

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting  
November 17, 2022**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - November 17, 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 6:27 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 checked="" type="checkbox"/> | <input 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 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 Students: Montanna Costenbader, Marketing Senior (Palmerton ASD), Gracie Heintzelman, Marketing Junior (Panther Valley SD); CCTI Staff: Jacqueline Cole, English Teacher/CCTI EA Secretary, Sue Ann Gerhard, Main Office Administrative Assistant/NTHS Advisor, JamiLynn McFarland-Johannsen, Assistant to the Director of Technology/Student Support Services and Yearbook Advisor, 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 Minutes**

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Foeller to approve the Minutes of the October 20, 2022 Regular Meeting.

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

Motion carried.

## Courtesy of the Floor to Visitors

NONE

## Approval of Payment of Bills

- A. MOTION by Mr. Foeller, SECONDED by Mrs. DeMelfi 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"/> |
| 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 (October 2022)

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors to approve the Treasurer's Report for October 2022 showing a final balance of \$6,406,245.58 in the General Fund, and \$71,730.84 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"/> |
| 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, thanked our Joint Operating Committee members for their service, not only to CCTI but to their home school districts, as well. On behalf of himself, the CCTI staff, students and the rest of the school community, he presented each member of the Joint Operating Committee, their alternates, the solicitor, and the superintendent of record a gift designed and created by our Graphic Design students under the direction of Instructor Maritza Reinbold.

Mr. Borzak introduced Sue Ann Gerhard who served as his administrative assistant when he filled the position of Principal.

- a. Sue Ann Gerhard, Administrative Assistant, Main Office/NTHS Advisor  
Susie introduced herself as the Administrative Assistant to current principal Mrs. Michelle Allen. She then introduced Montanna Costenbader a Marketing Senior from the Palmerton Area School District and member of CCTI's National Technical Honor

Society.

- NTHS
  - Began the school year with eleven (11) senior members.
  - Monthly meetings are held during the school day.
  - September – held election of officers  
President: Jeremy Salvaggio (Carpentry, PASD)  
Vice-President: Connor Snyder (CEET, PVSD)  
Secretary: Ella Burns (Cosmetology, PVSD)  
Treasurer: Brooke Knauss (Welding, PASD)
  - Items reviewed at each monthly meeting  
Member Responsibilities: Grades – Attendance - Discipline- Participation
    - Grades  
Cumulative GPA of 90% or better  
No yearly class average less than 85%
    - Attendance  
Full-time student at CCTI for at least 6 quarters  
(Must be at least a Junior)  
No more than 3 absences per quarter (multiple consecutive days count as 1.)
    - Discipline  
Must have < 4 days of suspension  
All suspensions are reviewed by the NTHS Faculty Committee for approval.
    - Teacher Evaluations  
Character, Leadership, & Service  
Technical Teacher plus 2 Academic teachers
  - Fundraisers:
    - Rite Aid – any purchases/prescriptions are eligible for profit - sign-up - [support.rxfundraising.com/CarbonCareerTechnicalInstit](https://support.rxfundraising.com/CarbonCareerTechnicalInstit)
    - Beef sticks at lunch – sale is held after all students are served their lunch. Montanna distributed a beef stick to each of the JOC members and administration in attendance to sample.
  - The NTHS students recently participated in the Veteran's Day Assembly Program at CCTI. Students spoke during the assembly and enjoyed lunch with the Veterans in attendance.
  - Upcoming activities:
    - Students will design and prepare cards for Thanksgiving and Christmas for the residents in a local nursing home.
    - With approval – the students have decided to purchase poinsettias and distribute them during the Christmas season.
    - Collect items for the residents such as blankets, socks, lotions, shampoo, etc.
    - Partner with SkillsUSA to collect toys for Toys for Tots for Christmas
  - The NTHS Committee consists of the following CCTI Teachers/Instructors: Jeremy Pease (Drafting & Design Technology Instructor), Justin Pshar (Math Teacher), Jacqui Cole (English Teacher), Kevin Sowa (Math Teacher), Gene Colosimo (Guidance Counselor), Scott Bartholomew (Special Education Teacher), Angela Sablich (Science Teacher), Michelle Allen (Principal) and myself.
  - Announcements will begin next week for students in grade 11 & 12 to apply for induction for the 2022-23 school year.
  - Applications will be collected, reviewed by the committee and students will be chosen for induction, which will be held on Tuesday, March 28, 2023 from 6:00 – 8:00 p.m. in the cafeteria.

- Fall Festival
  - The 1st Fall Festival which was held on Saturday, October 22<sup>nd</sup> was extremely successful.
  - Food vendors were a bit difficult to secure due to the late planning of this event. We were able to secure two (2) vendors. A popcorn/cotton candy vendor and Zapata Mexican Foods. The popcorn/cotton candy vendor was not so successful with sales but Zapata Mexican Foods profits were approximately \$800.00. CCTI received funds of \$80.00 for their profit.
  - Worked with Mr. Kevin Kuehner, Steve Nesler and Tom Bartholomew with a food stand offering hot dogs, baked beans and drinks.
  - With early planning, this event will grow every year and be more successful for all organizations.
  - The total profit from this event was \$3,863.00. With fourteen (14) individual organizations participating in the festival each will receive \$275.00.
  - These groups will benefit from this experience showing them how an event will be successful if everyone works together. With faculty, staff and students pitching in not only taught them responsibility, but also gave the opportunity of ca. Mrs. Gerhard recommended that this event be added to our school calendar each year.
- Times News Liaison
  - Recently spoke with Marta Gouger, editor of the Times News newspaper regarding the formation of a group of junior/senior students to report achievements, news, sports, etc. from each district on a weekly basis – “High School Student Column”
  - Marta met with Mrs. Gerhard, Mrs. Allen, Mr. Borzak and Ms. Kowalczyk to confirm the newspaper would be willing to work with them to move forward with this project.
  - Marta was most excited to see something like this come to fruition. She felt this would bring more readers to the paper with the students’ addition to their publications. The five (5) school districts and CCTI will have two representatives that will compose articles on the happenings at each of their respective schools. They will compile the news and draft into an article that will be forwarded to Mrs. Gerhard. She will then review for grammar, spelling, etc. and forward all articles to the Times News for print.
  - Mrs. Gerhard will be working with Ms. Kowalczyk and her students at CCTI, who are involved in the newly formed CCTI newspaper Club.
  - This is a great opportunity for all districts to inform the public of the great achievements happening with their students within their schools. The articles are open to student achievements, upcoming events, news from school organizations, sports, etc. These news correspondents will also receive experience and responsibility to meet goals and deadlines each week for publication.

b. JamiLynn McFarland-Johannsen, Assistant to the Director of Technology/Student Support Services/Yearbook Advisor

- Fall Festival
  - 1<sup>st</sup> Annual Fall Festival Car Show was a great success. We had over 70 cars registered. There were many students and their families in attendance, as well as the general-public. Six CCTI students judged the vehicles. Students also assisted in taking photos, parking cars, and assisted with registration (including students who did not even sign up to help – they just stepped in and started working). Mrs. McFarland-Johannsen specifically mentioned student Matthew Craigie a

Welding Senior from the Jim Thorpe ASD. She said he came to the event as a spectator and jumped in and helped throughout the whole day. She tallied all of the scores and averaged them to announce our winners, which were as follows:

**CCTI Best Overall Trophy Winners**

**1st Place** – Paul Kuntz, Beaver Meadows, PA – 1949 Mercury Coupe

**2nd Place** – Stephen Berger, Palmerton, PA – 1965 Chevrolet El-Camino

**3rd Place** – Joe Moyer, Tamaqua, PA – 1955 Chevrolet Belair

(Trophies were created by our Precision Machine Technology students utilizing scrap car parts from our Auto Service Technology area)

**CCTI Top Ten Plaque Winners**

Paul Kuntz, Beaver Meadows, PA – 1949 Mercury Coupe

Donna Gentile, Jim Thorpe, PA – 1980 Plymouth Roadrunner/Volare

Tom Krell, Lehighton, PA – 1972 Mustang Mach 1

David Wilson, McAdoo, PA – 1992 Chevrolet Camaro RS

Richard Pretti, Sugarloaf, PA – 2011 Shelby GT 350

Jacob DeHaven, Jim Thorpe, PA – 2009 Dodge Ram 1500

Daniel Sickonic, Lehighton, PA – 1991 Toyota Celica

Matthew Craigie, Jim Thorpe, PA – 2015 Ram 1500

John Rogers, Frackville, PA – 2006 Pontiac Solstice

Donald Rynd, Lehighton, PA – 2006 Dodge Magnum RT

(Plaques were created by our Carpentry students with placards engraved by our Precision Machine Technology students)

- Halloween Dance
  - The Halloween Dance was phenomenal. We had approximately 80 students in attendance. We also had 15 staff members volunteer their time to chaperone. The students and staff enjoyed themselves. There were no issues before, during or after the dance. Everyone had a great time, great music and lights by DJ Nate Rinda, costume contest and voting by staff and students with prizes awarded, dance – off with staff and students cheering each other on.
- Yearbook
  - This year we have 12 Yearbook Club Members. Mrs. McFarland-Johannsen held an application process this year and is making sure students are in good standing with their academic grades and technical grades before allowing them to participate. A lot of the photography takes place during the school day, therefore, the students need to miss some class time to take photos. If they are struggling with any classes she doesn't want them to miss any work or lessons. She is also looking at their attendance to make sure that is in good standing as well. Students have already been forthcoming with help in taking photos. As the year progresses, I hope to have them logging in to the website for Yearbook and adding the photos they take themselves with my supervision.
  - JamiLynn introduced student Gracie Heintzelman.
    - Gracie is a Marketing Junior from the Panther Valley School District
    - Gracie shared that this is her 2<sup>nd</sup> year involved in the Yearbook. She enjoys being involved and so far has taken photos at the following CCTI events: Pink Out, Spirit Week, and the recent Precision Machine Technology/Welding Competition. She is looking forward to the rest of the school year.

- Mr. Borzak added what a wonderful event the school dance was. He said that the students were very well behaved. He thanked the staff that came out to chaperone the dance.
  - Mrs. DeMelfi thanked the teachers, as well. She stated that her daughter who attends CCTI, very much enjoyed the dance.
  - Mr. Borzak thanked Mr. Rinda for his DJ - music and lighting - work at the dance.
- c. Jacquelyn Cole – English Teacher/ELL Teacher/CCTI EA Secretary/Student Council Advisor
- Thanked the JOC and administration for supporting our students and the many different student organizations. She is CCTI's Student Council Advisor. So far this year they hosted our annual spirit week held the week of Oct 24th. The themes were Disney Day, Fashion Disaster, Hawaiian Day, Dress Your Best, and Halloween Dress Up. Our students enjoy these themed weeks and it is always exciting to see the amount of students that participate.
- Fall Festival
    - All CCTI advisors helped coordinate and plan our first Fall Festival. At the Fall Festival we had over 30 vendors - everything from handmade jewelry to painted wooden signs to our student organizations having tables. There were over 50 baskets for the basket raffle that we donated by the vendors, faculty, and local businesses. It was a great day for the community to come into the school to see what CCTI has to offer and also to highlight the amazing vendors we have in the area. She wanted to thank every single person who helped with the event - the advisors, teachers, support staff, maintenance workers, and administration. It was a great event for all involved.
  - Student Council Activities
    - Student Council also collected used sneakers, sneakers are an item that end up going right to the landfill. We are donating them to a company that will repair shoes that can be fixed and give them a second home, or they will recycle the shoes that can no longer be used.
    - Student Council and SADD and Aavidum are currently collecting canned goods for our annual Thanksgiving food drive. The meals will go to lucky CCTI students to enjoy on Thanksgiving Day.
    - Looking to the future, Student Council is looking forward to our annual pull tab collection in the Spring, which will then be donated to Ronald McDonald House to help defer the cost for families that need their services.
    - Student Council is another way for the students to voice their opinions with administration. I would like to thank Mr. Borzak and Mrs. Allen for including Student Council on decisions throughout the school to see how the students feel about these decisions as it would directly affect the students.

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

a. PowerPoint Presentation – Classroom Highlights

- Culinary Arts – Army National Guard
  - Army National Guard challenged the “A” students to create a 3 course meal using their Meal Ready to Eat (MRE) of choice.
  - Top team was honored.

- b. 9<sup>th</sup> Grade Tours
  - Week of November 7, 2022
    - Lehighton - 180/192
    - Jim Thorpe - 135/184
    - Palmerton - 13/146\*
    - Weatherly - 43 (included some 8th graders)/46
    - Panther Valley - 125/145

\*Mr. Paules stated that he feels that the Palmerton Area School District can do better in getting more students to the school. He feels those not attending are missing out on a great opportunity. He said he will see what he can do to rectify this. Mrs. Connell agreed.

- c. Career Development Awareness
  - Course Handbook Distribution
    - PDF version on CCTI website
    - PDF version on district websites
    - Distribute to 9th grade students
    - Students visits
      - 7th and 8th grade students
    - 8th grade tours
    - 5th and 6th grade students to visit CCTI

Mr. Borzak added that CCTI historically has been supportive of the military. He stated that annually we hold a Veterans day presentation, we have veterans on our staff, we encourage recruiters to come in to the school, and promote students respecting those who serve currently and those who have served in the past. Mrs. Allen added that there is support at CCTI for students attending who come from military families, as well.

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
  - a. The Annual Financial Report (PDE Form 2057) for the year 2021-2022 has been filed timely with PDE.
  - b. A brief year-to-date 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
  - a. Quarter 1 has concluded. Parents have received progress reports. For students at risk of failing, letters have been sent to parents. CCTI continues to offer support opportunities for all students. For those students who require additional academic support, *After School Extra Help* is available most Mondays and Thursdays until 3:30. Students are required to sign up in advance to reserve transportation and teacher access. *Integrated Tutoring* services are scheduled at technical instructor requests, and Student Assistance Program Intervention services are available by referral. Quarterly IEP progress reports are provided to parents of students with IEPs at the end of each quarter. Google Classroom learning platform allows 24-7 access to class resources and assignments, Attendance Improvement Meetings are scheduled on an as needed basis, and *Parent Teacher Conferences* will take place in December.

b. Essential Skills Technical Program Charts

- Administrators must ensure equal access to CTE for all students, including those with special needs. In addition, supporting school district representatives have the responsibility of ensuring students are appropriately placed in CTE programs. To help with the decision-making process, CCTI provides multiple means of educating the school community about each technical program. Currently, CCTI invites students and school representatives to participate in tours and shadowing experiences. Descriptions of each technical program can be found in CCTI's Student/Parent Handbook and website, along with videos. Another informative tool has been recently developed and will soon be accessible on CCTI's website and dispersed to all supporting district Guidance Department's for reference and to assist students with making informed decisions about their program choices. Attached is a sample of an *Essential Skills Chart* for Welding, which was created in coordination with the welding technical instructor and online resources.
- Essential skills charts are graphic organizers that contain information about each technical program, the recommended skills needed for successful completion of the program, and the required skills needed for the work environment once students graduate. By identifying the recommended and required essential skills needed for each career choice, students, parents, and school personnel can make informed decisions. The content of the charts foster discussions about the student's current performance level and helps to identify necessary student support services needed for successful completion of the program. Teams acquire information about where the student needs to be, where the student currently is and how the student will get to where they need to be, to successful complete the CTE program.
- Following is a sample:

| WELDING<br>48.0508   |   |
|--|---|
| <b>Objective of Technical Education-</b> <ul style="list-style-type: none"> <li>➤ Upon successful completion of this program, students will be prepared for an entry level position in the field of welding. Students are offered the opportunity to acquire the technical knowledge and skills in SMAW, GMAW, FCAW, GTHW, OXY FULE CUTTING, CAC-A PLASMA CUTTING</li> <li>➤ Use of manual, semiautomatic welding processes are also included in the instruction.</li> <li>➤ Students learn required safety practices and procedures.</li> <li>➤ Students are provided instruction on types and uses of electrodes and welding rods; properties of metals; blueprint reading; electrical principles; welding symbols and mechanical drawing; use of equipment for testing welds and non-destructive testing; use of manuals and specification charts; use of portable grinders; positioning and clamping; and welding standards established by the American Welding Society, American Society of Mechanical Engineers and American Bureau of Ships.</li> </ul> |   |
| PROGRAM SAFETY REQUIREMENTS  | <ul style="list-style-type: none"> <li>• DEMONSTRATE SELF-DISCIPLINE TO REMAIN IN WORK LOCATION FOR EXTENDED PERIODS OF TIME</li> <li>• SELF-CONTROL AND SAFETY AWARENESS IS REQUIRED FOR THE SAFETY OF ALL STUDENTS, TEACHERS AND SELF TO USE BLOW TORCHES, HAND TOOLS, POWER TOOLS, WELDING EQUIPMENT</li> <li>• REMEMBER &amp; APPLY SAFETY REGULATIONS</li> </ul> |
| ATTRIBUTES, ABILITIES, SKILLS  | <ul style="list-style-type: none"> <li>• WORK INDEPENDENTLY</li> <li>• EYE/HAND COORDINATION</li> <li>• ARM/HAND STEADINESS</li> <li>• NEAR VISION</li> <li>• MECHANICAL APTITUDE</li> </ul>  |



|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• MULTI-LIMB COORDINATION</li> <li>• CRITICAL THINKING</li> <li>• PROBLEM SOLVING SKILLS</li> <li>• MULTI-TASKING</li> <li>• SEQUENTIAL STEPS</li> <li>• TIME MANAGEMENT</li> <li>• SELF-MOTIVATION</li> </ul>  |
| ACADEMIC SKILLS<br><br>READING<br>MATH<br>SCIENCE | <ul style="list-style-type: none"> <li>• TEXT BOOK READING LEVEL 11<sup>th</sup> GRADE-TEACHER-MADE PRESENTATIONS, ONLINE MATERIALS AND RESOURCES ARE USED</li> <li>• WRITING SKILLS</li> <li>• CALCULATE &amp; APPLY ARITHMETIC, GEOMETRY, ALGEBRA, MULTIPLICATION</li> <li>• CALCULATE DIMENSIONS &amp; MEASUREMENTS</li> <li>• UNDERSTANDING OF GEOMETRIC SHAPES</li> <li>• DEMONSTRATE PROBLEM SOLVING SKILLS</li> <li>• BLUEPRINT &amp; DIAGRAM READING SKILLS</li> <li>• READ &amp; CALCULATE FRACTIONS</li> <li>• READ &amp; CALCULATE DECIMALS</li> <li>• APPLY LINEAR MEASUREMENTS IN STANDARD UNITS</li> </ul>         |
| PHYSICAL REQUIREMENTS                             | <ul style="list-style-type: none"> <li>• ABILITY TO STAND IN A SMALL SPACE FOR LONG PERIODS OF TIME</li> <li>• ABILITY TO LIFT AT LEAST 50 POUNDS</li> <li>• ABILITY TO WITHSTAND CONSTANT LOUD NOISES,</li> <li>• ABILITY TO WITHSTAND FUMES, DUST AND DEBRIS</li> <li>• ABILITY TO WITHSTAND A HOT WORK ENVIRONMENT</li> <li>• ABILITY TO WORK IN SMALL SPACES FOR EXTENDED PERIODS OF TIME</li> <li>• ABILITY TO WEAR A HELMET FOR LONG PERIODS OF TIME</li> <li>• ABILITY TO WORK INDEPENDENTLY FOR LONG PERIODS OF INTENSE CONCENTRATION</li> <li>• ABILITY TO FOCUS ON A SINGLE OBJECT FOR LONG PERIODS OF TIME</li> </ul> |
| SOFT SKILLS                                       | <ul style="list-style-type: none"> <li>• COOPERATE &amp; COMMUNICATE WITH OTHER TRADESMEN</li> <li>• ABILITY TO WORK WITH OTHERS TO SHARE IDEAS AND SOLVE PROBLEMS TOGETHER</li> <li>• USE TIME WISELY/TIME MANAGEMENT</li> <li>• CONDUCT ONESELF MATURELY</li> <li>• ACCEPT DIRECTIVES &amp; CONSTRUCTIVE CRITICISM FROM TEACHERS</li> </ul>  |
| CLASSROOM ASSIGNMENTS, ASSESSMENTS & TASKS        | <ul style="list-style-type: none"> <li>• CLASSWORK/HOMEWORK</li> <li>• TEACHER MADE TESTS</li> <li>• PROJECTS</li> <li>• WELD JOURNALS/TIME CARDS</li> <li>• NOCTI (END OF 12<sup>TH</sup> GRADE)</li> <li>• BENCHMARK ASSESSMENTS (PRE-NOCTI)</li> <li>• TASK LIST- PROGRAM OF STUDY</li> </ul>   |
| INDUSTRY CERTIFICATIONS                           | <ul style="list-style-type: none"> <li>• OSHA Certification</li> <li>• NOCTI</li> <li>• FLAT, MIG, MASAW</li> </ul>  |
| PROGRAM UNIFORM/COSTS/MATERIALS                   | <ul style="list-style-type: none"> <li>• STEEL TOE BOOTS/HIGH LEATHER BOOT- \$50-\$125</li> </ul>  |

|                                       |   |
|---------------------------------------|---|
|                                       | <ul style="list-style-type: none"> <li>• LEATHER GLOVES (PROVIDED, UNLESS WANT TO PROVIDE OWN)</li> <li>• HELMET (PROVIDED, UNLESS WANT TO PURCHASE OWN)</li> <li>• SAFETY GLASSES (1 PAIR PROVIDED)</li> <li>• WORK SHIRT (1 PROVIDED; ADDITIONAL SHIRTS= \$20)</li> <li>• JEANS OR WORK PANTS- \$20+</li> </ul> |
| ARTICULATION AGREEMENTS               | <ul style="list-style-type: none"> <li>• NCC</li> <li>• PA COLLEGE OF TECHNOLOGY</li> <li>• THADEUS STEVENS</li> </ul>  |
| COOPERATIVE OPPORTUNITIES             | <ul style="list-style-type: none"> <li>• BASED ON JOB AVAILABILITY, TEACHER RECOMMENDATION, GRADES OF 77% AND HIGHER, GOOD ATTENDANCE, GOOD BEHAVIOR, DRIVER'S LICENSE AND OWN TRANSPORTATION</li> <li>• PARTNERS (EX'S)- PENN DOT, KELLY IRON WORKS, BLUE MOUNTAIN MACHINING, MCADOO, ALLEN TEC.</li> </ul>      |
| EMPLOYMENT OUTLOOK & PROJECTED SALARY | <ul style="list-style-type: none"> <li>• WELDER- STARTING AT \$45,000.00/year with H.S. diploma</li> <li>• \$22.00/hr. w/H.S. diploma</li> </ul>  |
| How to find out more?                 | <ul style="list-style-type: none"> <li>• <a href="https://www.onetonline.org">https://www.onetonline.org</a></li> <li>• <a href="http://www.carboncti.org">www.carboncti.org</a></li> </ul>   |

Mr. Borzak and Mrs. Allen commended Mrs. Trovato on a job well done. Mr. Connors agreed that these will serve as a very good tool for students looking to apply to CCTI.

Mr. Borzak and Mrs. Allen spoke of opportunities for home school staff and students to visit CCTI and learn more about what the school has to offer, including in-service events. Our doors are always open.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- Nothing to report at this time beyond the motions that are on this evening's agenda.
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks - Chromebooks service and internal repairs. Mr. Rinda thanked Mrs. McFarland-Johannsen for all of her assistance with this.
  - eSports
    - Fall competition has now concluded with EPSEL (Eastern Pennsylvania Scholastic Esports League) Rocket League group.
    - CCTI JV Team 4-1
    - CCTI Varsity Team 2-3
    - Currently at 22 members to the club
    - Started internal tournament for Mario Kart and others.
    - Free CCTI eSports shirt provided to each member.
    - Next Rocket League competition to join again will be early spring 2023.
  - PowerSchool – Special Education
    - Trainings for Special Services for staff.
  - DRC – CDT (Classroom Diagnostic Tool) 1<sup>st</sup> round of testing is in process. Results obtained and electronically posted for teacher review upon completion.
  - Keystones - Preparation for winter session.

- Website - Cleanup and updating in preparation for website refresh in process. Mr. Rinda shared a sample of what the website will look like.
- CEET - Computer lab replacement is now complete (20 new computers).
- Drafting - Computer lab replacement in progress.
- 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

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**

- November 2, 9, 16, 23, 30 – GED orientation
- November 8 – GED CCTI Staff Program Improvement Team meeting
- November 9- Outreach Carbon CareerLink: Nurse Aide Orientation
- November 14, 21, 28 – Nurse Aide Orientation
- November 14 – Lehigh Carbon Community College articulation and tours
- November 15 - CareerLink Operators’ Meeting
- November 10- CCTI Panther Valley Tours
- November 18- St. Luke’s Rural Community Connection to Education & Workforce Pipeline
- November 22 - CCTI Fall Local Advisory Committee (LAC) Meeting
- November 30- 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.

**LCCC Field Trip**

On Monday, November 14, she along with Mr. Colosimo, Guidance Counselor and Mrs. Kalogerakis, Student Success Coordinator chaperoned twenty-one (21) Welding and Precision Machine Technology students on a field trip to Lehigh Carbon Community College, Schnecksville campus. They visited various departments: CDL, Amazon training labs, Mechatronics, CAD/Industrial Automation & Fluid Power, and the brand new Makerspace where the group of students were broken into teams and participated in the “Build a Bridge” Challenge. The students were all engaged in this hands-on activity. Thank you for allowing students to participate in this activity as they begin exploring future plans after high school.

**Items of Business*****Personnel***

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

**Substitute Approved**

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

- Toni Marie Macaluso – Teacher, Instructional Aide

**Student Observation of Academic Teachers Approved**

B. that the below listed individual be approved to observe academic teachers at CCTI on a pre-approved date/time by the Principal:

- Marie Evans – Teacher Observation

## Salary Adjustment Approved

- C. that the 2022-2023 salary for the following individual be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Michael Baumgardt, Social Studies Teacher  
\$64,611 – 2022-2023 Salary  
+ 1,100 – C&T/I II Master/M.EQU  
\$65,711 – Adjusted 2022-2023 Salary

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

Motions carried.

## Education

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

### Field Trip Approved

- A. to retroactively approve the following:  
that Mary Jo Sadusky, Health Medical Instructor and Holly Pshar, Health Medical Instructional Aide chaperone 9 CCTI health medical students on a field trip to Wilkes University, Wilkes-Barre, PA November 4, 2022 to learn about the educational opportunities available in the nursing field.

### DECA District Competition Attendance Approval

- B. that twenty-two (22) CCTI students attend DECA District Competition at Lehigh Carbon Community College, December 14, 2022 (snow date December 15, 2022) in Schnecksville, PA at a cost of \$1,445.00, to cover student and advisor/chaperone registration and transportation costs. Mrs. Carly Rinda, DECA Advisor, Mr. Scott Bartholomew, DECA Assistant Advisor, and Mrs. Laura Foeller, Instructional Aide will chaperone this event.

### **SkillsUSA District Competition Attendance Approved**

- C. that fifty-one (51) CCTI students attend SkillsUSA District Competition. The competition will be held on December 13, 2022 at Johnson College, Scranton, PA, January 5, 2023 at Luzerne County Community College, Nanticoke, PA, and on a third date and at a location both yet to be determined for a total cost of \$1100.00 to cover registration for participants and advisors. Competitions will be chaperoned by Mr. Kevin Kuehner, SkillsUSA Advisor, and Mrs. Maritza Reinbold and Mr. Thomas Bartholomew, SkillsUSA Assistant Advisors.

### **Hugh O'Brian Youth Leadership Program Attendance Approved**

- D. that two (2) CCTI students attend the Hugh O'Brian Youth Leadership Program (HOBY) at Susquehanna University, Selinsgrove, PA from June 8 through June 11, 2023 at a cost not to exceed \$650 for both students to defer the cost of registration, meals, and lodging.

### **CCTI Dual Enrollment Classes Acknowledged**

- E. acknowledge the following CCTI Dual Enrollment Classes:
- Lehigh Carbon Community College
    - English
    - Sociology
    - Psychology
    - Introduction to Technology (Proposed for spring 2023)
  - Johnson College (Non-Perkins)
    - Computer Engineering Technology (3 credits toward Computer Information Technology, AAS)
  - Pennsylvania College of Technology (Penn College Now classes proposed for spring 2023 or 2023-2024 school year)

| 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"/> |
| 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***

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

### **CCTI Capital Instructional Equipment Plan Approved**

- A. to approve the current CCTI Capital/ Instructional Equipment Plan.

### **CCTI Audit Report Accepted**

- B. that the Audit Report for the Carbon Career & Technical Institute submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2022 be accepted, as presented.

Note: No findings for the 2021-2022 General Fund Audit.

### **CCAVTS Authority Audit Report Accepted**

- C. that the Audit Report for the Carbon County Area Vocational-Technical School Authority submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2022, be accepted as presented.

Note: No findings for the 2021-2022 Authority Audit.

### **CCAVTS Foundation Audit Report Accepted**

- D. that the Audit Report for the Carbon County Area Vocational-Technical School Foundation submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2022, be accepted as presented.

Note: No findings for the 2021-2022 Foundation Audit.

#### **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"/> |
| 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.

## ***Buildings & Grounds***

NONE

## *Administrative*

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

### **Revised Substitute Teacher Rates Approved**

- A. to approve the following revised substitute teacher rates for the remainder of the 2022-2023 school year, retroactive to October 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 Teacher Rate Approved**

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

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

### **Grant Submission Approved**

- C. to approve the submission of the PA Department of Education Office for Safe Schools Targeted Grant for School Police Officer.

### **Grant Submission Approved**

- D. to approve the submission of the PA Department of Education Office for Safe Schools Targeted Grants for Equipment.

| 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"/> |
| 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.



### Agreement Approved

- E. MOTION by Mrs. DeMelfi SECONDED by Mr. Strubinger to approve the Agreement between the CCTI Joint Operating Committee and the following individuals as presented, effective January 1, 2023 through June 30, 2028:

Sue Ann Gerhard  
JamiLynn McFarland-Johannsen

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

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

### Agreement Approved

- F. to approve the Agreement between the CCTI Joint Operating Committee and the following individual as presented, effective August 1, 2023 through July 31, 2027:

Henry Woods

### Memorandum of Understanding Approved

- G. to approve the Memorandum of Understanding between Julian Valentini, Instructional Aide (member of the Carbon Career & Technical Institute Educational Support Association - CCTIESPA) and the CCTI Joint Operating Committee, as presented.

Note: This action taken is one way to attract and retain employees during this crucial time of teacher shortages in Pennsylvania through the "Grow your Own" program initiative.

### Conference Attendance Approved

- H. that Ken Walters, Supervisor of Building and Grounds attend the PCCD (PA Commission on Crime and Delinquency) Threat Assessment Training Conference December 8, 2022 at the at the PaTTAN's (PA Training and Technical Assistance Network) Central offices, Harrisburg, PA at a total cost of approximately \$250 to cover lodging, meals and mileage.

## Symposium Attendance Approved

- I. that Brent Borzak, Administrative Director and Michele Klock, Cooperative Education/School Improvement Coordinator attend the 32<sup>nd</sup> Annual PACTA Pathways to Career Readiness: An Education and Workforce Development Symposium February 9 & 10, 2023 at the Hershey Lodge and Convention Center, Hershey, PA at a total cost of approximately \$1,400 to cover registration, lodging and mileage.

## Program Attendance Approved

- J. that Richard Stettler, Instructional Aide attend Handle with Care “Instructor & Re-Certification Program” December 5 - 7, 2022 at the First Unitarian Church of Philadelphia, Philadelphia, PA.

Note: The amount of up to \$1,500.00 will be reimbursed to Mr. Stettler upon successful completion of the program as per the current CCTI Educational Support Personnel Agreement, *ARTICLE XIV – Salaries and Related Provisions, F. TRAINING/WORKSHOP/CONFERENCE REIMBURSEMENT CLAUSE – All Classifications.*

### 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"/> |
| 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. Strubinger to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$574.53.

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

Motion carried.

## **Administrative Reports**

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Strubinger 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 Mrs. DeMelfi, SECONDED by Mr. Foeller that the following motions be approved:

### **Conference Report Acknowledged**

- A. to acknowledge receipt of the conference report submitted by Michele Klock, Cooperative Education/School Improvement Coordinator, after attending the 2022 PACTA Cooperative Education Conference at The Penn Stater Hotel & Conference Center, October 13 & 14, 2022.

### **Conference Report Acknowledged**

- B. to acknowledge receipt of the conference report submitted by Maya Kowalczyk, English Teacher, after attending the Newspaper and Journalism Networking Workshop held at CLIU #21, Schnecksville, PA October 19, 2022.

## Conference Reports Acknowledged

- C. to acknowledge receipt of the conference report submitted by the following individuals, after attending 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:

- Michelle Allen
- Scott Bartholomew
- Anna Leigh Conway
- Margaret Kalogerakis
- Michele Klock
- Maya Kowalczyk
- Walter O'Donnell
- William Sorokin
- Christine Trovato

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

Motions carried.

**Reorganization and Next Regularly Scheduled Meeting: Thursday – December 15, 2022**

## Adjournment

Mr. Foeller moved, seconded by Mr. Connors, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:49 PM.

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Christina A. Graver  
Joint Operating Committee Secretary