

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**September 15, 2022**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - September 15, 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 6:28 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"/>
VACANT, Vice-Chairman	<input type="checkbox"/>	<input checked="" 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"/>
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"/> (Virtual)	<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. Robert Presley, Superintendent of Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input checked="" type="checkbox"/> (Virtual)	<input type="checkbox"/>
Mrs. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:       Members of the Public: Mrs. Connie Hoffman, Owner/Baker, Wild and Free Bakery, Stephanie Little, Parent; CCTI Student: Ashley Little (PVSD), Culinary Arts Senior; CCTI Staff: Anthony (A.J.) Burke, Culinary Arts Instructor, Jacqueline Cole, English Teacher/CCTI EA Secretary, Maya Kowalczyk, English Teacher, 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. Paules, SECONDED by Ms. Houser to approve the inclusion of an Addendum to the September 15, 2022 Joint Operating Committee meeting agenda. Individual Addendum motions have been presented to and will be voted on by the Joint Operating Committee members in attendance, integrated among the agenda motions presented below.

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

Motion carried.

## Approval of Minutes

- A. MOTION by Mr. Foeller, SECONDED by Mr. Paules to approve the Minutes of the August 18, 2022 Regular Meeting.

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

Motion carried.

- B. MOTION by Ms. Houser, SECONDED by Mr. Foeller to approve the Minutes of the August 30, 2022 Special 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

As Quarter 1 is reaching its halfway point, CCTI has been a hive of activity. Lehigh Valley Health Network came and talked to the students about the importance of Mental Health and ways for students to take care of their Mental Health. District Attorney Greek presented to the students about cyberbullying. These were both great assemblies that were beneficial to the students and we would like to thank the presenters for coming to CCTI.

We would like to thank the technology department for the smooth roll out of technology to our students. Every student now has a school issued Chromebook that they are using throughout the day in their classes.

Technical Instructors are preparing and looking forward to their OAC Meetings which will be held next Thursday.

Advisors and instructors are working diligently toward the 1st annual Fall Festival which will be held October 22nd. We are looking forward to opening CCTI up to the community for this event.

As always, the EA is ready and available for collaboration.

## Approval of Payment of Bills

- A. MOTION by Mr. Foeller, SECONDED by Ms. Houser 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"/>
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 Treasurer's Reports (August 2022)

- A. MOTION by Mr. Paules, SECONDED by Mr. Foeller to approve the Treasurer's Report for August 2022 showing a final balance of \$5,718,960.56 in the General Fund, and \$64,817.56 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"/>
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. Borzak introduced the following for their individual monthly report starting with his own:

- A. Director's Report - Mr. Brent Borzak, Administrative Director
- Mr. Borzak shared activities that have taken place in the first few weeks of school:
    - CCTI Safety Week (Week of August 29, 2022)
      - Monday - Safety Drills (Fire, Lockdown)
      - Tuesday - ALICE Presentations & Drill
      - Wednesday - Aavidum & SADD Presentations
      - Thursday - Severe Weather Drill
      - Friday - Distracted Driving Simulator and LifeFlight Landing & Presentation
    - Mental Health Awareness Week (Week of September 6, 2022)
      - Helpful & Thankful Tuesday  
Wear green to represent a green light to ask for help and write a note of appreciation to a teacher, peer, or administrator.

- Wellness Wednesday  
Stay active – it helps us feel good and cheers us up.
  - Inside Out Thursday  
Just because someone looks OK on the outside, it may not reflect how they really feel inside.
  - Feel Good Friday  
Wear bright colors to brighten everyone's mood.
- iii. Today the Carbon Chamber & Economic Development Women in Business Committee collaborated with CCTI to host an event at the school featuring the Culinary Arts Department and the Cosmetology area. Guests networked while enjoying a specialty crafted lunch provided by the CCTI Culinary Arts students and then had a choice of service performed by the CCTI Cosmetology students in the school's salon. The event also included a tour of the building. The Graphic Arts department hand crafted mugs with a specially designed logo for all attendees while the Digital Marketing department gifted each attendee with a pink t-shirt designed and printed in-house.
- iv. On Tuesday, Instructors Jeff Hazelton, Carpentry and Kevin Kuehner, Precision Machine Technology accompanied by several CCTI students were present at a dedication at the Lehigh Valley Hospital – Carbon in memory of Dr. Surendra Shah. CCTI students presented the hospital with a student-built bench including an engraved placard in his memory.
- v. Upcoming project with Lansford Alive Committee. Drafting students will work on blueprints for work to be done at the Lansford Train Station.
- b. Maya Kowalczyk, English Teacher – AP Literature  
Mr. Borzak introduced Ms. Kowalczyk sharing that she is a new teacher at CCTI. She took on the AP English course and had seven (7) of her eleven (11) students pass the AP English exam. He shared that he is proud of her and this accomplishment.  
Ms. Kowalczyk spoke on the following items:
- Maya shared that she began teaching at CCTI last January. Previously she had taught in the Saucon Valley School District and several area alternative schools. She then started a number of small businesses in the area but felt she wanted to get back into teaching, again. Ms. Kowalczyk said she loves teaching English and loves being employed at CCTI. She has been teaching AP English at CCTI since last January and is proud of her students' accomplishments in the class and also on the AP Exam taken last May.
  - She then gave a brief explanation of how important it is to have this opportunity for students to earn college credits since many of our graduates do go on to postsecondary education after CCTI. Because the course is essentially college level, these students read more works of literature and complete more writing assignments than a regular senior English class. Last year, their hard work paid off in that seven (7) out of eleven (11) students (64% of the class) earned a passing score (of at least a 3 out of 5).

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

a. Chef Anthony (A.J.) Burke, Culinary Arts Instructor and student

Chef Burke thanked the Joint Operating Committee for approving his conference attendance this summer to the ACF (American Culinary Federation) National Convention in Las Vegas July 25-28, 2022. He spoke further on the conference sharing the following:

- 4-day conference
- Approximately 1700 chefs in attendance, most of which are culinary educators
- Action packed daily from 7:30 a.m. to 7:30-8:00 p.m.
- CHOW presentation based in Idaho – The future of culinary hospitality outreach and wellness
- United States Coast Guard Academy
  - Future presentations learned at convention
  - Set-up a future school visit
- Food photography seminar
- Future field trips and Zoom sessions
  - To include at least 6 major colleges
  - Highlighted by an all Asian school in Miami
- The LGBTQ+ Community in the Restaurant Business
  - A presentation from Chef Jo from Utah
- ATP Publishers – approved for a culinary math book online

Chef Burke then introduced one of his senior students, Ashley Little (Panther Valley SD) who shared the following about the start of the new school year:

- They discussed the opening of the restaurant such as when they would plan to open and how they planned to run it. They have decided to keep the buffet and will strive to have more public openings this year (dates of operation for the restaurant as well as open clinic days in Cosmetology may be found on the school website of [www.carboncti.org](http://www.carboncti.org) under the “Public” tab)
- Students were presented with a webinar including a Master Chef from the American Culinary Federation (ACF) who shared what certifications and qualifications it takes to become a Master Chef. She stated that several students are working toward earning a Junior ACF Membership.
- Ms. Houser (WASD Alternate JOC Member) and Mrs. Connell (PASD Alternate JOC Member) complimented the Culinary students on their apple crisp that was shared with the members. Each agreed this would make a wonderful fundraiser for the students.

b. PowerPoint Presentation – Alumni Spotlight

Mrs. Allen presented an Alumni Spotlight presentation through a PowerPoint highlighting Libby Smith, Gerald Ripkey, and Mathias Bortz:

- Libby Smith  
Class of 2018, Graphic Design  
Instructor: Mrs. Michele Klock

#### Success Story:

- Libby enrolled in Graphic Design because of her interest in art and photography.
- Through her training in the program, Libby built on her interests gaining technical skills and industry certifications in Adobe Creative Suite, DSLR photography, and more.
- She was a dedicated member of the Yearbook Committee contributing to several national award-winning CCTI yearbook editions.
- Libby also won individual design awards, including having her design selected as the logo for the Carbon, Schuylkill, Luzerne STEM Ecosystem.

#### Beyond CCTI:

- After graduation from CCTI, Libby enrolled in Kutztown University's Communication Design Program, graduating with a bachelor's degree in 2022.
- Libby interned at IDP Creative, designing for Berks County Living, Lehigh Valley Style, Susquehanna Style, and several Lehigh Valley businesses.

#### Current Employer:

- Libby is now a Design & Marketing Specialist for Servpro of Lehigh & Carbon Counties.
- Servpro is a national leader in the cleanup & restoration industry.
- Libby creates and designs content for Servpro's regional print campaigns and social media accounts.
- She is also an active member of the Carbon County Chamber of Commerce.

*"CCTI gave me an advantage in many of my college courses. I never struggled with any of my software foundation, photography, or typography classes, like some of my peers did, because I had already had a strong foundation from CCTI. It gave me a lot of confidence in my abilities that I was so well prepared for all these classes because of the training I received from Mrs. Klock and CCTI."*

- Gerald Ripkey

Class of 1999, Auto Service Technology

Instructor: Mr. Harold Resh

- Gerald was concerned about taking the PA State Inspection Adult Education Course & Exam
- He showed up to every class and successfully passed the exam

#### Success Story

- Gerald now owns his own business in Lehighton  
Ripkey's Garage

- Mathias Bortz  
Class of 2016, Auto Service Technology  
Instructor: Mr. Harold Resh
  - As a Co-op student, Mathias worked at an auto parts store in Palmerton
  - He was hired full-time after graduating CCTI
  - Mr. Resh and Mr. Rogers were always confident when Mathias assisted them at the parts store.

Success Story:

- New management and franchise took over. Mathias' work ethic was noticed and he was made the store manager of the Palmerton NAPA Auto Parts store.

c. Connie Hoffman (Constance "Connie" Palmer), CCTI Graduate, Owner Wild & Free Bakery, LLC

Mrs. Allen introduced Connie Hoffman a 2010 CCTI graduate (Salutatorian) who attended the Culinary Arts program from the Lehighon ASD.

- Connie stated that she attended under the direction of Mrs. Nadine Harbove. After graduating she attended The Restaurant School at Walnut Hill College in Philadelphia for pastry arts. Due to financial issues she was forced to discontinue. Following that she became an Assistant Manager in the Bakery department at Giant. She was a pastry chef at the Blakeslee Inn and held various other roles in the industry. She later went to Lehigh Carbon Community College for Hospitality and Resort Management where she earned an Associate's degree. She shared that they having an amazing program and their instructor, who works with Chef Burke is incredible. She then ended up in the insurance industry. After having her second child, and the COVID pandemic hitting she decided she wanted to get back into something that she loved – food. She began by doing small things from her home and found business picking up so made the decision to get into the business full time. She, along with her husband created Wild and Free Bakery. Original thoughts were to have a food truck but they were given an opportunity to have a spot at the Slatington Market. They are looking to launch as early as October should all go well. Currently they have a spot at the Lehighon Downtown Farmer's Market. She said that their business is growing at a very rapid pace after only being open for four months. She said she is excited to be back at CCTI. She was at the school earlier in the day for the Women in Business event and said that a lot has changed and she sees wonderful things happening at the school.

Mrs. Allen thanked Connie for attending this evening's meeting and sharing her success with the group. She shared how proud we are and wished her continued success.

Connie said that her husband and she would like to coordinate with the school to see about offering opportunities to students for cooperative education and/or shadowing opportunities. She looks forward to giving back to the community.

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- a. Mr. Deutsch gave a brief year-to-date preliminary financial status report for the year ending June 30, 2022.
  - b. Projecting no increase to the district school for the 2023-2024 school year. This will be the 10th year in a row with no increase.

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

The 2022-2023 school year is off to a smooth start. Staff returned on Aug. 22<sup>nd</sup>, and partook in a wide range of in-service presentations. All members of CCTI's Special Education Department delivered presentations such as: *Inclusion and Supporting Students in Inclusive Classrooms*; *Comparing IEPs and 504 Service Plans*; *Different Disability Characteristics & Strategies to Support Students*; and *Effective Reading Comprehension Instructional Strategies*.

Other presentations pertaining to supporting students with and without special needs include, an ELL presentation on *Supporting ELLs in the Classroom*, by Mrs. Jacquelyn Cole; and Mr. Jeffrey Zimmerman and Andy Kuhl, Regional Coordinators for Homeless, Foster and Unaccompanied Youth, presented on *Foster, Homeless and Transitional Families in Your School*.

Students returned on August 24<sup>th</sup>. Teachers of those with an IEP or 504 Service Plan, have received the accommodation documents from Special Education Case Managers. Additional supports for students include, the assignment of instructional support staff and co-teachers, as required or recommended, based on their needs.

Within the next few weeks, After School Help will be available, and tutoring will be scheduled during the day to support students who display needs in their technical programs. As quarter 1 progresses, Transition team members will identify and meet with students who display needs such as, difficulty completing assignments and frequent absences/tardies. The Student Assistance Program will be serving as a support intervention to remove the barriers of learning, by assisting in the identification of issues including alcohol, tobacco, vaping, drug use, and mental health issues which pose as a barrier to a student's success.

Mr. Borzak complimented Mrs. Trovato as well as Mrs. Allen on an excellent job with professional development at the start of the school year. They were all meaningful activities, not just having presentations for presentations sake. He brought to light the fact that Mrs. Trovato scheduled a lot of in-house trainings – having members of our staff teaching other staff, capitalizing on the strengths of members of our staff to educate and assist members who may need more training in a certain area, understanding that every individual has their own different strengths and weaknesses.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- Was in contact with vendor and even though the warranty expires in November, they have agreed to cover all of our roof issues between now and June when we have the roof redone.
  - Modular house project is up and running. Plans are approved. Windows and doors that were ordered last year (April/May) have finally arrived so students can continue that project.
  - The car wrap printer is scheduled for installation and training in the Graphic Design area on September 26. The company has sent us some car wrap material as samples to have during the training of Mr. Nesler, Auto Collision Repair Instructor and Mrs. Reinbold,

Graphic Design Instructor.

- During safety week, had an opportunity to exercise our equipment and uncovered that a detector had gone bad causing a communication issue. Will be doing a firmware upgrade after hours in November and then over the winter holiday will change to “contact ID” where our monitoring company will see specifically which device is “talking” to them instead of getting a code, only.
- Will be presenting a proposal to the JOC for a fire panel work station upgrade.
- ALICE training is vital for the school. Approving the motion on tonight’s agenda to allow Henry Woods, School Police Officer to go to training program to become a certified ALICE instructor would allow us to become an ALICE certified school.
- Shared that although Chef Burke mentioned we had never had the Coast Guard here at CCTI, he was incorrect as School Police Officer Henry Woods is a Coast Guard Veteran and thanked him for his service.

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

- Chromebooks - Chromebooks distributed to every student to put CCTI at 1 to 1. Complemented JamiLynn McFarland-Johannsen and Jeffry Nietz for their assistance in rolling this initiative out smoothly and affectively.
- eSports - Sign-ups and practice has begun. In communications with CLIU21 for Rocket League competitions. Will be registering a Varsity and JV team to compete. Set up a computer lab of 12 computers on-site at CCTI.
- PowerSchool – Special Education Trainings for Special Services for staff.
- DRC – Started the process of setting up sessions for CDT (Classroom Diagnostic Tool). Updated content server.
- Website - Cleanup and updating in prep for website refresh in process.
- GED - Updated on-site content relay server.
- Continued technology support/service - For all of CCTI.

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

**Course Offerings Fall 2022**

Air Conditioning Fundamentals

Heartsaver® First Aid and

CPR/AED

Nurse Aide

Pharmacy Technician

Welding Technology

Introduction to Precision Machining

ServSafe® Exam

Forklift

PA State Inspection Mechanic Certification

Auto Collision

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); schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

**Outreach and Program Development Report**

- August 30 – Fall evening GED Class started at CCTI
- September 1 – GED orientation (every Wednesday)
- September 13 – Fall day GED Class started at CCTI
- September 13 – GED CCTI Staff Program Improvement Team meeting  
Lehigh Carbon Community College

- September 14, 21, 28 - Nurse Aide Orientation
- September 14 - GED Pearson Vue testing
- September 26 - Nurse Aide class offered
- September 27 - PennDot Safety Inspection Mechanic class offered
- September 29 - Welding Class offered

### **Grant Report - GED Classes**

- GED grant 2022-2023 approved. CCTI is a LCCC subcontractor through the PA Department of Education Federal Literacy Grant to provide adult education and high school equivalency instruction to 64 individuals for 2022/2023.
- CCTI will offer GED courses at the Carbon County Correctional Facility starting in September. Instruction for five hours per week; total of 65-hours for fall 2022 and 65-hours for spring 2023. CCTI will provide student services to reduce barriers and assist with the transition for successful program completion.
- GED orientations scheduled weekly for fall class starts.
- Adult Education receives funding through the Jim Thorpe Rotary to support the GED program with student scholarships for GED testing. Students must be in good standing with attendance, attend 40-hours of training, and successfully score on the practice test to receive the funding.
- Classes held during the day and evening at CCTI and zoom; three sections available.

### **Alternative Education | Credit Recovery**

The CCTI Alternative High School Diploma Program offers a chance for individuals to earn a high school diploma at a self-guided pace; morning and/or evening sessions in the modular building. Students graduate when they have met the requirements. Students also complete 9 credits of co-op.

The CCTI Credit Recovery Program gives high school students who have failed a class the opportunity to redo coursework or retake a course through alternate means – and thereby avoid failure and earn academic credit. With an open rolling enrollment, credit recovery in most cases start in CCTI's summer-school programs, but students can enroll throughout the year. This gives Carbon County high school students the ability to recover credit from courses they have failed during the regular school year.

- Currently accepting applications for alternative education and credit recovery. Contact Adult Education if any High School Guidance Counselors, Principals, or students who are interested or have a referral.
- Summer 2022 marking period concluding September 21st. Students are actively enrolled in the credit recovery – summer school program. Alternative education has additional students attending. Fall marking period begins October 4th.

### **GED Administration - Pearson Testing Center**

- CCTI offers GED testing monthly in our testing center lab – the second Wednesday of the month.

## **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. OAC members interested in teaching adult evening classes, please contact Francine Kluck.

Mr. Borzak introduced and welcomed Mr. Robert Presley, Jim Thorpe Area School District Superintendent and current Superintendent of Record for CCTI.

### **H. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent**

- Thanked everyone for warm welcome and expressed his excitement to begin this part of his career at Jim Thorpe and in Carbon County.
- He shared that he comes into the position with 24 years of experience, 13 as a high school principal and 10 as a teacher.
- He said that through the years he has worked in three different school districts which supported three different career and technical centers and from what he has seen so far, he feels that CCTI is well beyond anything he's ever seen. He offered congratulations and said that what he's seen so far is very impressive.
- He stated that at the high school at which he worked formerly, they also had eSports and has seen students earn college scholarships through the program. He is glad to see this program starting at CCTI.
- Hats off to everyone – very impressed with what he has seen so far.

## **Items of Business**

### ***Personnel***

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

### **Extra Help Instructors Appointed**

- A. to appoint the following individuals as Extra Help Instructors in conjunction with the after school program at \$25 per hour on an as-needed/scheduled basis:

Steve Anderson	Diane Hyjurick	Harold Resh
Jean Bales	Michele Klock	Carly Rinda
Scott Bartholomew	Sandi Kohutka	John Rogers
Thomas Bartholomew	Maya Kowalczyk	Angela Sablich
Wendi Bartholomew	Kevin Kuehner	Mary Jo Sadusky
Michael Baumgardt	Tammy Marshall	Rebecca Schaeffer
Marie Bieling	Mackenzie McVicker	Brandi Schmoyer
Kenneth Bond	Stephen Nesler	William Sorokin
Anthony (A.J.) Burke	Kathleen O'Donnell*	Kevin Sowa
Heather Cassidy	Walter O'Donnell	Richard Stettler
Jacqueline Cole	Jeremy Pease	Phillip Strubinger

(con't)

Eugene Colosimo	Holly Pshar	Michele Troutman
Anna Leigh Conway	Justin Pshar	Julian Valentini
Laura Foeller	Ashleigh Rehrig	Kevin Wagner
Michael Gower	Maritza Reinbold	Michael Wildoner
Jeffrey Hazelton	Hal C. Resh	

Note: \*Effective with her start date.

### **Homebound Instructors Approved**

- B. to approve the following homebound instructors on an as needed basis, at the approved hourly rate:

Anna Leigh Conway  
Mackenzie McVicker

### **Substitute Approved**

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

- Marlon Kohan – Teacher, Instructional Aide, Tutor, Part-time Integrated Math Instructor

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

Motions carried.

### ***Education***

#### **Field Trip/Fundraiser Approved**

- A. MOTION by Mr. Paules, SECONDED by Ms. Houser that Rebecca Schaeffer, SADD/ Aevidum Advisor, Jacqueline Cole, Student Council Advisor, Kevin Kuehner, SkillsUSA Advisor, Carly Rinda, DECA Advisor, and Nate Rinda, eSports Advisor, chaperone 8-9 CCTI students on a field trip to Coca-Cola Park, Allentown, PA September 24, 2022 to volunteer services at the concession stand as a fundraiser for student organizations.

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

Motion carried.

### ***Budget & Finance***

NONE

## ***Buildings & Grounds***

NONE

## ***Administrative***

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

### **Training Attendance Approved**

- A. that Henry Woods, School Police Officer attend the ALICE Instructor Certification Training, October 25 & 26, 2022 at the ALICE Navigate 360 Administrative Building, Coatesville, PA at a total cost not to exceed \$1,100 to cover registration, lodging, mileage, and meals.

### **Grievance Denied**

- B. to deny grievance #EA2022-2023-1.

### **Memorandum of Understanding Approved**

- C. to approve the Memorandum of Understanding (MOU) between the CCTI Administration and the CCTI Educational Support Personnel Association dated September 9, 2022, 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. Foster - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Paules SECONDED by Mr. Foeller to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$572.08.

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

Motion carried.

## **Administrative Reports**

A. MOTION by Mr. Paules, SECONDED by Mr. Foeller to accept Administrative Reports from the following:

- a. Mrs. Christine Trovato, Facilitator of Special Education
- b. 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**

NONE

**Next Regularly Scheduled Meeting:**

**Thursday – October 20, 2022**

## **Adjournment**

Ms. Houser moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:32 PM.

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Christina A. Graver  
Joint Operating Committee Secretary