

Carbon Career & Technical Institute

Joint Operating Committee Minutes

Regular Meeting October 20, 2022

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - October 20, 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 6:28 PM with the Secretary being present, virtually.

| | 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"/> |
| Mrs. Renee DeMelfi, Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mr. Thomas Connors, Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mr. Brent Borzak, Administrative Director | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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 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. Robert Presley, Superintendent of Record | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Attorney Robert T. Yurchak, Solicitor | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mrs. Christina A. Graver, Secretary | <input checked="" type="checkbox"/> (Virtually) | <input type="checkbox"/> |

Others present: CCTI Students: Tyler Bechtold, Drafting & Design Technology Senior (Palmerton ASD), Dominic Collins, Drafting & Design Technology Junior (Weatherly ASD), Craig Conville, Drafting & Design Technology Senior (Panther Valley SD), Valerie Kruslicky, Graphic Design Junior (Panther Valley SD), Anthony Muniz, Drafting & Design Technology Junior (Panther Valley SD), Brody Owens, Graphic Design Senior (Panther Valley SD), Makayla Scott, Precision Machine Technology Sophomore (Lehighon ASD), Megan Yarmosh, Precision Machine Technology Sophomore (Lehighon ASD); Members of the Public: Maureen Collins, parent, Beth Conville, parent, Christopher Conville, parent, Katya Fitzpatrick, parent Anne Scott, parent; CCTI Staff: Anthony (A.J.) Burke, Culinary Arts Instructor, Jacqueline Cole, English Teacher/CCTI EA Secretary, Maya Kowalcyk, 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. Glaush, SECONDED by Mr. Connors to approve the inclusion of an Addendum to the October 20, 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Letter of Appointment

A. MOTION by Mr. Glaush, SECONDED by Mr. Connors to acknowledge receipt of the Letter of Appointment appointing Mrs. Renee DeMelfi as a Carbon Career & Technical Institute Joint Operating Committee Member, filling the unexpired term of Mr. William Mansberry through December 2023.

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

Motion carried.

Election of Vice-Chairman

Mr. Strubinger nominates Mrs. Renee DeMelfi for Vice-Chairman, SECONDED by Mr. Paules.

MOTION by Mr. Glaush to close the nominations for and appoint Mrs. Renee DeMelfi as Vice-Chairman. SECONDED by Mr. Strubinger.

| 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"/> |
| Mrs. DeMelfi - Panther Valley | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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.

(The Secretary casts the ballot electing Mrs. Renee DeMelfi as Vice-Chairman.)

Approval of Minutes

A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Paules to approve the Minutes of the September 15, 2022 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

- Anna Leigh Conway
 - President of the CCTI Educational Association as well as the President of the Carbon County Education Association.
 - Teach science at CCTI as well as coordinate the Envirothon team.
 - Thanked the JOC and the administration for the continued support of Field Biology course, which allows students to have hands-on opportunities around our community.
 - Last spring, we competed in the Carbon County Envirothon competition at the Carbon County Environmental Education Center. Had a second place finish with one of our senior teams.
 - Thanked the JOC for supporting annual field trip to the Tannersville cranberry bog. Today 30 seniors went to do field research at a Nature Conservancy Owned property. The bog is a historically preserved wetland habitat, where you can find organisms similar to those found in Canada. Mr. Nate Rinda, Director of Technology flies our school drone over the bog. We provide those photos and videos to the conservation district for research purposes. Students complete water tests, soil tests, and have the ability to observe dozens of species of plants and animals in this habitat.
 - January will be receiving 200-500 trout eggs that we will raise and monitor water quality until their release in the spring. The course is unique, as we explore forestry, aquatics, wildlife and soil as it pertains to Pennsylvania. It lends itself for many collaborative opportunities with our technical areas as well.
 - Reporting back from our association and leadership... thanked the administrative team for their communication with the association leadership. Monthly discussions have continued to be productive. Cannot stress enough how much we appreciate the efforts being made to include staff. As we move forward, we hope that administration will continue to see the value in including all stakeholders in the decision making process.
 - Highlight a staff member this month who is making a huge difference in the lives of students at CCTI. Mr. Eugene Colosimo has been working sun up to sun down most days to keep enrollment high and meeting our students' guidance needs. Gene has seamlessly transitioned many students to higher education and careers. He has a diverse background in school counseling and never hesitates to meet with students. I am proud to work with Gene and am thankful for all he does for students and staff at CCTI.
 - Thanked the Administration, IT staff, custodial staff, JOC members and all the people who have been working hard to make sure CCTI is providing the best possible educational experience to our students.

Approval of Payment of Bills

- A. MOTION by Mr. Glaush, SECONDED by Mr. Paules 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"/> |
| Mrs. DeMelfi - Panther Valley | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Connors - Weatherly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Strubinger - Jim Thorpe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Motion carried.

Approval of Treasurer’s Reports (September 2022)

- A. MOTION by Mr. Paules, SECONDED by Mr. Connors to approve the Treasurer’s Report for September 2022 showing a final balance of \$5,842,963.97 in the General Fund, and \$66,001.17 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"/> |
| Mrs. DeMelfi - Panther Valley | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Connors - Weatherly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Strubinger - Jim Thorpe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Motion carried.

Administrative Reports

Mr. Borzak introduced the following for their individual monthly report starting with his own:

- A. Director’s Report – Mr. Brent Borzak, Administrative Director
 Mr. Borzak welcomed Mrs. DeMelfi. He shared that her daughter attends CCTI and that she is not only super to work with but also a great supporter of CCTI. He complimented Mrs. Conway on her Environmental Science program and the impact it has on the students and our community as well as of course, the local environment. He then went on to introduce the following presenters:

- a. Jeremy Pease, Drafting Design and Technology Instructor with Drafting Design and Technology students:

Craig Conville (Panther Valley SD Senior)
 Tyler Bechtold (Palmerton ASD Senior)
 Dominic Collins (Weatherly ASD Junior)
 Anthony Muniz (Panther Valley SD Junior)

Students shared information regarding the following projects:

- i. Lansford Train Station Project
 The Lansford borough has bought a historical train station, previously owned by Kenny Hill, with the intention of turning it into a tourism/recreation center. They reached out to us and asked us to make concept sketches and renders for what this space could become. Our project leader, Nicole Corino, organized for each of us to work on a different part of the project, making a 3D render in Autodesk Revit, hand sketched concepts of a garden area, and a rudimentary floorplan to show what different rooms in the building could be used for, including a restaurant, axe throwing, museum rooms, a vendor space, and outdoor seating. The students involved in this project are Nicole Corino (JTASD Drafting Design and Technology Senior), Anthony Muniz, Craig Conville, Tyler Bechtold, and Maxim Simbarskiy (LASD Drafting Design and Technology Junior). Anthony shared that he is excited about the project as he is from Lansford. He sees this as a great opportunity as a student, but also to the community in the near future.

ii. Donerds Donuts Project

Late into the previous school year, Mr. Pease was contacted by Andy Underwood, owner of Donerds Donuts in downtown Jim Thorpe. He explained that he has a balsa wood marble track attached to his wall, and due to the conditions of the shop it had started to warp and no longer work properly. He asked, and we agreed, if we could take it and replace it with 3D printed parts. The project leader, Craig Conville, has distributed the pieces between himself and the other two participating students, Anthony Muniz, and Tyler Bechtold, and they are currently in the process of modeling the pieces in Autodesk Fusion360, where the entire assembly will be made and animated in the program before starting to 3D print each piece to be brought back and assembled at the donut shop.

iii. Synergis Fusion360 Competition

Three students (Dominic Collins, Anthony Muniz, and Craig Conville) have enrolled in an online competition for Synergis University. The competition involves the use of Fusion360, where the students are tasked to make an attachment "weapon" for a stock battle-bot model supplied to them. The students conceptualized, modeled, and animated a raising platform with a motorized spike that thrusts forward, and have submitted their design to the competition. Winners of the competition get the opportunity to attend a Synergis University showcase in Bethlehem

b. Rebecca Schaeffer, School Nurse/Aevidum/SADD Advisor

i. SADD and Aevidum Advisor – she explained the definition of Aevidum means ("I've got your back") and how the organization began.

ii. Iron Pigs Fundraiser – September 24

- Rebecca Schaeffer (DSADD/Aevidum Advisor)
- Jacqui Cole (Student Council Advisor)
- Nate Rinda (eSports Advisor)
- Carly Rinda (DECA Advisor)
- Scott Bartholomew (DECA Assistant Advisor)
- 9 student
- We made \$714.00 which is \$178.50 for each organization

iii. Pink Out – October 14

- Color Run
- Teacher Gauntlet
- Pink Out - T-shirts - Mrs. Conway
- Face Painting - Mrs. Reinbold
- Pink Hair Accessories - Mrs. Marshall
- All proceeds will be added together and one lump sum given to the American Cancer Society at the Telethon in April (\$600.00)

- iv. Faces of Aevidium Campaign
 - All willing SADD/Aevidium students will have a picture of them on our bulletin board and in the cafeteria for students who need someone to talk to or need a friend. They will be able to recognize them and go to them for comfort. Aevidium's mission is to make sure that all students feel accepted, appreciated, acknowledged and cared for.
- v. Youth Mental Health Summit – November 2
 - Will be taking 8 upper classman to ArtsQuest in Bethlehem for a day of advocacy, creativity and connection with other students from Lehigh Valley.
- vi. Food Collection for Thanksgiving with Student Council
 - Give food to local pantries and help some of our students who may be in need.
- vii. Treats at Christmas

Thanked the JOC for their continued support of our students and organizations. It truly feels like this year we are back to a normal school year. Covid took a lot from us, and out of us. It was a trying time for everyone. We were in a constant state of change from days of isolating and quarantining to testing and vaccines. I had the Department of Health on speed dial. But we pushed through and we will be here to support our students and staff in the aftermath. I do want to acknowledge the frontline workers who sacrificed so much during covid. My daughter an ER nurse, being one of them.

- c. Kevin Kuehner, Precision Machine Technology Instructor with Precision Machine Technology students:

Makayla Scott (Lehighon ASD Sophomore)
Megan Yarmosh (Lehighon ASD Sophomore)

- i. Non-Traditional Students
 - Mr. Kuehner shared that he currently has four (4) non-traditional students. He said over the years he has had SkillsUSA winners at the District, State, and National level. He said that these four students have all of the potential of being top performers, as well
 - Students created a set of brass dice for each JOC member
 - Makayla spoke on her experience thus far in the class, sharing that her math skills are being utilized in the trade.
 - She gave an explanation on the process she utilized to create a special set of dice utilizing two different metals
 - Mr. Kuehner shared a sample of the trophies that were created by his students out of scrap metal. They were given full creative allowances and utilized the welder in the ACR lab. The trophies will be awarded at the Fall Festival's Car Show.

- d. Maritza Reinbold, Graphic Design Instructor with Graphic Design students:
Brody Owens (Panther Valley SD Senior)
Valerie Kruslicky (Panther Valley SD Junior)

i. Art Show

- Mrs. Reinbold thanked the JOC for approving the many different events as well as the Graphic Design field trip to Longwood Gardens. These provide her students additional avenues to learn and explore the trade.
- She spoke about her 9th and 10th grade students' paintings with the provided theme of "Into the Light." Many of the paintings were sold. They also created colored gems with colored pencils. The 11th & 12th graders worked for approximately a month on their projects. They were asked to brand something. The task included choosing an audience, pricing, creating labels, and packaging, etc.
- She said she spoke to many families of students who wish to come to the graphic design class in the future. Some of them were from the summer camp
- Valerie shared photographs of her crocheted items which she branded and then was able to sell at the Art Show
- Brody explained that he branded soda last year and this year decided to do a clothing line. He brought samples of a shirt, a bag, and a pair of sweatpants with his audience being upper to middle class. He thanked Mrs. Reinbold for her teaching allowing him to progress from last year to this year and stated that he is very excited for the future.
- Mrs. DeMelfi shared that she attended the Art Show and that the photographs shared this evening of the projects did not do them justice. She said the products produced by the students were quite impressive.
- Mrs. Reinbold added that her students will have sublimated Christmas and Patriotic wooden signs, sublimated cups, paintings, and Christmas ornaments at the upcoming Fall Festival.

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

a. PowerPoint Presentation – Classroom Highlights

i. Cosmetology – Mrs. Tammy Marshall

- Salon opened to the public on September 9.
- Participated in A Taste of Culinary Arts & Cosmetology Services at CCTI (Presented by Carbon Chamber of Economic Development Council WIB) on September 15 by providing salon services.

ii. Graphic Design – Mrs. Maritza Reinbold

- TechTalk Podcast pilot was released September 19
- Students sublimated 21 mugs and decorated gift bags for CCTI guests
- Students practiced photography skills during field trip to Longwood Gardens
- Presented acrylic paintings, branding projects, colored pencil gems, and Longwood Gardens photography at the recent CCTI Open House/ Art Show

iii. Drafting and Design Technology – Mr. Jeremy Pease

- Lansford Train Station Project
- Synergis Competition
- Donerds Donuts Project

iv. Electrical Distribution and Automation – Mr. Michael Gower

- Field trip to Cooper Electric in Hazleton, PA
- Presentation by Klein Tools at CCTI

C. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
Mr. Deutsch gave a brief year-to-date preliminary financial status report for the year ending 6/30/2022:

- Update on the 2021-2022 school year audit.
- Update on the 2021-2022 PDE Annual Financial Report.
- Update on the 2023-2024 school year Budget.

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

Special Population numbers are as follows: students with IEPs= 96, students with 504 Service Plans= 19; Special Health/Medical Plans= 3; ELL students- 3; Unaccompanied Youth= 0; students with GIEPs=2

On September 30th, LCCC offered a conference for school professionals to provide information regarding their programs. Some highlights from this conference for college bound students: small class sizes, individualized attention, affordable tuition, diverse career preparation programs, financial aid & scholarship opportunities, flexible learning options (online, hybrid, in-person), degree/certificate/diploma programs, 60+ university transfer agreements. LCCC also offers dual enrollment, an early college program, and trades courses such as Aviation, IT, manufacturing and trades, Health Care, Science and Engineering. Student services include Disability Services, clubs/organizations, Honors Scholars Program, athletic facilities and Wellness Program, counseling, new student orientation, and a Career Development Center. An example of their tuition - A full time student from a sponsoring district’s tuition cost be approximately \$2,550/semester. Students with disabilities have access to the *Disability Services Office*, and can receive supports as per their IEP or 504 Service Plan.

LCCC offers the SEED program for students with special needs (intellectual and physical disabilities). Instructors couple academic instruction with life skill concepts, with a focus on increasing students’ independence. Students are supported through the transition process and throughout their time in the program by a Transition Coach. Enrollment is completed through the Disabilities Office. The tuition costs depend on the level and amount of supports needed.

Regional Homeless Liaisons were invited to a networking conference titled, “*Paving the Way for Homelessness and Foster Students*”. Speakers providing motivational speeches, tips to consider when working unaccompanied and foster youth, and updates to PA School code Act 55. Some considerations offered by one of the PDE representative/motivational speakers: get to know your students in order to respond to their needs; school professionals can help students by ensuring an inviting, positive school & classroom climate; engage students in equity efforts by seeking input regarding how school climate can become more positive; help students feel valued; refer unaccompanied and foster students to the SAP team to identify any barriers to their educational success. Act 55 student enrollment guidance amended Act 1 to include

unaccompanied and students in foster care who attended 2021-2022 school year, receive a diploma. If they were eligible to graduate, and did not, the student may request a diploma retroactive to the 2021-2022 school year.

After School Help is available to students who sign up, in advance, 2x/week. Tutoring will be scheduled during the day to support students who display needs in their technical programs, and if additional help is needed beyond after school help.

The Student Assistance team meets weekly to discuss students who have been referred by their teachers to remove the barriers of learning, by assisting in the identification of issues including mental health issues, dramatic change in grades, motivation, appearance, performance, and to identify barriers which are inhibiting a student's success.

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

- Was in contact with our roof vendor and they've agreed (weather dependent) to get some of the roof work completed over the Christmas break so we minimize impact to potential camps next summer.
- Fire panel work station update is in the engineering phase of development. Budget number is 30K and is in capital.
- Welding students are staged or have begun to work with maintenance on several live projects.
 - Salt Damage Garage door frame repair
 - Utility Trailer repair for SHINE team
 - Welding booth Project stands
- Precision machine students are staged or have begun to work with maintenance on several live projects.
 - Flag pole rope stop
 - Door Closure hold
- ACR and AST students are staged or have begun to work with maintenance on several live projects.
 - 1949 Jeep restoration
 - ACR Sandblasting and painting accessories
 - AST is cleaning and preparing the engine for rebuild
- Carpentry students are staged or have begun to work with maintenance on several live projects.
 - Modular house project is progressing students are currently working on roof joists.
 - Replacing/pointing brick on back of building due to salt damage
- Graphic design students are staged or have begun to work with maintenance on several live projects.
 - The car wrap printer arrived and is up and running Graphic Design students are Creating signage for multiple events including recruitment posters for the districts
- Welding plasma cutter has arrived and is in the process of being installed
- Supplemental equipment grant applied for and waiting to hear back on welders and automotive frame straightener machine
- Waiting on grant information/approval to upgrade our two way radio communications system and video camera
- Received some preliminary numbers for electricity we'll purchase from June 2023 forward and are looking at a 35% increase which isn't terrible in a market that is seeing pricing

double.

- F. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks - Chromebooks service and internal repairs.
 - eSports - Competition has begun. CCTI has a Varsity and JV team already in local school competitions through a collaboration with local IU's. The platform for competition is through the Eastern Pennsylvania Scholastic Esports League (EPSEL). Showcased eSports room at open-house. Currently at 20 student members to the club.
 - PowerSchool – Special Education - Trainings for Special Services for staff.
 - DRC – CDT (Classroom Diagnostic Tool) 1st round of testing is in process. Results obtained and electronically posted for teacher review upon completion.
 - Keystones - Preparation for Winter Session.
 - Website – Clean-up and updating in preparation for website refresh in process.
 - GED - Updated OS with on-site content relay server.
 - Graphic Design - Assisted with install and received training on the new Laminator and Vinyl printer/cutter.
 - CEET - Preparation for computer lab replacement.
 - Drafting - Preparation for computer lab replacement
 - AST and others - Just completed setup of a mobile driving simulation station to demonstrate with the classes. This setup is also VR ready.
 - 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; schedule available. Follow our happenings on Facebook [@cctiadulted](https://www.facebook.com/cctiadulted) or [Carbon Career and Technical Institute – Adult Education](https://www.facebook.com/CarbonCareerandTechnicalInstitute-AdultEducation).

Outreach and Program Development Report

- September 24 – Outreach at the Lansford Fall Festival
- September 27- Welding class started
- September 29 – Outreach St Luke's State of the Community 2022 Community Health Needs Assessment findings meeting
- October 1 – GED orientation (every Wednesday modular building)
- October 3- Nurse Aide Orientation
- October 4 – Nurse Aide Orientation
- October 5 – Nurse Aide Orientation
- October 6- Collaboration with Pocono WIB on grant opportunities
- October 11 – GED orientation held at the Lansford Townhouses
- October 11 – GED CCTI Staff Program Improvement Team meeting Lehigh Carbon Community College

- October 12 - CCTI open house
- October 13 - Nurse Aide Orientation
- October 18 - GED proctor re-certification- Pearson Vue
- October 18 and 20 - GED Orientation held at the Carbon County Correctional Facility
- October 24 - GED Class starts at the Carbon County Correctional Facility
- October 26 - GED Pearson Vue testing center open

Alternative Education | Credit Recovery

- 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.
- Fall 2022 marking period began October 4th. Students are actively enrolled in the credit recovery - summer school program. Alternative education has additional students attending.

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.

H. Superintendent of Record Report - Mr. Robert Presley, Jim Thorpe Area School District Superintendent

- Mr. Presley congratulated the students and faculty. He reminded the group that he has seen many schools over the years and CCTI by far is doing the most he's ever seen. He complimented the staff, the administration, and all involved at the school,
- He requested that Mr. Walters be in touch via e-mail regarding the updating of CCTI posters at his district and that he would be sure the information reached the proper individuals in his district.

Items of Business

Personnel

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

Teacher Mentor Reaffirmed

A. to reaffirm the following individual as Teacher Mentor at the established stipend of \$750.00, as indicated below:

Scott Bartholomew, Science Teacher (October 20, 2021 - October 19, 2022 for
Brandi Schmoyer, Health and Physical Education Teacher)

Homebound Instructor Approved

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

Delmar Griggs

Club Mentor Position Approved

- C. to approve the following Club Mentor position at a yearly stipend of \$1600 effective October 21, 2022:

CCTI Student Publishing Club (CSPC)

Club Mentor Appointed

- D. to appoint the following individual Club Mentor at the established rate, effective October 21, 2022 as indicated below:

CCTI Student Publishing Club (CSPC) - Maya Kowalcyk, English Teacher

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

Motions carried.

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

Adult Education GED Instructor Appointed

- E. to appoint Joseph L. Krushinsky, Jr. Adult Education GED Instructor at a rate of \$22.50/hour on an as needed basis through October 31, 2023.

Substitute Approved

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

- Tara Evans - Teacher, Instructional Aide

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

Motions carried.

Education

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

Field Trip Retroactively Approved

- A. to retroactively approve the following:
that Tom Bartholomew, Welding Instructor, chaperone 8 CCTI welding students on a field trip to the Pennsylvania College of Technology, Williamsport, PA October 13, 2022 to attend the PA Build My Future Construction Career Day and Industry Showcase.

Field Trip Retroactively Approved

- B. to retroactively approve the following:
that Tammy Marshall, Cosmetology Instructor, Heather Cassidy, Cosmetology Instructional Aide, Mary Jo Sadusky, Health Medical Instructor, Holly Pshar, Health Medical Instructional Aide, and Chris Graver, Administrative Assistant/JOC Secretary chaperone 43 CCTI Cosmetology and Health Medical students on a field trip to the Mütter Museum, Philadelphia, PA October 19, 2022.

Field Trip/Conference Request Approval Authority Granted

- C. to grant Brent Borzak, Administrative Director authority to approve field trip and conference requests requiring Joint Operating Committee approval when the event falls between regularly scheduled meetings. The field trip would be presented and retroactively approved by the Joint Operating Committee at the scheduled meeting immediately following the event.

Field Trip Approved

- D. that Brandi Schmoyer, Health & Physical Education Teacher and six (6) additional approved chaperones, chaperone 72 CCTI students on a field trip to Lincoln Financial Field, Philadelphia, PA November 8, 2022.

Field Trip Approved

- E. that Tom Bartholomew, Welding Instructor and Ken Bond, Welding Instructional Aide, chaperone 10 CCTI welding students on a field trip to the Welder Training & Testing Institute (WTTI), Allentown, PA November 11, 2022.

CTE Local Name Change Approved

- F. to change the local name of Management Information Systems, General, CIP Code 52.1201 (currently locally named Computer/ Electronics Engineering Technology) to Computer Information Technology effective at the close of the 2022-2023 school year.

Computer Purchase Approved

- G. to approve the purchase of twenty (20) HP 27" Curved Monitors and twenty (20) HP Pavilion Desktops for the Computer Information Technology (CEET) Program at a total cost of \$29,979.80 and twenty (20) HP 27" Curved Monitors, two (2) HP Omen 17.3" Laptops and twenty (20) HP Envy TE01-1150xt Desktops for the Drafting Design and Technology Program at a cost of \$46,418.04.

Note: Purchases have been recommended by the individual technical area Occupational Advisory Committee and will be made utilizing funds from the Capital Project Account.

Halloween Dance Approved

- H. to approve hosting a Halloween Dance, October 27, 2022. The dance will be held in the cafeteria of the school from 5:30 – 8:00 p.m. and will only be open to current CCTI students.

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"/> |
| Mrs. DeMelfi - Panther Valley | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Connors - Weatherly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Strubinger - Jim Thorpe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Motions carried.

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

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

Conference Attendance Approved

- A. that William Sorokin, HVAC Instructor and Walter O'Donnell, Carpentry Instructional Aide attend the Conference on Integrated Learning: The School-to-Career Connection Conference November 2-4, 2022 at the Penn Stater Conference Center Hotel, State College, PA at a total cost of approximately \$550 to cover registration, lodging, meals and mileage.

Conference Attendance Approved

- B. that Brent Borzak, Administrative Director 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.

Grant Submission Acknowledged

- C. to acknowledge the September 26, 2022 submission of the 2022-2023 Supplemental Equipment Grant.

Conference Attendance Approved

- D. that Michelle Allen, Principal attend the 2023 PDE Data Summit – Understanding Your Data; Uplifting Students, Classrooms and Schools, March 27 - 29, 2023 at the Hershey Lodge and Convention Center, Hershey, PA at a total cost not to exceed \$700.00 to cover registration, lodging, and mileage.

Revised Substitute Teacher Rates Approved

- E. to approve the following revised substitute teacher rates for the remainder of the 2022-2023 school year, effective November 21, 2022:

| | | |
|--|---------------------|-----------|
| | Day 1-15: | \$115/day |
| | Day 16+ Cumulative: | \$140/day |
| Day 16-89 Consecutive (Category B Short Term Sub): | | \$160/day |

Note: This action taken is one way to attract and retain employees during this crucial time of teacher shortages in Pennsylvania.

Revised Building Substitute Rate Approved

- F. to approve the following revised building substitute teacher rate of \$140/day for the remainder of the 2022-2023 school year, effective November 21, 2022.

Note: This action taken is one way to attract and retain employees during this crucial time of teacher shortages in Pennsylvania.

New Course Offerings Exploration Approved

G. to grant the Administrative Director and the Administrative team authorization to explore new CTE offerings for the 2023-2024 school year, including but not limited to:

- Robotics/Mechatronics
- EMT/EMS Technician
- an additional Cosmetology program
- an additional Health Careers program
- Education and Training

Delay/Cancellation Attendance Approved

H. to approve CCTI in person attendance to follow the Jim Thorpe Area School District weather-related delay/cancellation schedule.

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"/> |
| Mrs. DeMelfi - Panther Valley | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Connors - Weatherly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Strubinger - Jim Thorpe | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Motions carried.

Reports

Foundation Report Accepted

A. MOTION by Mrs. DeMelfi SECONDED by Mr. Connors to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$573.15.

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

Motion carried.

Administrative Reports

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

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

- A. to acknowledge receipt of the conference report submitted by Eugene Colosimo, Guidance Counselor, after attending the 2022 Fall PACTA Workshop for Career and Technical Education School Counselors at the Penn Stater Hotel and Conference Center, State College, PA September 22 & 23, 2022.
- B. to acknowledge receipt of the conference report submitted by Nate Rinda, Director of Technology, after attending the 2022 Fall PACTA Workshop for Career and Technical Education Technology Directors at the Penn Stater Hotel and Conference Center, State College, PA September 22 & 23, 2022.
- C. to acknowledge receipt of the conference report submitted by Jacqueline Cole, English Teacher, after attending the 2022 Fall PACTA Workshop for CTE Instructional Coaches at the Penn Stater Hotel and Conference Center, State College, PA September 22 & 23, 2022.
- D. to acknowledge receipt of the conference report submitted by Anna Leigh Conway, Science Teacher, after attending the 2022 Fall PACTA Workshop for CTE Instructional Coaches at the Penn Stater Hotel and Conference Center, State College, PA September 22 & 23, 2022.
- E. to acknowledge receipt of the conference report submitted by Christine Trovato, Facilitator of Special Education, after attending the Paving the Way Homelessness and Foster Conference at the Kalahari Convention Center, Pocono Manor, PA September 27, 2022.
- F. to acknowledge receipt of the conference report submitted by Jeffrey Nietz, Guidance Assistant, after attending PREPaRE Workshop 2: Mental Health Crisis Interventions; Responding to an Acute Traumatic at the Monroe County Training Center, Stroudsburg, PA October 11 & 12, 2022.

- G. to acknowledge receipt of the conference report submitted by Jacquelyn Cole, English Teacher, after attending ESL Content Networking, October 13, 2022 at CLIU #21, Schnecksville, PA October 13, 2022.

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

Motions carried.

Next Regularly Scheduled Meeting:

Thursday – November 17, 2022

Adjournment

Mr. Glaush moved, seconded by Mrs. DeMelfi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:53 PM.

Christina A. Graver
Joint Operating Committee Secretary