

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
March 16, 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 March 16, 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 February 23, 2023 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. Connors - Weatherly	<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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<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 (February 2023)

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for February 2023 showing a final balance of \$7,364,384.12 in the General Fund, and \$79,180.46 in the Student Activities Account. (End. 3)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<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. Michele Klock, Cooperative Education/School Improvement Coordinator with students Montanna Costenbader, Digital Marketing Senior (Palmerton ASD) and Dakota Trach, Graphic Design Senior (Lehighton ASD)
 - PACTA (Pennsylvania Association of Career & Technical Administrators) Pathways to Career Readiness: An Education and Workforce Development Symposium
 - b. Maya Kowalczyk, English Teacher and The Buzz, Student Newspaper Advisor
- B. Principal's Report – Mrs. Michelle Allen, Principal
- a. Wendi Bartholomew, Computer/Electronics Engineering Technology Instructor
Jim Thorpe Sheriff's Office Website
 - b. Cary Rinda, Digital Marketing Instructor and DECA Advisor
 - c. Activity Period
 - d. 2023-2024 Applications
- 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 _____ that the following individuals be employed for additional days (as indicated below) at the individual's per diem rate, between June 6, 2023 and August 23, 2023:
- Maritza Reinbold, Graphic Design Instructor – up to 5 days preparing and printing of school related signage

(con't)

- Michele Klock, Cooperative Education/School Improvement Coordinator - up to 15 days
supervising a number of secondary and other students at cooperative education placements, as well as developing additional placements for our students within and outside Carbon County
- Eugene Colosimo, Guidance Counselor - up to 25 days
updating the Guidance Plan, assisting with the coordination of summer student enrollments from the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties as assigned by the Principal and the Administrative Director
- Anthony (A.J.) Burke, Culinary Arts Instructor - up to 5 days
- Ashleigh Rehrig, Culinary Arts Instructional Aide - up to 5 days
- Michele Troutman, Culinary Arts Instructional Aide - up to 5 days
Time will be devoted to preparing for cafeteria production services for the next school year

NOTE: All days will be scheduled with prior approval of the Principal.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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. Foeller - Lehighnton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<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 _____ that the below listed individuals be approved as Non-Traditional Summer Camp instructors at an hourly rate of \$30.00 and assistants at an hourly rate of \$25.00:

Tara Evans	Maritza Reinbold
Michele Klock	Hal C. Resh
Kevin Kuehner	Harold Resh
Sal LoPresti	Carly Rinda
Donna McClain	Kevin Wagner
Steve Nesler	

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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. Foeller - Lehighnton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<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 accept the letter of resignation received from Douglas Feller, Custodian/Maintenance/Groundskeeper/Cleaner Personnel effective March 14, 2023.

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

D. MOTION by _____, SECONDED by _____ to approve the following individuals on an as needed basis at the hourly rate listed below, effective March 17, 2023 through March 2024:

- James Rex – Adult Education Welding Instructor, \$23.00/hour

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

Education

A. MOTION by _____ SECONDED by _____ that thirty-four (34) students attend the SkillsUSA State Competition April 12 – 14, 2023 in Hershey, PA at a cost of \$20,153.00 to cover the cost of registration, transportation, and lodging. Kevin Kuehner, SkillsUSA Advisor, Maritza Reinbold, SkillsUSA Assistant Advisor, Tom Bartholomew SkillsUSA Assistant Advisor, and Nate Rinda, Director of Technology will chaperone this event.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules – Palmerton	<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 _____ that five (5) students attend the DECA International Career Development Conference April 22 – 26, 2023 in Orlando, FL at a cost of \$6,400.00 to assist with registration, transportation, lodging, and meal expenses. Carly Rinda, DECA Advisor will chaperone this event.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules – Palmerton	<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 seventeen (17) Culinary Arts students attend an educational event at Sysco Central Pennsylvania in Harrisburg, PA on April 28, 2023 at a cost of \$1, 500 for transportation. Chef A.J. Burke, Culinary Arts Instructor and Sal LoPresti, approved Culinary Arts substitute will chaperone this event.

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

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

Lehigh Area School District (Encl. 4)
Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

Panther Valley School District (Encl. 5 - upon receipt)
Yes - 5, No - 3, Absent - 1, Abstentions - 0 - **Approved**

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

#120 (PROGRAMS) - Program Enrollment

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

- B. MOTION by _____ SECONDED by _____ to approve the first reading of the following revised CCTI policy, as presented: (Encl. 8)

#621 (FINANCES) - Unreserved General Fund Balance

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

- C. MOTION by _____ SECONDED by _____ to approve the submission of the Dual Credit/Dual Enrollment Grant.

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

- D. MOTION by _____ SECONDED by _____ to approve CCTI SHINE Non-Traditional Summer Camp to be held at CCTI June 12-16, 2023 from 8:00 a.m. to 2:00 p.m. for 5th through 8th grade students.

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

- E. MOTION by _____ SECONDED by _____ to grant Mr. Borzak permission to attend Technical School Education Day at the Pennsylvania Capitol with a number of CCTI students and staff on Tuesday, April 25, 2023. The event is scheduled from 9:00 a.m. to 1:00 p.m. and is created to offer an opportunity for CCTI and other CTE's to showcase their technical school to an audience of Pennsylvania legislators.

Note: School vehicles will be utilized for transportation to this event.

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

- F. MOTION by _____ SECONDED by _____ to approve the purchase of Vector Solutions at an annual subscription rate of \$2,178 effective 05/01/2023.

Note: Subscription includes Employees Safety and Compliance Library and Inclusive Instruction and Intervention Full Course Library.

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

Reports

- A. MOTION by _____ SECONDED by _____ to accept the Carbon Career & Technical Institute Foundation Report, as presented. (Encl. 9)

Note: The balance in this account stands at \$582.04.

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. 10)
- b. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 11)

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

XII. Old Business

XIII. New and Miscellaneous Business

A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by the following individual, after attending the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 13-14, 2023 at the Kalahari Reports and Conventions, Pocono Manor, PA:

- Nate Rinda, Director of Technology (Encl. 12)
- Carly Rinda, Digital Marketing Instructor (Encl. 13)
- Wendi Bartholomew, Computer/Electronics Engineering Technology Instructor (Encl. 14)

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

B. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Christine Trovato, Facilitator of Special Education after attending the CLIU #21 Special Education Contacts Meeting March 8, 2023 at CLIU, Schnecksville, PA. (Encl. 15)

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

XIV. Next Regularly Scheduled Meeting: Thursday – April 20, 2023

XV. Adjournment