

# Carbon Career & Technical Institute

## Joint Operating Committee Minutes

### Regular Meeting May 19, 2022

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - May 19, 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brent Borzak, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Michelle Allen, 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 checked="" type="checkbox"/>	<input 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"/>
Ms. Chrissie Houser, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. David McAndrew, Jr., Superintendent of Record	<input type="checkbox"/>	<input checked="" 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: Beth & Chris Conville, Parents (Craig Conville), Donald Flexer, CCTI Substitute, Al Kislán, Parent (Molly & Christal Kislán), Tina Munson, Parent (Jackolyn Munson), Elizabeth Schlecht, CCTI Substitute, Taryn Stewart, SHINE After-School Coordinator/Lead Teacher (5-8), William Stoudt, CCTI Substitute, Retired, Rachel Strucko, SHINE Director, Pilar Tomax, Parent (Monica Apanco); CCTI Students: Monica Apanco, Carpentry Junior (PVSD), Craig Conville, Drafting & Design Technology Junior (PVSD), Christal Kislán, Carpentry Junior (WASD), Molly Kislán, Carpentry Freshman (WASD), Kylie (Nova) Kuntzman, Graphic Design Junior (LASD), Valerie Kruslicky, Graphic Design Sophomore (PVSD), Ashley Little, Culinary Arts Junior (PVSD); CCTI Staff: Steve Anderson, Math Teacher and CCTI EA Treasurer, Jeff Hazelton, Carpentry Instructor, JamiLynn McFarland-Johannsen, Assistant to the Director of Technology, Steve Nesler, ACR Instructor, Walter O'Donnell, Jr., Carpentry Instructional Aide, Maritza Reinbold, Graphic Design Instructor; 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 Ms. Houser, SECONDED by Mr. Mansberry to approve the Minutes of the April 21, 2022 Regular Meeting.

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

Motion carried.

**Courtesy of the Floor to Visitors**

- Steve Anderson, CCTI Education Association Treasurer shared the following items in his report:
  - The Auto Service Technology, Auto Collision Repair, Welding, Cosmetology, Marketing, and Culinary Arts groups went on field trips to provide those students with real-world experiences from their technical areas.
  - All seniors in the Culinary Arts program passed their ServeSafe examination.
  - Marketing seniors achieved their Marketing Customer Service and Sales certifications.
  - The Health Medical seniors all passed the written portion of the Nurse Aide exam.
  - Our Field Biology classes sent teams to the Carbon County Envirothon competition, where two teams won awards. The Green Goblin team (lead by Kaiden German of Palmerton) won second place overall, and the Awesome Amoebas (headed by Hailey Anthony also of Palmerton) had the highest score of any group in the Wildlife category.
  - The NOCTI exams were completed at the end of April, and our guidance counselor, Gene Colosimo, has seamlessly transitioned the administration of over 350 Keystone Exams.
  - Thank Mr. Borzak and the members of the JOC for their recent efforts in collaborating with the association to create a more productive working relationship.

**Approval of Treasurer’s Report (April 2022)**

- A. MOTION by Mr. Glaush, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for April 2022 showing a final balance of \$7,234,656.39 in the General Fund, and \$85,232.04 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. Glaush - 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"/>
Ms. Houser - 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. Paules, SECONDED by Mr. Mansberry 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. Glaush - 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"/>
Ms. Houser - 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. Attended senior class trip at Knoebels Amusement Park today as a chaperone.
  - i. Excellent trip and everyone had a really good time.
  - ii. The co-owner/co-manager, Mr. Brian Knoebel spoke with the group to share the history of the park as well as the importance of career and technical education and work ethic in today’s working world.
- b. Recognition
  - i. Mr. Borzak introduced the following individuals, many of which are graduates of CCTI (formerly CCAVTS), some who then worked full-time at CCTI and all who are currently serving as substitutes. This is a very dedicated group of individuals who have continuously and unwaveringly gone above and beyond for the school and its students. These individuals are the epitome of what great work ethic truly is. They have meant a lot to our school and our students and he wanted to take a moment to recognize them by presenting each with a plaque of appreciation:
    - Donald Flexer
    - Elizabeth (Betty Lou) Schlecht
    - William (Bill) Stoudt
    - Margaret (Peggy) Kalogerakis (unable to attend)
    - Robert Pathroff (unable to attend)

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

- a. SHINE Summer Camp and Non-Traditional Student Camp
  - i. Non-traditional Summer Camp will be held this summer June 20-30
    - CCTI is partnering with the SHINE program to bring approximately 65 5<sup>th</sup> and 6<sup>th</sup> grade students into 11 technical areas to expose them to trades to create a variety of program projects.
    - Week one will feature a teambuilding workshop to introduce and build upon an important trait that employers look for when hiring.
    - Rachel Strucko, SHINE Director and Taryn Stewart, SHINE After-School Coordinator/Lead Teacher (5-8) were present to share more

information regarding the program.

- a. Rachel first thanked the members of the JOC for allowing the program to utilize the building for 36 weeks/year, 4 nights/week. She explained that 40% of students who attend the SHINE program matriculate to CCTI and reiterated what an unbelievable feeder program this is. The program began at the CCTI location in 2010.
  - b. Two years ago began a non-traditional camp to give the students hands-on experience. The students love it – they love being in the building and love utilizing the labs in the technical areas. Moving forward, technical education is the greatest gift we can provide these students.
  - c. SHINE is funded through LCCC.
  - d. Mrs. Strucko thanked Mr. Borzak and Mrs. Allen for partnering with the program. She also thanked Taryn Stewart for all of her work organizing, coordinating and leading the program.
  - e. The camp, which is free, filled to capacity in 2 days.
  - f. There will be two weeks of SHINE camp this summer, as well. This camp is more STEM oriented.
- Rachel shared that as a member of the CSLWP (Carbon-Schuylkill-Luzerne-Wayne-Pike) Stem Learning Ecosystem Board, she reached out to CCTI's Graphic Design department to create a new logo. Rachel then introduced Maritza Reinbold, CCTI's Graphic Design Instructor to speak more on this.
    - a. Mrs. Reinbold explained that she tasked all of her students, grades 9-12 with creating a logo. The logos were then reviewed and judges with the winning entry being that from the following students:
      - i. 1<sup>st</sup> Place Winner: Jackie Munson (Graphic Design Junior, JTASD)
      - ii. 2<sup>nd</sup> and 3<sup>rd</sup> Place Winner: Valerie Kruslicky (Graphic Design Sophomore, PVSD)
- b. Podcast Club – “Tech-Talk”
    - i. Craig Conville, Club President (Drafting Junior, PVSD) explained that the idea of the club would revolve around making and producing a podcast – very similar to a radio talk show, for the school. The podcast would aim to be both informational and entertaining and cover topics related to the school. The students approached Mrs. Allen and Mr. Borzak with their idea and were pleasantly surprised to be met with great enthusiasm. They continued to do more planning and currently have more than ten students interested in participating. Two members of the audience were members of the up and coming club as well and will serve as Treasurer and Secretary. There are staff members who are excited, as well. The members would like to among other topics, produce pieces to highlight certain technical areas that don't necessarily get recognized a lot. They wanted to find a way to bring the

different technical area together providing information about each so that students in other areas have a better understanding of all that is offered at CCTI. Ideas to schedule interviews with technical instructors and students to talk about what they do in their program, what is taught there and what projects they like to do. These could also be utilized to share information about the school and the technical areas with sending school students who may be interested. They have plans to speak with academic teachers as well as student competitors and winners.

- ii. Nova (Kylie) Kuntzman, Club Vice-President (Graphic Design Junior, LASD) added that there is talk of starting a school newspaper, as well which could work hand-n-hand with the podcast.
- iii. Mr. Borzak commented that Craig and Nova came well prepared to their first meeting. They had all of their logistics mapped out and ideas of what direction they want the club to do. He was very impressed with their initial presentation. This club as well as others will provide activities for students who don't necessarily want to participate in sports. The podcast also will provide a wonderful recruitment activity. Mr. Borzak stated that Mr. Rinda will speak more of Esports moving into the future as another possible club for the students of CCTI.

c. NOCTI Top Performer/100% Lunch

- i. Tuesday May 17<sup>th</sup>, CCTI administration and Cooperative Education Coordinator, Michele Klock took 8 students to lunch at the Perch in Jim Thorpe to celebrate their top scores in the NOCTI test
  - Highest Written Scores:
    - a. Hailey Anthony (Cosmetology Senior, LASD)
    - b. Ty Graver (Welding Senior, LASD)
    - c. Kyle Nothstein (Welding Senior, LASD)
  - Scored 100% on the Practical test
    - Dominic Pontician (Auto Service Technology Senior, PASD)
    - Tate Sharrow (Electrical Distribution and Automation Senior, LASD)
    - Autumn Benedict (Health Medical Senior, PASD)
    - Sherry Nemetko (Health Medical Senior, LASD)
    - Jack Rolappe (Marketing Senior, PASD)

d. Classroom Highlights PowerPoint Presentation

- i. A slideshow presentation highlighting events was shared giving the members and guests a look into the daily activities in our classrooms.
- ii. Our instructors are using creative ways to educate our students on a daily basis.

C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator  
Mr. Deutsch informed the JOC that they would see various financial reports on the agenda this evening for approval.

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

Special Population Numbers

- Students with IEPs – 77 (LASD - 22; PASD - 22; 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

Transition Planning

- LCCC's Transition Fair Highlights: OVR, LCCC SEED, LVCIL
  - Our students were given an opportunity to attend this program on April 29. The program, designed to assist and provide information to help them plan and get a jumpstart on planning for post-secondary schooling, employment and independent living. LCCC students were the guest speakers and shared their experiences and what types of supports are in place at the school. The attendees were then split into breakout groups. Groups were given a guided tour, and then could stop at different tables and ask questions of representatives such as those from the Office of Vocational and Rehabilitation Center, LCCC's SEED program, and other agencies that provide mental health services.
- Graduating Seniors with IEPs - SAAFP documents (Summary of Academic Achievement and Functional Performance)
  - Documents provided to students as they graduate, particularly those with IEPs. This is to provide the students and their families an idea of what students need to work on to achieve their post-secondary goals. Input from their special education teacher, their technical teacher, academic teachers, and their parents. Includes recommendations, a description of the student's skills, their abilities, their special needs, and their communication and behavioral skills.

Looking Forward

- June 3<sup>rd</sup> In-service: Strategies to Support Students
  - Co-teaching and various co-teaching models
  - How to provide in-class support
  - In-class support personnel's roles and responsibilities
- Math Summer Camp
  - July 25 through August 4 from 9-12
  - Offered to incoming 9<sup>th</sup> graders as well as existing students
  - To keep math skills fresh
- Chemistry Summer Camp
  - August 1 – 4
  - To assist students with their chemistry lab hands-on skills

- Offered to students who are currently in chemistry or students recommended to go in to chemistry in the 2022-2023 school year
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- a. Many activities taking place at CCTI
  - b. Looking to dress up the school as graduation will again be held onsite
  - c. Spoke to Mrs. Reinbold, Graphic Design instructor about painting a mural on the side of the maintenance garage
    - i. Maritza Reinbold, Graphic Design Instructor
      1. Mrs. Reinbold shared a series of photos showing the progress from the beginning primer stage (completed by maintenance staff), followed by two coats of paint completed by Mrs. Reinbold and her students, on to the creation of and utilization of stencils to guide the students into painting within the given lines, The mural includes the school mascot, the hornet, of which many of the students were unaware. The wall is 47.5 feet wide by 13.5 feet tall. This was indeed a huge undertaking. Maritza made it her goal to have the mural completed by graduation as she believed this would make a nice backdrop for the ceremony. After working on the project for one week, the project has almost reached completion.
        - a. Student Valerie Kruslicky (Graphic Design Sophomore, PVSD) shared her experience working on the project. She said it was a lot of fun and explained how very different this was from painting on canvas in the classroom as the wall is so very porous and just such a very different texture to work with.
        - b. Mr. Borzak reiterated what a real-life experience this project was for the students.
        - c. Mr. Borzak took this opportunity to invite the members of the Joint Operating Committee to attend CCTI's graduation ceremonies and see the mural in person.
  - d. Mr. Walters continued his report referencing the asphalt project completed to place asphalt at the base of the stairs for safety reasons but also that the project had a dual role in that asphalt was also placed in the back of the maintenance shed. As Mr. Walters reported last month, Kovatch Corporation had been in touch with CCTI regarding some donated items, one of which was some scaffolding for aluminum and pipe for the welding technical program. This will allow a place for a bunch of racking to be utilized for extra storage for supplies to be utilized by the students.
  - e. Roland Vinyl Printer/Car Wrap
 

Mr. Walters, Mrs. Reinbold, and Mr. Nesler took a trip to Jet Signs in Palmerton to review their use of a vinyl wrap printer. He asked Mrs. Reinbold to share more information.

    - i. Maritza Reinbold, Graphic Design Instructor explained that this new printer, scheduled to be delivered sometime in September is a huge printer that would allow the class to create and print car wraps as well as larger signs such as those currently on the CCTI property. With these printed pieces there will be an opportunity to collaborate with the Auto Collision Repair

- and Carpentry programs to wrap cars and produce signage for the school. The printer also comes with a laminator which is then utilized to then protect the printed items.
- ii. Steve Nesler, Auto Collision Repair Instructor added that he thought it was great to see the printer in action and he's really looking forward to going to the workshop in June to learn how to apply the wraps so that he can then pass that knowledge on to his students.
- f. Mr. Walters then had Mr. Nesler share information on the recent Cupcake Wars
- i. Steve Nesler, Auto Collision Repair Instructor had JamiLynn (Technology Assistant/Yearbook Advisor) share pictures from the event. He explained that the event was the "What's so cool about manufacturing?" event held at the ArtsQuest Center at SteelStacks in Bethlehem, featuring area Career and Technical Schools competing for the Sweet Manufacturing Award showing off their culinary and technical programs. CCTI's display and cupcakes was a culmination of the following areas working together as a team: Auto Collision Repair - painting; Carpentry - cut out the wooden gears on their CNC machine; Culinary Arts - baked and decorated the cupcakes; Drafting - created and printed 3-D stars; Electrical - wired the motors, that spun on the display; Graphic Design - created the backdrop; Precision Machine Technology - made the moving parts and gears; Welding - did all of the welding as the table and shelves were fabricated from scratch. Mr. Nesler went on to thank CCTI's IT Department from contributing turntables and led lighting and Mr. Deutsch for attending and staying to the conclusion of the event and assisting with tearing down and cleanup of the display.
  - ii. Mr. Walters mentioned that Mr. Nesler's program received two pallets of supplies donated by Kovatch Corporation of which Mr. Nesler expressed his gratitude.
- g. House Project/CBA Certifications/Home Builders Certification Mr. Walters introduced Mr. Hazelton who spoke about the following:
- i. Jeff Hazelton, Carpentry Instructor shared that over the last couple years they have been able to build modular homes as well as a tiny home right inside their technical area. He expressed what a great experience this was for the students to be able to learn everything from the ground up - framing, shingles, siding, insulating, sheetrock, while both the electrical and HVAC technical areas get involved with the electrical and plumbing facets.
  - ii. Carpentry technical area is involved with the Carbon Builders Association. Each year they give scholarships out to the seniors from Carpentry, Electrical, and Plumbing. This year the Association donated 10 code books (at a cost of \$250.00 ea.). Sometimes at senior awards they will also give tools to students who plan to stay in their field post-graduation.
  - iii. Carpentry also has a relationship with the Pocono Builders Association who give large scholarships as well as coming in every three years and certifying the carpentry program, ensuring that the curriculum and tools are all up-to-date.
  - iv. Carpentry has built a lot of benches this year for donations. Two were built for Kemmerer Park through CCTI's adopt-a-park initiative. They have been



- asked to do some work on the pavilion at the park next school year, as well.
- v. Another bench was built collaboratively with two of the Life Skills students (Traven Butler and Brian Haselden) per the request of Lisa Lux, Life Skills teacher, in memory of the Special Olympics Manager who recently passed. He said they helped with mixing cement, painting and building. Their enthusiasm and excitement throughout the project was most definitely evident.
  - vi. This year the Carpentry program received a new tool that student Christal Kislán and Monica Apanco (2 of the 7 females in Carpentry this school year) will speak about further.
    1. Christal Kislán (Carpentry Junior, WASD) said that the new CNC machine presented a learning curve for students to learn how to program and set up the machine. She said overall, the class has been utilizing the machine quite a lot creating projects. She had one of her own on hand to display. Christal also spoke of their work on the modular explaining that this was her first time experiencing hands-on building. She also shared that her interest in the Carpentry program began when she attended the SHINE program.
    2. Monica Apanco (Carpentry Junior, PVSD) shared her view on her experience working on the modular home. She referenced the hands-on learning from layout to framing, and beyond. She expressed how amazing it was to be part of the project and stated that Mr. Hazelton and Mr. Walter O'Donnell, Carpentry Instructional Aide are integral in their learning process. Monica also spoke about the new CNC machine and shared two of her projects, as well.
  - h. Mr. Walters made the JOC aware that he has secured security for all of the upcoming events at CCTI
  - i. He also shared that Kovatch donated two (2) welders that could be given to a senior entrepreneurial student.
  - j. Regarding equipment, Mr. Walters told the JOC that a plasma cutter was purchased for the Welding program, a printer/laminator for Graphic design, a sander for Carpentry, new chairs and wig dryers for Cosmetology, all out of the Capital Project. He stated that all equipment was up to date giving students cutting edge training.

F. Technology Report – Mr. Nate Rinda, Director of Technology

In his absence, Assistant JamiLynn McFarland-Johannsen read his report:

- Chromebooks - All new Chromebooks are set up and distributed to those in need.
- Graphic Design - Updating Compass testing software for Adobe certification testing.
- Keystone exams online - Biology and Algebra Testers online to begin.
- Technology collection dates - seniors 5/25, underclassmen 5/27.
- Marketing - Set up a new Sublimation printer.
- Graduation – Set to Live stream via YouTube Live.
- Continued support/training to staff and students with Google Suite and all technology needs.

## Items of Business

### *Personnel*

MOTION by Mr. Glaush, SECONDED by Mr. Paules that the following motions be approved:

#### **Letter of Resignation Accepted**

- A. to accept the letter of resignation for the purpose of retirement, received from Joseph Farkas, Electronics Communication Engineering Technology Instructor, effective June 30, 2022.

Note: Mr. Farkas is resigning for the purpose of retirement based on the retirement incentive approved through a Memorandum of Understanding between the CCTI Joint Operating Committee and the CCTI Education Association. As of June 30, 2022 he will have completed 34 years of service at CCTI.

#### **Letter of Resignation Accepted**

- B. to accept the letter of resignation for the purpose of retirement, received from Jane Farkas, Science Teacher, effective June 30, 2022.

Note: Mrs. Farkas is resigning for the purpose of retirement based on the retirement incentive approved through a Memorandum of Understanding between the CCTI Joint Operating Committee and the CCTI Education Association. As of June 30, 2022 she will have completed 16 years of service at CCTI.

#### **Letter of Resignation Accepted**

- C. to accept the letter of resignation for the purpose of retirement, received from Michael Lewis, Computer Engineering Technology Instructor, effective June 30, 2022.

Note: Mr. Lewis is resigning for the purpose of retirement based on the retirement incentive approved through a Memorandum of Understanding between the CCTI Joint Operating Committee and the CCTI Education Association. As of June 30, 2022 he will have completed 38 years of service at CCTI.

#### **Professional Education Committee Chairperson Appointed**

- D. to appoint Michelle Allen Professional Education Committee Chairperson for the Professional Development Act 48 Plan.

### **CCTI Comprehensive Plan Steering Committee Members Approved**

- E. to approve the following individuals as members of the CCTI Comprehensive Plan Steering Committee:

Michelle Allen	Michele Klock
Stephen Anderson	JamiLynn McFarland-Johannsen
Brent Borzak	Nathaniel Rinda
Paul Caputo	Elizabeth Schlecht
Eugene Colosimo	Gerald Strubinger
Anna Leigh Conway	Rachel Strucko
Montanna Costenbader	Christine Trovato
Sue Ann Gerhard	Ken Walters
Chris Graver	Alice Wanamaker
Sebastian Hess	Michael Wildoner

### **School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed**

- F. to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2021-2022 school year and based on the job description:

DECA - Jalissa Kuehner  
DECA Assistant - Sandra Kohutka  
HOSA - Autumn Frey  
DECA/HOSA/SkillsUSA Assistant - Scott Bartholomew  
National Technical Honor Society - Sue Ann Gerhard  
Rotary Interact Community Service Club - Margaret Kalogerakis  
SADD/Aevidum - Rebecca Schaeffer  
Senior Class - Sandi Kohutka  
SkillsUSA - Kevin Kuehner  
SkillsUSA Assistant - Thomas Bartholomew, Nicole DeVincenzo  
Student Council - Jacqueline Cole  
Underclass - Sue Ann Gerhard  
Yearbook - JamiLynn McFarland

### **Homebound Instructor Hourly Rate Approved**

- G. to approve the hourly rate for Homebound Instructor for the 2022-2023 school year on an as-needed basis at \$45.00.

### **Teacher Mentor Stipend Approved**

- H. to approve the Teacher Mentor stipend of \$1,000.00 for the 2022-2023 school year.

**Paraprofessional Mentor Position Approved**

- I. to approve the position of Paraprofessional Mentor at a yearly stipend of \$500.00 effective with the 2022-2023 school year.

**Substitute Van/Bus Driver Hourly Rate Approved**

- J. to approve the hourly rate for substitute van/bus driver of \$25.00 effective July 1, 2022 through June 2023.

**Non-Traditional Summer Camp Instructors and Assistants Approved**

- K. that the below listed individuals be approved as Non-Traditional Summer Camp instructors at a rate of \$30.00 and assistants at a rate of \$25.00:

Thomas Bartholomew	Stephen Nesler
Wendi Bartholomew	Jeremy Pease
Anthony (A.J.) Burke	Ashleigh Rehrig
Heather Cassidy	Maritza Reinbold
Nicole DeVincenzo	Kenneth Reiter
Tara DeVincenzo	Hal C. Resh
Autumn Frey	Harold Resh
Jalissa Kuehner	Rebecca Schaeffer
Kevin Kuehner	Michele Troutman

**Substitute Approved**

- L. that the below listed individual be approved to substitute for the 2021-2022 school year at the established rate, as follows:

- Salvatore Lopresti - Teacher, Instructional Aide

**Additional Days Approved**

- M. that the following individual be employed for additional days (as indicated below) at the individual's per diem rate, as indicated, below:
  - Rebecca Schaeffer, School Nurse - up to 3 days (between June 7, 2022 and August 19, 2022) for the performance of record compliance
  - Jane Farkas, Science Teacher - up to 4 days (between June 7, 2022 and June 30, 2022) to work on curriculum development and assist with transition
  - Angela Sablich, Science Teacher - up to 4 days to work on curriculum development and preparation for transition (between June 7, 2022 and August 19, 2022)

- Joseph Farkas, Electronics Communications Engineering Technology Instructor - up to 6 days (between June 7, 2022 and June 30, 2022) to work on curriculum development, task lists, and assist with transition
- Michael Lewis, Computer Engineering Technology Instructor - up to 6 days (between June 7, 2022 and June 30, 2022) to work on curriculum development, task lists, and assist with transition

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

**Salary Adjustment Approved**

N. that the 2021-2022 salary for the following individual be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Jalissa Kuehner, Marketing Instructor  
 \$46,200 - 2020-2021 Salary  
 + 1,100 - C&T/I II Master/M.EQU  
 \$47,300 - Adjusted 2021-2022 Salary

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - Leighton	<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"/>
Ms. Houser - 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. Glaush that the following motions be approved:

**Weighted Course Distinction Approved**

A. to approve the distinction of weighted courses by adjusting the credits for AP (advanced placement) Calculus and AP Literature courses from 1.0 to 1.10 effective with the 2022-2023 school year.

Note: All regularly scheduled classes will continue to receive 1.0 credits per course.

**Reasonable Assurance Letter Distribution Approved**

- B. to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a “reasonable assurance” their position will be available to them again when school re-opens in August 2022.

**Closing of Course Approved**

- C. to close Electrical, Electronic, and Communication Engineering Technology/Technician, CIP Code 15.0303 (locally named Electronics Communication Engineering Technology, effective at the close of the 2021-2022 school year.

**Local Name Change Approved**

- D. to change the local name of Management Information Systems, General, CIP Code 52.1201 (currently locally named Computer Engineering Technology) to Computer/ Electronics Engineering Technology effective at the close of the 2021-2022 school year.

**Course Description Approved**

- E. approve the course description for CIP Code 52.1201, Computer/Electronics Engineering Technology, 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. Glaush - Leighton	<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"/>
Ms. Houser - 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. Mansberry, SECONDED by Mr. Glaush that the following motions be approved:

**Depositories Approved**

- A. to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2022-2023 Fiscal Year:

Mauch Chunk Trust Company  
General Fund Account, Activities Fund Account, Payroll Account, CD Purchases

(con't)

PLGIT (Pennsylvania Local Government Investment Trust)  
House Building Renovation Account, Capital Projects Account,  
Scholarship Trust Fund, General Fund, CCTI Foundation Account, CCTI  
Building Renovation/Expansion fund)  
INVEST (PA Treasurer Program for Local Governments)  
General Fund  
Jim Thorpe National Bank  
General Fund, CD Purchases

### **Cooperative Arrangement Purchasing Participation Approved**

- B. to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2022-2023 fiscal year through the following:

Carbon Lehigh IU #21  
Central Susquehanna IU #16

### **National School Lunch Program and U.S.D.A Commodities Program Participation Approved**

- C. to grant permission to participate in the National School Lunch Program and the U.S.D.A. Commodities Program for the 2022-2023 school year.

### **Section 125 Flexible Plan Benefits Plan Amended**

- D. to amend the Section 125 Flexible Plan Benefits Plan, effective July 1, 2022 to continue the Medical Plan Cash Opt-Out Election of \$300.00 per month (waive Family Medical Plan) and \$200.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years. Buyout amount is the same as 2021-2022.

### **Auditor Appointed**

- E. to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2022-2023 fiscal year, effective July 1, 2022, at an annual fee of \$18,500.

Note: The audit covers CCTI, as well as the school foundation and authority.

**Compulsory Student Accident Insurance Purchase Approved**

- F. that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2022-2023 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at an estimated cost not to exceed \$2,073.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past fifteen years.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - 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"/>
Ms. Houser - 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.

***Buildings & Grounds***

NONE

***Administrative***

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

**Stipend Approved**

- A. to approve a per meeting stipend (based on attendance) of \$125.00 for the position of Superintendent of Record effective retroactively with the 2021-2022 appointment. Payment will be based on attendance at regularly scheduled Joint Operating Committee meetings (up to 12) and paid in full following the completion of the appointed term.

Note: Term runs from August 1 through July 31 of the following year.

**Policy Adopted**

- B. to approve the second reading and adoption of Policy 147 (PROGRAMS), Student Clubs, as presented.

**Policy Adopted**

- C. to approve the second reading and adoption of Policy 222 (PUPILS), Tobacco Products Use, as presented.



**First Reading of Policy Approved**

- D. to approve the first reading of Policy 209 (PUPILS), Health Examinations/Screenings, as presented.

**Policy Reviewed and Reapproved**

- E. to review and reapprove Policy 249 (PUPILS), Bullying/Cyberbullying, per the Pennsylvania Department of Education Safe School Reporting regulations, as presented.

**Memorandum of Understanding Reviewed and Reapproved**

- F. to review and reapprove the Memorandum of Understanding with the Jim Thorpe Police Department, per the Pennsylvania Department of Education Safe School Reporting regulations and CCTI JOC Policy 218.1, as presented.

**Contract Approved**

- G. to enter into a Server/SAN Upgrade contract with Carbon Lehigh Intermediate Unit #21 (CLIU 21) effective July 1, 2022 through June 30, 2027, 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. Glaush - 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"/>
Ms. Houser - 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 Ms. Houser to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$969.65.

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

Motion carried.

**Administrative Reports**

A. MOTION by Mr. Mansberry, SECONDED by Ms. Houser 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**

- A. September meeting date change - will be discussed further moving forward.
- B. MOTION by Mr. Mansberry, SECONDED by Mr. Paules to approve a school security stipend of \$2,500 for Ken Walters, Supervisor of Building and Grounds.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - 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"/>
Ms. Houser - 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.

**Next Regularly Scheduled Meeting:**

**Thursday – June 16, 2022**

**Adjournment**

Mr. Mansberry moved, seconded by Ms. Houser, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:22 PM.

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Christina A. Graver  
 Joint Operating Committee Secretary