

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
February 23, 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 February 23, 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 January 19, _____ 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 (January 2023)

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for January 2023 showing a final balance of \$6,983,959.64 in the General Fund, and \$78,222.45 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. Harold Resh, Automotive Service Technology Instructor
 - Upcoming Activities/Competitions/Events
 - Current/Recent Projects
 - Antique Jeep Project
 - b. Jeffrey Hazelton, Carpentry Instructor
 - Current/Recent Projects
 - Non-traditional Students
 - c. Tammy Marshall, Cosmetology Instructor and Heather Cassidy, Cosmetology Instructional Aide with students Xavier Boston, Health Medical Senior (Jim Thorpe ASD), Ella Burns, Cosmetology Senior (Panther Valley SD), Carlos Lopez Rodriguez, Cosmetology Junior (Lehighton ASD), Aida Pope, Cosmetology Senior (Jim Thorpe ASD), Kamryne Smith, Marketing Senior (Panther Valley SD), Holly Zumerling, Health Medical Senior (Jim Thorpe ASD)
 - Salon
 - Valentine's Themed Semi-Formal Dance
- B. Principal's Report – Mrs. Michelle Allen, Principal
 - a. Friends of Carbon Career & Technical Institute Fund Members
 - b. CTE Month
- C. Business Administrator's Report – Mr. Jeffrey 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 _____ 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:

Donna McClain, Health Medical Instructor
\$53,339 - 2022-2023 Salary
+ 2,200 - BA-BS-BEQU +15
\$55,539 - Adjusted 2022-2023 Salary

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 approve Family Medical Leave time for employee #3133, effective February 21, 2023 through April 15, 2023.

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

- C. MOTION by _____, SECONDED by _____ to suspend employee #3200 without pay for one (1) day.

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 _____ to accept the letter of resignation received from Kathleen O'Donnell, Instructional Aide, effective February 21, 2023.

Note: Resignation is pending appointment with the Jim Thorpe Area School District at their February 15, 2023 Board meeting.

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

E. MOTION by _____, SECONDED by _____ to accept the letter of resignation received from Kathleen Benyak, Instructional Aide.

Note: Letter of resignation was received prior to her official start date of February 13, 2023.

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

F. 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:

- Samuel Lux - Teacher, Instructional Aide
- Marshall Wolverton - Teacher, Instructional Aide

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

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

Jeremy Pease (Donna McClain, Health/Medical Assistant/ Aide
Instructor)

Note: Mentorship became effective with Mrs. McClain's hire date of January 9, 2023. Mr. Pease mentored the previous Health/Medical Instructor from her hire date of 08/22/2022 through her resignation date of 12/28/2022.

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

Education

A. MOTION by _____, SECONDED by _____ that CCTI contribute an amount not to exceed \$97 (total cost) toward AP exam fees for eligible students testing within the 2022-2023 school year, and that CCTI contribute an amount not to exceed \$18 per exam fee for students taking the PSAT exam within the 2023-2024 school year.

Note: College Board provides a \$35.00 fee reduction per AP exam for eligible students with financial need. Schools are expected to forgo their \$9.00 rebate for these students, resulting in a cost of \$53.00 per exam.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Leighton	<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 approve the following retroactively:

that twenty-seven (27) Auto Service Technology, Auto Collision Repair, and Precision Machine Technology students attend the Pennsylvania Auto Show on January 27, 2023 at the PA Farm Show Complex and Expo Center, Harrisburg, PA. Harold Resh, Auto Service Technology Instructor, Stephen Nesler, Auto Collision Repair Instructor, Kevin Kuehner, Precision Machine Technology Instructor, Hal C. Resh, Instructional Aide, and Brent Borzak, Administrative Director chaperoned 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"/>

C. MOTION by _____, SECONDED by _____ to approve the following retroactively:

that two (2) Auto Service Technology students attend the Greater Lehigh Valley Auto Dealers Association (GLVADA) Competition on Saturday, February 11, 2023 at Northampton Community College, Bethlehem, PA. Harold Resh, Auto Service Technology Instructor chaperoned 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 seventeen (17) Graphic Design students attend the Disney 100 The Exhibition event on April 17, 2023 at The Franklin Institute, Philadelphia, PA at a cost of \$1,416.00 to cover registration and transportation expenses. Maritza Reinbold, Graphic Design Instructor and Laura Foeller, Instructional Aide 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"/>

E. MOTION by _____, SECONDED by _____ that thirty-one (31) Cosmetology students attend the IECSC (International Esthetics, Cosmetics & Spa Conference) on March 7, 2023 at the Javits Convention Center, New York City, NY at a cost of \$2,503.00 to cover entrance fee and transportation expenses. Tammy Marshall, Cosmetology Instructor, Heather Cassidy, Cosmetology Instructional Aide and Tara Evans, approved cosmetology substitute 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"/>

Budget & Finance

A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the Resolution pertinent to the 2023-2024 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$9,096,315 as follows:

Lehighton Area School District (Encl. 4)

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

Panther Valley School District (Encl. 5)

Yes - 0, No - 7, Absent - 2, Abstentions - 0 - **Disapproved**

Weatherly School District (Encl. 6)

Yes - 7, No - 0, Absent - 2, Abstentions - 0 - **Approved**

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

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____ SECONDED by _____ to approve the revised Health & Safety Plan, as presented.

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 approve the second reading and adoption of the following CCTI policy, as presented: (Encl. 7)

#915 (COMMUNITY) - Relations with Booster Organizations

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

- C. MOTION by _____ SECONDED by _____ to approve the second reading and adoption of the following revised CCTI policy, as presented: (Encl. 8)

#916 (COMMUNITY) - Volunteers

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

- D. MOTION by _____ SECONDED by _____ to change the position title of Guidance Assistant to Mental Health/Behavior Assistant for the remainder of the 2022-2023 school year.

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

- E. MOTION by _____ SECONDED by _____ to approve the revised Mental Health/Behavior Assistant position description, as presented.

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

- F. MOTION by _____ SECONDED by _____ to approve the first reading of the following revised CCTI policy, as presented: (Encl. 9)

#120 (PROGRAMS) - Program Enrollment

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

Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 10)

Note: The balance in this account stands at \$580.10.

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. 11)
- b. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 12)

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

XII. Old Business

XIII. New and Miscellaneous Business

XIV. Next Regularly Scheduled Meeting: **Thursday – March 16, 2022**

XV. Adjournment