

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
January 19, 2023**

I. Call to Order - Chairman

II. Salute to the Flag

III. Roll Call

	Present	Absent
Mr. Gerald Strubinger, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Earl Paules, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Renee DeMelfi, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Michelle Allen, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Francine Kluck, Adult Education Site Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Steven Foster, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Chrissie Houser, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Robert Presley, Superintendent of Record	<input type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Christina A. Graver, Secretary	<input type="checkbox"/>	<input type="checkbox"/>

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

V. **Approval of Addendum (if applicable)**

A. MOTION by _____, SECONDED by _____ to approve the inclusion of an Addendum to the January 19, 2023 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 - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VI. **Approval of Minutes**

A. MOTION by _____, SECONDED by _____ to approve the Minutes of the December 15, 2022 Reorganization and Regular Meeting. (Encl. 1)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VII. Courtesy of the Floor to Visitors

VIII. Approval of Payment of Bills

A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 2)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input 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 type="checkbox"/>
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX. Approval of Treasurer's Reports (December 2022)

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for December 2022 showing a final balance of \$6,750,590.95 in the General Fund, and \$76,285.67 in the Student Activities Account. (End. 3)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input 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 type="checkbox"/>
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X. Administrative Reports

- A. Director's Report - Mr. Brent Borzak, Administrative Director
 - a. Brandi Schmoyer, Health/PE Teacher & Underclassmen Advisor

- Underclassmen Activities
 - b. Thomas Bartholomew, Welding Instructor with students Brooke Knauss, Welding Senior (Palmerton ASD) and Matthew Craigie, Welding Senior (Jim Thorpe ASD)
 - CCTI Welding/Precision Machine Technology Hosted Competition
 - c. Senior Class President, Jeremy Salvaggio (Palmerton ASD, Carpentry)
 - Class Update
 - d. Ava DeMelfi, Graphic Design Sophomore (Panther Valley SD)
 - Round Table Discussion with PA Department of Education Executive Deputy Secretary Dr. Debora Carrera
- B. Principal's Report – Mrs. Michelle Allen, Principal
- a. Alumni Spotlight – PowerPoint Presentation
- Austin Buyce
- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- H. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent

XI. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to appoint Kathleen Benyak as an

Instructional Aide at a Step 1 pro-rated salary per the current CCTI ESPA Employment Agreement, effective February 6, 2023.

Note: Motion will be voted on for approval provided that all mandated paperwork has been received prior to the January 19 meeting date.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input 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 type="checkbox"/>
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by _____, SECONDED by _____ to appoint the following individual as Instructional Aide Mentor for the 2022-2023 school year at the approved stipend of \$500:

Ashleigh Rehrig (Kathleen Benyak, Instructional Aide)

Note: Motion will be voted on for approval, contingent upon Personnel A.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to appoint the following individual as Extra Help Instructor in conjunction with the after school program at \$25 per hour on an as-needed/scheduled basis:

Kathleen Benyak (contingent upon Personnel A)
Donna McClain

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____, SECONDED by _____ to approve up to four (4) hours at the individuals per diem rate, for all current CCTI CTE Instructors for work on their individual program area and program of study.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- E. MOTION by _____, SECONDED by _____ that the below listed individual be approved to substitute for the 2022-2023 school year at the established rates, as follows:

- Geri Vavra – Teacher, Instructional Aide

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- F. MOTION by _____, SECONDED by _____ to approve the following individuals on an as needed basis at the hourly rate listed below, effective January 20, 2023 through February 2024:

- Thomas Bartholomew – Adult Education Welding Instructor, \$23.00/hour
- Kenneth Reiter – Adult Education Air Conditioning Instructor, \$21.00/hour

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- G. MOTION by _____, SECONDED by _____ to approve Family Medical Leave time for employee #3054, effective January 11, 2023 through February 13, 2023.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- H. MOTION by _____, SECONDED by _____ to appoint the following individuals School-Wide Co-Curricular Activities and Student Club/Organization Advisor as indicated below:

HOSA Co-Advisors - Donna McClain, Health Medical Instructor
Sandi Kohutka, Health Medical Instructional Aide

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Education

- A. MOTION by _____, SECONDED by _____ to approve hosting a Valentine Themed Winter Semi-Formal Dance for CCTI students and their guests. The dance will be held in the cafeteria of the school from 5:30 – 8:00 p.m. on Thursday, February 2, 2023 and will be free to current CCTI students with a \$5.00 charge for approved out of school guests (20 years old and under).

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ that fourteen (14) CCTI Marketing students attend the DECA State Competition. The competition will be held on February 22, 2023 at the Hershey Lodge and Convention Center, Hershey, PA. The competition will be chaperoned by Carly Rinda, DECA Advisor and Scott Bartholomew, DECA Assistant Advisor.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input 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 type="checkbox"/>
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- C. MOTION by _____, SECONDED by _____ that two (2) CCTI Welding Technology students attend the Lehigh Valley AWS Student Welding Competition on March 10, 2023 at Northampton Community College, Bethlehem, PA. Mr. Thomas Bartholomew, Welding Technology Instructor will chaperone this event.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input 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 type="checkbox"/>
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. MOTION by _____, SECONDED by _____ that nineteen (19) CCTI Health Medical students attend the HOSA State Conference (competition). The competition will be held March 29, 30 & 31, 2023 at the Valley Forge Convention Center, King of Prussia, PA. The competition will be chaperoned by Donna McClain and Sandi Kohutka, HOSA Co-Advisors.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input 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 type="checkbox"/>
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. MOTION by _____, SECONDED by _____ that Harold Resh, Auto Service Technology Instructor, Stephen Nesler, Auto Collision Repair Instructor, John Rogers, Auto Service Technology Instructional Aide and Kevin Wagner, Auto Collision Repair Instructional Aide, chaperone approximately thirty (30) Auto Service Technology and Auto Collision Repair students on a field trip to the Spring Carlisle Collector Car Flea Market, Corral & Auction at the Carlisle Fairgrounds, Carlisle, PA April 21, 2023.

Note: Expenses for the trip are included in the 2022-2023 General Fund Budget.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input 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 type="checkbox"/>
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

A. MOTION by _____ SECONDED by _____ to approve the CCTI 2023-2024 Student/Teacher Calendar, as presented. (Encl. 4)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____ SECONDED by _____ to acknowledge the December 2022 submission of the Career and Technical Center Crisis Response Workforce Development Grant.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____ SECONDED by _____ to acknowledge the December 2022 submission of the COVID-19 Public Health Workforce Supplemental Funding Grant.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____ SECONDED by _____ to approve the CCTI Comprehensive Plan 2023-2026.

Note: The 2023-2026 CCTI Comprehensive Plan was posted to the CCTI website on December 16, 2022.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- E. MOTION by _____ SECONDED by _____ to approve up to five (5) Flexible Instruction Days (FID) for the 2023-2024 school year.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- F. MOTION by _____ SECONDED by _____ to approve a Fall Festival/Vendor Fair event to be held at CCTI on Saturday, September 30, 2023.

Note: Profits from this event will supplement CCTI CTSO (Career and Technical Student Organizations) and club events/activities and charitable donations.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- G. MOTION by _____ SECONDED by _____ to approve the first reading of the following CCTI policy, as presented: (Encl. 5)

#915 (COMMUNITY) - Relations with Booster Organizations

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- H. MOTION by _____ SECONDED by _____ to approve the first reading of the following revised CCTI policy, as presented: (Encl. 6)

#916 (COMMUNITY) - Volunteers

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 7)

Note: The balance in this account stands at \$578.06.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Administrative Reports

- A. MOTION by _____, SECONDED by _____ to accept Administrative Reports from the following:
- a. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 8)
 - b. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 9)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. Old Business

XIII. New and Miscellaneous Business

XIV. Next Regularly Scheduled Meeting: Thursday – February 23*, 2022

* 4th Thursday

XV. Adjournment