discussed how CCTI incorporates tutoring into the daily schedule to assist those students in need. There is a difficulty in having academic teachers work their curriculum to better match that which is needed in the technical areas while they still have the need to follow state standards and meet testing requirements.

**Next Regularly Scheduled Meeting:**

**Thursday – May 19, 2022**

**Adjournment**

Mr. Foeller moved, seconded by Mr. Paules, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:10 PM.

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Christina A. Graver  
Joint Operating Committee Secretary