

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
August 18, 2022

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - August 18, 2022** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mr. Gerald Strubinger, at 6:24 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 type="checkbox"/>	<input checked="" 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"/>
Mrs. Michelle Allen, Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffry Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Francine Kluck, Adult Education Site Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Steven Foster, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Chrissie Houser, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Robert Presley, 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: CCTI Staff: Jacqueline Cole, English Teacher/CCTI EA Secretary, Michele Klock, Cooperative Education/School Improvement Coordinator, Carly Rinda, Digital Marketing and Business Fundamentals Instructor, Henry Woods, School Police Officer, Media Representation: James Logue, Jr.

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

Approval of Addendum

A. MOTION by Mr. Foeller, SECONDED by Mr. Paules to approve the August 18, 2022 Addendum.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Approval of Minutes

- A. MOTION by Mr. Paules, SECONDED by Mr. Strubinger to approve the Minutes of the July 21, 2022 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

- Jacqueline Cole, English Teacher/CCTI EA Secretary
Thank you for your service to our JOC, and the pivotal role you play in making our school great.

Summer is usually thought of as a time to relax. For CCTI students Math Camp provides students with math skills they need to level up for the following school year. This program helps students adjust to the rigor of the math in their technical area, grade level math, and everyday life. Our math department takes a lot of pride in making sure the students have the skill set necessary to succeed. Both Dianne Hyjurick and Kevin Sowa, CCTI math instructors, worked with our Special Education Supervisor Christine Trovato to coordinate this worthwhile experience.

Academic teachers have been working on curriculum throughout the summer. We are pleased to report that many positive, new and exciting curricula are being designed and realigned to current and new state standards.

The association is enjoying our new open relationship with administration. We are looking forward to working with the administration to reassure the success of both our staff and students. Both Mr. Borzak and Mrs. Allen have been engaging in working out issues that arise and thus will result in a smooth start to the 2022-2023 school year. Our executive team has been actively working with the administration and thank them for their efforts. As always, the association is ready and dedicated to continued working relationships.

Approval of Payment of Bills

- A. MOTION by Mr. Foeller, SECONDED by Mr. Connors 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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Treasurer’s Reports (June & July 2022)

- A. MOTION by Mr. Paules, SECONDED by Mr. Connors to approve the Treasurer’s Report for June 2022 showing a final balance of \$5,156,505.23 in the General Fund, and \$79,517.01 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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

- B. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for July 2022 showing a final balance of \$5,118,638.33 in the General Fund, and \$90,787.83 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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Borzak introduced the following for their individual monthly report starting with his own:

- A. Director’s Report – Mr. Brent Borzak, Administrative Director
 - a. Fall Festival/Craft & Vendor Fair

As we have continued an open line of communication with our Education Association staff, we want to now open our school to the community. We will be holding a Fall Festival (October 22) to include a craft and vendor show, a car show, as well as activities for children. The proceeds will be utilized to support our student activities. Additional proceeds will be donated to some or all of the following: Carbon County Animal Shelter, Carbon County Friends of Animals, American Cancer Society, and local Emergency Management Agencies.
 - b. Let’s Get Physical

Promoting health & wellness and social and mental awareness. Fitness center open to teaching staff at 2:15 on Tuesdays, Wednesdays and Fridays. This creates less sick days, increased performance in the classroom, and helps alleviate stress. We will continue promoting health & wellness for students as well, through walk-a-thons, 5K, walk breaks during the school day, and healthy food choices among other things. A healthy mind and a healthy body makes for a better student.

c. CCT Schoolwide Goals

- Focus on Student, Staff and Schoolwide Safety, Security and Wellness
 - Provide new Clubs and Organizations for our Students to participate and be active in
 - Host/Participate in opportunities and experiences for our students, such as new competitions, class events, social events
 - Address Student Learning Loss and Social Emotional Issues
 - Participate/Support Community Events and Host School Wide/Community Events at CCTI
 - Increase Student Certifications in all Technical Program Areas
- “As a schoolwide system, our talented and committed members will work together each day to fulfill the CCTI School Wide Goals. With these goals, it will improve all of our direction in guiding decisions throughout the school year to provide a clearer path to success for our entire school community. – Mr. Brent Borzak, CCTI Administrative Director”

Mr. Borzak thanked the teaching staff, the administrators, the technology staff, and the custodial/maintenance staff for all of their hard work throughout the summer preparing for the new school year.

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

- a. Mrs. Allen introduced Michele Klock, Cooperative Education/School Improvement Coordinator who shared the following:

Cooperative Education

- Overview of Cooperative Education program:
- Work as a liaison between local employers and technical instructors to place students in entry level positions in their respective fields. Students continue their technical studies on-the-job while being paid rather than in the classroom.
- Assist students/parents/employers in the completion of all required paperwork, clearances, arrange student interviews with prospective employers, etc.
- Inspect worksites to ensure the placement meets all required safety regulations and state and federal labor laws prior to new student hire and annually thereafter.
- Visit each student at their respective worksites a minimum of once a month to monitor and discuss student progress with supervisor, assist students in resolving problems encountered on-the-job.
- Organize and provide instructional materials. Maintain co-op student grades: weekly assignments, time sheets, and quarterly employer evaluations.
- Monitor students’ daily attendance at work and school, as well as students’ academic progress to ensure they are maintaining grade requirements for co-op participation.
- Issue work permits, maintain work permit files.
 - A total of 45 work permits were issued to students ages 14-17 throughout the 21-22 school year.
- **21-22 Cooperative Education Stats**
 - 34 students participated in Co-Op program from the following technical areas:
 - Welding (5), Precision Machine (4), HVAC (3), Electrical Distribution & Automation (3), Auto Collision Repair (3), Auto Service Technology (2), Marketing (2), Drafting (1), Carpentry (1), Life Skills (1), Alternative Ed (9)
 - 29 employers from Carbon, Schuylkill, Luzerne, Monroe, Northampton, and Lehigh Counties participated in the Cooperative Education program this past year.
 - The closest 21-22 employer was BTM, located on 13th St. in Jim Thorpe, the farthest was West Side Hammer Electric in Bethlehem.

School Improvement

Transition Team

- Identified and assisted 26 students throughout the year with academic, attendance, and behavioral issues.

Integrated Tutoring

- Coordinated 484 hours of math, science, and English tutoring for 83 students. Tutoring is paid with Perkins funding. Special thanks to Mr. John Gunsner, Mr. Delmar Griggs, and Mrs. Carole Reightler who are an excellent resource for our students in need of tutoring.

Extra Help Program

- Monday and Thursday After School Help Programs assisted 93 individuals throughout the school year. Many of these students attended multiple sessions, signing up regularly each week.
- New for 21-22 school year, developed an online sign-up process to streamline the process.
- Special thanks to our dedicated teaching staff who regularly stay to help students, especially Mrs. Diane Hyjurick and Mr. Kevin Sowa who stay to assist with extra help nearly every session throughout the entire year.
- The program also would not run as smoothly as it does without the dedicated and consistent help of our van drivers, thank you Mr. Kyle Ahner, Mrs. Jennifer Gonzalez, Mr. Steve Nesler, Mrs. Betty Lou Schlecht, and Mr. Kevin Kuehner who regularly drive. Thank you to Mr. Scott Bartholomew, Mr. Tom Bartholomew and Mr. Hal C. Resh who have also assisted.

Perkins Grant Assurances / Audit

- Worked closely with Mrs. Margaret Kalogerakis to gather and prepare hundreds of documents needed for the Perkins Grant audit of the 19-20, 20-21, 21-22 school years.

Perkins Graduate Follow-up Survey

- Conducted the Class of 2021 graduate follow-up survey required by Perkins. Greatly increased responses through implementation of email notification and entering respondents into a prize drawing.

NOCTI Testing

- NOCTI and Pre-NOCTI testing held in October and April. 94 seniors completed the NOCTI certification tests. 99% of the CCTI Class of '22 achieved Advanced or Competent on their NOCTI Written Exam. Overall, 86% of the Class of '22 scored Advanced or Competent on the Written and Performance components of the exam.

Senior Awards

- Seniors were awarded over \$35,000 in scholarships and monetary gifts in addition to approximately \$10,000 in tools and materials donated by OAC members, Co-Op employers, and technical instructors.
- Worked closely with Mrs. Sandi Kohutka to organize the event, including sending request letters, matching students to donor criteria, organizing event, distributing awards, coordinating thank you notes, etc.
- The event is a large undertaking that involves the help of many of our staff. Thank you to Mrs. Kalogerakis, Mrs. Sandi Kohutka, Mrs. Sue Gerhard for help organizing the day of the event, Mrs. Joanne Swartz for issuing award checks, the maintenance staff for preparing the facility for the event, and Mrs. Jacqui Cole, Ms. Maya Kowalczyk, & Mrs. Marie Bieling etc.

for working with students to prepare thank you notes.

b. Principal's Report -Mrs. Allen shared the following:

We have completed the interview process for the last of our open positions. In addition to in-house interviews we conducted, I also attended the Guest Teacher Meet and Great at the IU. I met with and interviewed potential substitute teachers for both of our academic and technical areas.

The New Teacher Induction Program was extremely successful. This came from the feedback received from the attendees. Our new teachers and their mentors met for two days with the administration team, reviewing policies and procedures while also introducing them to our school and the layout of our facility. The newly passed 3-year mentor plan was reviewed and will now be part of our future "New Teacher Induction Program".

August 2nd was National Night Out at Jim Thorpe's Memorial Park. The administration team, along with Mrs. Reinbold and her Podcast Club "Tech-Talk", enjoyed promoting the school and meeting the public throughout the evening.

During the week of August 8th, I completed the Student Assistance Program training. I am now certified to participate in CCTI's SAP team meetings.

Application Update:

277 applications were submitted

School District	Applications Submitted	Applications Accepted
Jim Thorpe Area	50	28
Lehigh Area	72	47
Panther Valley	46	26
Palmerton Area	83	55
Weatherly Area	26	19

Total 175 new students

Programs with openings: Drafting; Heating, Ventilation, and Air Conditioning.

The rest of the technical areas are full with waitlist numbers:

- Welding - 3
- Computer/Electronics Engineering Technology - 4
- Culinary Arts - 10
- Carpentry - 3
- Digital Marketing & Business Fundamentals - 0
- Precision Machine Technology - 3
- Cosmetology - 19
- Auto Collision Repair - 3
- Graphic Design - 7
- Auto Service Technology - 11
- Health Medical - 9

- C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- Brief year-to-date preliminary financial status report for 2021-2022.
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- CCTI's summer Math Camp concluded the week of August 1st. Students were provided instruction and how concepts applied in the work place. Instructors used games, videos, and a hands on approach to make learning fun and to increase students' understanding. Transportation, a light snack, and a T-shirt was provided. Examples of concepts: integers, order of operations, fractions, decimals, percent, pie charts, rules of divisibility, mixed review, coordinates, substitution values in for variables, long division (single digit and double digit divisors), perimeter (find the missing sides and perimeter of irregular shaped objects, simple probability and compound probability, problem solving in the workplace, time management, fractions in the workplace, add and sub fractions with like and unlike denominators, reading a tape measure, calculating for work materials (paint, carpet, baseboard), distributing and combining like terms, and applying the quadratic formula.

CCTI's Chemistry Camp was offered, however no students RSVP'd, even with the extended due date of July 25th. A survey at the start of the school year will be administered to students who received an invitation letter, in an effort to gain an understanding as to the reason why students did not display interest.

Some items CCTI's Special Education Facilitator has been working on during the summer months include- interviewing for instructors and instructional support staff; developing Essential Skills charts for CCTI's website update and enhancing webpages for special populations; participating in Power School IEP trainings; scheduling additional Transition Meetings for newly accepted students with special needs; assigning case managers for incoming students with IEPs and 504 plans; preparing and delivering presentations for the August New Teacher Orientation days; scheduling In-Class Support personnel and Co-Teachers to ensure all students, especially those with IEPs have supports in place; preparing special education documents and files for new school year implementation; collaborating in the development of CCTI's Comprehensive Plan; scheduling/preparing special population trainings for upcoming August Teacher In-Service days; developing special population updates to push out to all staff weekly during the 2022-2023 school year.

Looking forward, August In-service days will include a presentation by Mr. Jeffrey Zimmerman, who serves as Eastern PA's Regional Homeless Consultant. In addition, Special Education related presentations will be provided by special education teachers, and an English Language Learner presentation will be provided by CCTI's ELL Teacher, Mrs. Jacquelyn Cole. Power School IEP trainings will take place for special education teachers, Administration, and additional school personnel, in September to prepare members for implementation during the 2022-2023 school year.

CCTI's projected *Special Population* numbers for the 2022-2023 school year, are as follows: 98 students with IEPs; 20 students with 504 Service Plans; 3 English Language Learners; 1 student with a parent actively serving in the military; 2 Gifted students with GIEPs; 0 known homeless; 1 student in foster care.

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

- Staff worked diligently this summer to ensure a sanitized and clean facility for students and staff, supported new classrooms for new staffing, and performed maintenance on equipment, as needed.
- Answered questions regarding the roof repairs and warranty (for approval on this evening’s agenda).

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

- Chromebooks - Started Chromebook Distribution to students. Over 200 thus far.
- Summer Room Cleaning - Reconnecting rooms as they are summer cleaned by Maintenance. All complete.
- eSports - Registered CCTI into the North America Scholastic ESports Federation. Google Classroom set up for eSports.
- PowerSchool – August 5th roll over completed.
- New Student Accounts - New Student account creation completed for Domain and Google accounts.
- Website - Cleanup and updating in preparation for website refresh in process.
- Inventory - Working on new process of barcodes, barcode scanning and software inventory system.
- Computer Recycle program - Recycle of old equipment pickup completed on 8/18/2022.
- Continued support/training for all of CCTI.

G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor

Course Offerings Fall 2022

Air Conditioning Fundamentals	ServSafe® Exam
Heartsaver® First Aid and CPR/AED	Forklift
Nurse Aide	PA State Inspection Mechanic Certification
Pharmacy Technician	Auto Collision
Welding Technology	Introduction to Plumbing
Introduction to Precision Machining	GED Preparation Courses

Program descriptions, orientations, and start dates are available at www.carboncti.org/adult-education; schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- August 2 - Adult Education at Jim Thorpe Night Out
- August 3 – Meeting with Lifelong Learning Elect and Nurse-Family Partnership meeting
- August 3,17, 24, 31 – GED Orientation
- August 9, 16, 24, 31 – Nurse Aide Orientation
- August 10- Statewide GED Division of Adult Education Kick-off, Harrisburg
- August 15- St. Luke’s Rural Community Connection to Education & Workforce Pipeline
- August 17 – Pearson Vue Testing Center open
- August 23- CareerLink Operators’ Meeting
- August – Summer GED evening zoom and day classes offered

Welding Technology – starts September 15

The Carbon Career & Technical Institute will offer a 75-hour comprehensive Welding Program for all skill levels; Beginner through intermediate. Learn basic stick, oxyacetylene, MIG and TIG through classroom theory and hands-on training in cutting and welding steel and aluminum. Students will conclude the program by taking the American Welding Society certification.

Tuesday & Thursday 6:00 - 9:00 pm – 25 classes

Tuition Assistance may be provided for those who qualify through the county CareerLink students reside.

Alternative Education

Summer 2022 marking period is currently enrolling students for the credit recovery summer school program and alternative education.

Employment Opportunities

Carbon Career & Technical Institute is developing a pool of potential instructors for technical, business, and personal interest programs in the Adult Education Department. Please contact me if you have interest in teaching.

Ms. Kluck answered a question pertaining to recertification testing.

Items of Business

Personnel

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

Payment Approved

- A. to approve the payment of \$1,125.00 to Dave McAndrew, Jr., Panther Valley School District Superintendent, serving as Superintendent of Record to the Carbon Career & technical Institute from August 1, 2021 through July 31, 2022 per the established stipend.

Note: Mr. McAndrew attended nine (9) of the twelve (12) monthly meetings.

Appointment Approved

- B. to appoint Francine Kluck Adult Education Site Supervisor effective September 5, 2022 through September 4, 2023, as presented.

Note: There will be no deduction from the CCTI General Fund.

Title IX Coordinator, Section 504 Coordinator, and School Safety and Security Coordinator Appointed

- C. that Michelle Allen be appointed Title IX, Section 504 Coordinator, and the School Safety and Security Coordinator for the Carbon Career & Technical Institute for the 2022-2023 school year.

Substitutes Approved

- D. that the below listed individuals be approved to substitute for the 2022-2023 school year at the established rates, as follows:

- Kyle Ahner - Van/Bus Driver*, SHINE Driver*
- Tara Apgar - Teacher, Instructional Aide
- William (Greg) Arnold - Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
- Lynzi Binder - Instructional Aide
- Sarah Bonner - Custodial/Maintenance/Groundskeeper/Cleaner*
- Stephen Brili - Custodial/Maintenance/Groundskeeper/Cleaner*
- Paul Caputo - Administrative*
- James Curran - Instructional Aide, Custodial/Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
- Tucker Danish - Teacher, Instructional Aide
- Nicole DeVincenzo - Tutor, Van/Bus Driver*
- Robert Dodd - Administrative, Teacher
- Jeffrey Donadi - Tutor, SHINE Driver*
- Jane Farkas - Teacher, Science Tutor
- Joseph Farkas - Teacher
- Autumn Frey - School Nurse, Health/Medical, Chaperone
- Jennifer Gonzalez - Teacher, Chaperone, Van/Bus Driver*, SHINE Driver*
- Delmar Griggs - Teacher, Tutor, Part-Time Integrated Math Instructor
- John Gunsser - Tutor, Part-Time Integrated Math Instructor
- Anna Jaskiewicz - Teacher, Instructional Aide
- Margaret Kalogerakis - Teacher, Instructional Aide, Clerical*, Chaperone, Administrative*
- Sandra Kohutka - Clerical*, Van/Bus Driver*, SHINE Driver*
- Michael Lewis - Teacher
- Salvatore LoPresti - Instructional Aide, Chaperone, Custodial/Maintenance/ Groundskeeper/Cleaner*, Van/Bus Driver*, SHINE Driver*
- Catherine McDonald - Teacher, Tutor
- Eileen Mirchel - Teacher, Clerical*
- Vasiliki (Bess) Mitsakos - Tutor
- Jo Anne Mitzen - School Nurse
- Koreen Nalesnik - Administrative*, Teacher, Tutor
- Jeffry Nietz - Guidance Counselor*

(con't)

- Leszek Pankowski – Instructional Aide
- Heather Pasquariello – Teacher, Instructional Aide
- Robert Pathroff – Teacher, Instructional Aide
- Kenneth Reiter, Teacher, Instructional Aide
- Marie Rosahac – Teacher
- Elizabeth Schlecht – Instructional Aide, Chaperone, Van/Bus Driver*
- Eric Schlecht – Custodial/Maintenance/Groundskeeper/Cleaner*
- William Shirar – Teacher, Instructional Aide
- Abby Smith - Teacher, Instructional Aide
- Susan Stermer – School Nurse
- Dennis Vavra – Instructional Aide, Tutor, PT Integrated Reading Instructor
- Geri Vavra – Clerical*
- Jessica Wiese – Teacher, Instructional Aide
- Douglas Witt – Custodial/Maintenance/Groundskeeper/Cleaner*
- Sherry Yorgey – Instructional Aide

Note: * Appointment through August 2023.

Digital Marketing and Business Fundamentals Instructor Appointed

- E. to appoint Carly Rinda Digital Marketing and Business Fundamentals Instructor, effective August 22, 2022 at a step 4 C&T/I II MASTER/M. EQU*, salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: *Per Appendix A – Salary Schedule Notes of the current CCTI EA Agreement.

School-Wide Co-Curricular Activities and Student Club/Organization Advisors Approved

- F. to approve the following individual as School-Wide Co-Curricular Activities and Student Club/Organization Advisors, as needed at the established rates for the 2022-2023 school year:

DECA Advisor – Carly Rinda

Additional Days Approved

- G. that the following individual be employed for up to ten (10) additional days at the individual’s per diem rate, prior to August 20, 2022:

Carly Rinda, Digital Marketing and Business Fundamentals Instructor

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

Teacher Mentor Approved

H. to appoint the following individual as Teacher Mentor for the 2022-2023 school year at the approved stipend of \$1,000:

Scott Bartholomew (Carly Rinda, Digital Marketing and Business Fundamentals Instructor)

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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Instructional Aide Appointed

I. MOTION by Mr. Paules, SECONDED by Mr. Connors to appoint Laura Foeller as an Instructional Aide at a Step 1 salary per the current CCTI ESPA Employment Agreement.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Instructional Aide Mentor Appointed

J. MOTION by Mr. Paules, SECONDED by Mr. Connors to appoint the following individual an Instructional Aide Mentor for the 2022-2023 school year at the approved stipend of \$500:

Sandi Kohutka (Laura Foeller, Instructional Aide)

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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Additional Days Approved

K. MOTION by Mr. Paules, SECONDED by Mr. Connors that the following individual be employed for up to two (2) additional days at the individual’s per diem rate, prior to August 20, 2022:

Laura Foeller, Instructional Aide

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

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

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

Threat Assessment Team Approved

L. to approve the following Threat Assessment Team for the 2022-2023 school year to conform with Pennsylvania Public School Code Article XIII-E:

- Brent Borzak, Administrative Director
- Michelle Allen, Principal
- Christine Trovato, Facilitator of Special Education
- Ken Walters, Supervisor of Buildings and Grounds
- Rebecca Schaeffer, School Nurse
- Eugene Colosimo, Guidance Counselor
- Jeffrey Nietz, Guidance Assistant
- Henry Woods, School Police/Resource Officer

Letter of Resignation Accepted

M. to accept the letter of resignation received from Nicole DeVincenzo, Instructional Aide, effective August 16, 2022.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

NONE

Budget & Finance

Transportation Contracts Approved

- A. MOTION by Mr. Foeller, SECONDED by Mr. Paules that Transportation Contracts be approved with the following Contractors for 2022-2023, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2022-2023 - \$52.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District)
2022-2023 - \$92.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District - Mid-Day Run)
2022-2023 - \$91.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2022-2023 - \$227.00/day per bus

Panther Valley School District (1 Panther Way, Lansford)
2022-2023 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)
2022-2023 - \$140.00/day per bus

Note: No rate increase from 2021-2022.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Buildings & Grounds

Warranty Purchase and Extension Approved

- A. MOTION by Mr. Paules, SECONDED by Mr. Strubinger to approve the purchase of a 5 year roof warranty extension through Weatherproofing Technologies, Inc. at a cost of \$97,957.97.

Note: Cost includes associated repairs of which are required, prior to receiving the warranty extension.

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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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

Conference Attendance Approved

- A. that Michele Klock, Cooperative Education/School Improvement Coordinator attend the 2022 PACTA (Pennsylvania Association of Career & Technical Administrators) Cooperative Education Conference, October 13 & 14, 2022 at the Penn Stater Hotel & Conference Center, State College, PA at a total cost not to exceed \$550.00 to cover registration, lodging, mileage, and meals.

Request for Purchase Approved

- B. that the CCTI Joint Operating Committee approve the request for purchases related to security planning and the purchase of security-related technology. If applying for items under PA.Stat. §13-1306-B(j)(12) - 'Category 12'. It is understood that the purchase of such items is based on safety needs identified by the board and administration.

Revised Health & Safety Plan Approved

- C. to approve CCTI's revised Health & Safety Plan, as presented.

Grant Submission Approved

- D. to approve the submission of the PA Commission on Crime and Delinquency (PACCD) School Mental Health and Safety & Security Grant.

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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Paules SECONDED by Mr. Connors to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$571.15.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Administrative Reports

- A. MOTION by Mr. Paules, 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

- A. MOTION by Mr. Foeller SECONDED by Mr. Paules to acknowledge receipt of the conference report submitted by Stephen Nesler, Auto Collision Repair Instructor, after attending the Beginner Training Workshop at Wrap Envy Academy, Syosset, NY June 27 & 28, 2022.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Next Regularly Scheduled Meeting:

Thursday – September 15, 2022

Adjournment

Mr. Paules moved, seconded by Mr. Connors, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:29 PM.

Christina A. Graver
Joint Operating Committee Secretary