

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
February 23, 2023**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - February 23, 2023** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mr. Gerald Strubinger, at 6:43 PM with the Secretary being present.

	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. Jeffrey 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Students: Xavier Boston, Health Medical Senior (Jim Thorpe ASD), Ella Burns, Cosmetology Senior (Panther Valley SD), Carlos Lopez Rodriguez, Cosmetology Junior (Lehighton ASD), Victor Marrero Figueroa, Auto Service Technology Senior (Jim Thorpe ASD), Bruce McFarland, Auto Service Technology Sophomore (Jim Thorpe ASD); Members of the Public: Sharon Alexander, Reyna Desmarais, Ana E. Figueroa Rios, Katya Fitzpatrick, Robyn Plesniarski; CCTI Staff: Heather Cassidy, Cosmetology Instructional Aide/Dance Committee Co-Advisor, Tammy Marshall, Cosmetology Instructor, Dance Committee Co-Advisor, JamiLynn McFarland-Johannsen, Parent and Assistant to the Director of Technology, Stephen Nesler, Auto Collision repair Instructor, Harold P. Resh, Auto Service Technology Instructor, Henry Woods, School Police Officer; Media Representation: Jim Logue, Times

News

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

Approval of Minutes

- A. MOTION by Mr. Foeller, SECONDED by Mrs. DeMelfi to approve the Minutes of the January 19, 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 - Lehighnton	<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 (January 2023)

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors 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.

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 - Lehighnton	<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
 - a. Harold Resh, Automotive Service Technology (AST) Instructor with students Bruce McFarland, AST Sophomore (Jim Thorpe ASD) and Victor Marrero Figueroa, AST Senior (Jim Thorpe ASD)
 - Bruce McFarland
 - All AST students 9 thru 12 have taken and passed the 10-hour OSHA Automotive Safety Certification
 - All AST students are working to complete the 15 Professional Development Classes from their on-line textbook and the Career Safe Course
 - Auto Collision Repair/Auto Service Technology/Precision Machine Technology/Welding 1948 Jeep Willy's project with projected completion date of 2025
 - Slide presentation
 - Mr. Resh added that the pieces have all been checked and cleaned, they know what they need and they are well on their way to reaching their completion date of 2025. The students have been researching information on this era Jeep and there are plans to involve the social studies classes in the near future, as well
 - Victor Marrero Figueroa AST Senior
 - The AST juniors have begun taking the (ASE – National Institute for Automotive Service Excellence) NATEF (National Automotive Technicians Education Foundation) tests for certification in 10 areas
 - AST juniors and seniors have gone to Maple Grove Raceway as guests of the NHRA (National Hot Rod Association) for a career development experience.
 - AST juniors and seniors just went to the Pennsylvania Auto Show at the PA Farm Show Complex and Expo Center.
 - Two AST seniors are out on Co-op. One working at Snyder Tire and Service Center in Lehighton and the other working for The Pennsylvania Department of Transportation in Lehighton.
 - Two AST seniors just completed the PA State Inspection Class at CCTI through the Adult Education Program and passed their Class I certification.
 - One AST senior has taken the Mobile Air Conditioning Class in AST and passed the MACS609 Certification
 - Six AST seniors have passed 15 areas of certification for NATEF
 - Three AST seniors are enrolled at the Universal Technical Institute (UTI) in Exton, PA and will be attending beginning June 2023
 - Two AST seniors competed in the Greater Lehigh Valley Auto Dealers Association (GLVADA) Competition at the Northampton Community College and finished in first place earning full scholarships to UTI – Victor himself as well as fellow classmate Jacob Shellhammer.
 - Mr. Resh added that approximately one (1) month ago Victor's mother (who was in the audience this evening) sat with him discussing how they could acquire scholarship monies to afford Victor to attend UTI. After winning first place, he has been awarded a full ride.

- o The seniors are preparing to take their AST NOCTI (National Occupational Competency Testing Institute) Exam at CCTI on April 26, 2023
- b. 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)
 - Salon - Ms. Marshall

CCTI's Salon is becoming a huge success for the students and committee at large, clinical services are filling rapidly in the past few months, allowing students to receive real life practical challenges that are preparing them for the workforce, current bookings are looking at March openings. Today for example the students tested in the morning, many of which received A's some with higher than 100%, then moved on to a fully booked clinic in the afternoon with many of the clients receiving more than one service.

Mrs. Cassidy shared that many clients pre-book two-weeks out. They will schedule their next appointment on the day of their current appointment. Ms. Marshall also stated that she instituted an online appointment system allowing appointments to be remotely added at any time of day or evening. The student is then alerted via text of the scheduled appointment. This system also allows clients to leave reviews for students.

The newly created activity period for the school is allowing students to come in for clinical haircuts that they can receive during school hours at an inexpensive cost point, helping families that are limited on time or financial resources while again supporting the Cosmetology students' skills and confidence.

The latest program offered this year for Cosmetology is our evening Spa events. The events were published in September and sold out in September. There are three dates offered with two spa packages.

Our first spa night was prior to Thanksgiving; our second, which we just hosted, was February 12 for Valentine's Day and our last for this year will be before Easter. Each ticket cost is 20.00 and each customer chooses a package of spa services. These events have helped bridge the committee knowledge of services we offer, allowed the students to build communication skills and comfort with services, and allowed consumers who work school hours the opportunity to use the salon services.

Tammy introduced Heather, her Instructional Aide and "right hand," sharing that Heather keeps the salon running with ordering and scheduling to allow Tammy the ability to concentrate on student teaching and classroom activities.

- Valentine's Themed Semi-Formal Dance - Mrs. Cassidy
 - Dance Committee Advisors:
 - Tammy Marshall
 - Heather Cassidy
 - Dance Committee:
 - Xavier Boston
 - Ella Burns
 - Carlos Lopez Rodriguez
 - Holly Zumerling
 - Aida Pope, Cosmetology Senior (Jim Thorpe ASD)

Heather shared a printed document with the following information about the dance: The dance was held on Thursday February 2, 2023 in the school's cafeteria from 5:30-8:00 pm. Approximately 130 were in attendance with staff members chaperoning. The dance committee went to Dollar Tree and Big Lots to purchase decorations with Mr. Borzak and Mrs. Cassidy. The Committee set up a Spotify playlist which was sent to Mr. Rinda to review and set up for the event. The students loved this idea and enjoyed their contribution to the music. The dance floor was hopping the whole night with the help of line dances started by Ms. Marshall. Tables were set up with snacks, candy and water. The decorations were Valentine's Day themed and were beautifully done. We had many backdrops displayed for the student picture taking. When asking the students about the dance they said they had a great time and the place was beautiful. Thanked Mr. Borzak for allowing this event. We are looking forward to more.

Mrs. Cassidy then introduced Ella who said she was very excited to learn they were given the opportunity to have a school dance as they had not had any in the previous years she attended CCTI. She said that she and the other student committee members were allowed to choose the decorations for the dance and then on the day of, they stayed to decorate and set-up for the event. Xavier added that the evening was a great success and that the next day many students commented on how much fun they had and what a good job the committee members did.

Mrs. DeMelfi spoke up and shared that she too thought the students did a great job, also stating that it was very successful. She said that her daughter attended the dance and both she and her date had a great time. She also commented on the picture taking areas that were available with backdrops for students.

Mrs. Marshall stated that Carlos often entertains at school events with his balloon tying abilities. He said that prior to the dance he worked to learn how to create swans, hearts and roses for the Valentine's themed event.

Mrs. Cassidy added that per the students' wishes, a King and Queen was chosen but instead of voting amongst their peers, they opted for a duo from the Life Skills class housed within CCTI. CLIU faculty chose Brian and Angie as their King and Queen who were surprised and crowned at the dance. The CCTI students wanted to share the event with them in a special way stating that they help clean up daily in the cafeteria and often are clients in the cosmetology clinic.

Mr. Borzak said that the dance committee did a fantastic job. They did not need to be asked to do anything, taking initiative in all avenues of décor, decorating, set-up and clean up. He complimented the staff members who volunteered their time to chaperone as well as Nate Rinda, Director of technology who donated his services as DJ for the evening's event.

On another note, Mr. Borzak stated that you will often hear the statement "the teacher builds the program." He said that Ms. Marshall is clearly an example of that. She most definitely sells the program. Her energy is infectious, and her classroom continues to be full with a waiting list. The full-day delivery model allows for the clinic days and other events and learning activities that Tammy spoke of this evening.

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

a. Friends of Carbon Career & Technical Institute Special Interest Fund Members

Mrs. Allen introduced the group who shared as follows:

Katya Fitzpatrick the mother to a son in his junior year in the Auto Collision Repair technical area introduced her sister, Reyna Desmarais who has a freshman daughter in Cosmetology, Robyn Plesniarski the mother to a son, also a freshman, in Precision Machine Technology, and Sharon Alexander representing the Carbon County Community Foundation. Ms. Fitzpatrick explained that in a conversation with her sister they came to the realization that CCTI currently had no PTO or PTA although there are multiple out-of-pocket costs for students that sometimes the student and/or their parents have difficulty meeting including tools, uniform costs, etc.

With that in mind, they created the Friends of Carbon Career & Technical Institute Special Interest Fund and will work via fundraising events to raise monies to assist students at the school. Their goal is to be able to provide funds to students in need based on teacher recommendations. Their members will do the work to raise the funds and the Carbon County Community Foundation will be in charge of handling those funds financially. Twin Builders out of Albrightsville, Lehighon KIA, and LVHN will all be contributing to the first big event coming up in May. There is a webpage through the foundation that can be utilized, as well. The only stipulation the group has for providing funds to students is that the student be in "good standing" (this is not though, based on grades).

Ms. Desmarais said that with her connection to Lehighon KIA they of course want to keep workers local. They want to give students an opportunity to succeed and take positions in our community, specifically in the auto department in her case. She added that another goal the group has is starting with this year's seniors, they would like to provide something to each graduate albeit a tool for their chosen trade or scholarship monies to further their education, for example.

Ms. Plesniarski noted that the group has a Facebook page and asked individuals to like and share their page to get the word out to more people and pass along current and future fundraising events to help support the school because "we love the school as much as you do!"

Ms. Alexander noted her excitement in supporting the project and shared her connection to CCTI in past years with summer camps, for example.

Their first fundraising event ... mark your calendar:



Cinco de Mayo Hoedown
featuring
Gunslinger Country Band

*\$10
at the door*



When: May 5th, 2023
Where: Franklin Twp Vol. Fire Co., Lehighon
Line dancing lesson at 6PM
Band plays from 7-10PM
Basket auction, raffles, food & drinks for purchase.
Benefits Friends of CCTI Fund
*outside food and drinks prohibited

Mrs. Allen then continued her Principal's report as follows:

b. CTE Month 2023

- Door decorating
- CET Olympics
- Other Activities
 - Karaoke
 - Spirit Week
 - CTE Trivia

c. Update: CCTI Waitlist

- Sending each sending school district high school counselor their list of students from their district's waitlist.

- Counselors will ask the students if they want to re-activate their application for the 2023-2024 school year.
 - If a student is choosing to re-activate their application, they will need to let us know their name(s) and send the following: current grades, updated attendance, updated discipline, and Keystone Scores.
- C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- a. 2023-2024 CCTI Budget Update:
Brief update/approval status of the 2023-2024 CCTI budget.
Have visited all five sending school districts. To date three of the five have approved our budget.
Mrs. DeMelfi thanked Mr. Deutsch for coming out to answer questions at her district.
 - b. CCTI 621 Policy Update – Unreserved General Fund Balance
Anticipating first reading at the March meeting.
 - c. 2023-2024 Student Free Lunches discussion
Recommending offering next year, for one year exploratory with the JOC's approval.
Further discussion and a vote will take place at a future meeting.
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- Transition Planning
An important topic discussed during Mrs. Allen's recent meeting of the Principals involved Transition Planning for 2023 applicants with special needs. Applications for the 2023-2024 school year are due March 1st. Transition Meetings will begin in April. Intake Meetings are required for students with IEPs and 504 plans. We offer meetings to English Language Learners too.
- The purpose and goals of the Transition (Intake) meetings:
- a. To support students in the transition process going from one school to another (and the family too!)
 - b. To enable the supporting district and CCTI teams to get meet in order to share and gain information about the student's strengths, areas of needed services & support, identify if supported classes are needed, discuss medical needs (if applicable), and attain parent input.
 - c. To provide information about CCTI, school policies, technical programs, recommended and required skills, uniform and materials needed.
 - d. To discuss, as a team, the appropriate programming for the student, based on his/her needs.
 - e. To review and revise documents as needed to reflect the new setting and programming.

Special Education Transition Fair

Special Education Directors from our five supporting districts and CCTI's Special Education Facilitator will be offering a Transition Fair this spring for students with special needs and their families. The goal is to provide the opportunity for students, parents, community members and organizations to share information and organizational resources that will help students with special needs as they start preparing for their post-secondary life- education, employment and independent living. More information will follow as the planning process develops.

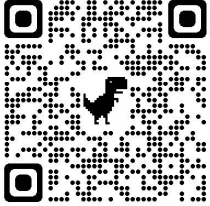
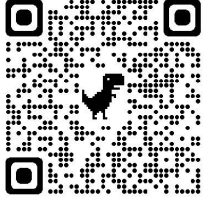


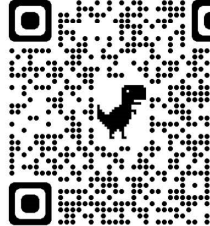
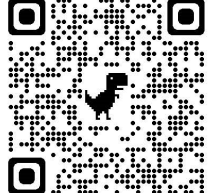



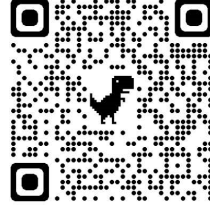



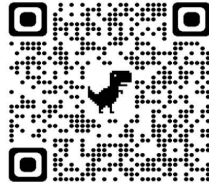
Additional Access to Technical Program Information

Essential Skills Charts have been shared with supporting district schools. Chart provide information about the recommended and in some cases, required, essential skills needed for career choices. QR codes have been generated to allow for additional access to technical program information. QR Codes are machine-readable barcodes, consisting of an array of black

and white squares, that contain information about the item to which it is attached. When QR codes are scanned, the user will be able to read about each program.

CCTI

Technical Programs QR Codes

<p>Auto Service Technician (AST)</p> 	<p>Auto Collision Repair (ACR)</p> 	<p>Culinary Arts (CA)</p> 
<p>Cosmetology (CO)</p> 	<p>Carpentry (CP)</p> 	
<p>Precision Machine Technology (PMT)</p> 	<p>Heating Ventilation Air Conditioning (HVAC)</p> 	<p>Welding (W)</p> 
<p>Graphic Design (GD)</p> 	<p>Drafting (DFT)</p> 	<p>Health Medical Assistant (HMA)</p> 
<p>Digital Marketing Business Fundamentals (MKT)</p> 	<p>Electrical Distribution Automation (EDA)</p> 	<p>Computer Engineering Technology (CET)</p> 

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - a. Modular project update
State rough inspection passed
Inspector spoke with students about careers in inspection and modular home building
 - b. Building project update
Currently focusing on cosmetology and culinary arts programs
Should have more information in March or April
 - c. Electric price update
Worked with Mr. Deutsch to lock in a rate for the next two years
 - d. Grant update
Executed grants for security and safety for radios and switching cameras from analog to digital

- F. Technology Report – Mr. Nate Rinda, Director of Technology
 - a. Chromebooks - Chromebooks service and internal repairs.
 - b. Esports - now up to 26 members. Started activity period with 36 students. Next Rocket League competition starts this week. We will be playing (2) Tier 1 Teams of 5 Players each in the Eastern Pennsylvania Scholastic Esports League.
 - c. Keystones - Completed Winter Keystones online with no issues.
 - d. DRC-WIDA-ESL - Testing completed successfully.
 - e. Website - Continued updates and modifications to the new site.
 - f. Drafting - Computer lab replacement in progress. Approximately 70% complete.
 - g. SkillsUSA - Preparing laptops for competition usage.
 - h. Valentine’s Day Dance - DJ/lighting service. The dance was an overall success and well attended.
 - i. CCTI WiFi - Working on minor upgrades to wireless Access Points.
 - j. Continued daily technology support/service - For all of CCTI.

- G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor

Course Offerings Winter/Spring 2022-2023

Air Conditioning Fundamentals
 Heartsaver® First Aid and CPR/AED ServSafe® Exam
 Nurse Aide Forklift
 Pharmacy Technician PA State Inspection Mechanic Certification
 Welding Technology GED Preparation Courses
 Introduction to Precision Machining

Program descriptions, orientations, and start dates are available at 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

- Jan 25- Pocono WIB Healthcare Meeting
- February 1 – GED Orientation
- February 6- Nurse Aide Classes started
- February 8 – PennDot Inspection training completed
- February 8 – GED Orientation
- February 14- GED CCTI Staff Program Improvement Team meeting
- February 14- CareerLink Pocono Operator Consortium Meeting (con’t)
- February 15 – GED Orientation

- February 15 - Pearson Vue Testing Center open
- February 22 - Nurse Aide Orientation
- February 22 - GED Orientation

Employment Opportunities

Adult Evening Welding Instructor

Carbon Career & Technical Institute is looking for a part-time evening Welding Instructor. The purpose of this position is to provide theoretical and hands-on instruction designed to promote social, intellectual and employment growth. The ultimate goal is to produce entry-level, employable students or to further the education of those already employed.

The selected candidate must demonstrate proficiency with SMAW, GMAW, FCAW, GTAW, OFC and Plasma cutting. AWS certification preferred and excellent communication skills required. The candidate must have minimum of 3 years documented welding experience. For detailed information about this career opportunity, please contact the Adult Education Site Supervisor at fk luck@carboncti.org or 570-325-3682 x1517. Open until filled. EOE

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

Mr. Presley congratulated the instructors and students on a great job in the many certifications and competitions as well as the success of the full spa and salon. He said he cannot wait to see the vehicle restoration progression. His son restored a Jeep, as well. He shared that he was invited to a meeting with some of the faculty and union members at CCTI. He stated that there was some great dialog among staff and administration and that the school is moving in a positive direction. He again said congratulations, and great job.

Items of Business

Personnel

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

Salary Adjustment Approved

- A. 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

Employee Suspension Approved

- B. to suspend employee #3200 without pay for one (1) day.

Letter of Resignation Accepted

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

Letter of Resignation Accepted

- D. 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.

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.

Substitutes Approved

- E. MOTION by Mr. Connors, SECONDED by Mr. Foeller 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

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Mentor Appointed

F. MOTION by Mr. Connors, SECONDED by Mr. Foeller 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.

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.

Education

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

Exam Fee Contribution Approved

A. 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.

Field Trip Approved

B. 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.

Competition Attendance Approved

C. 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.

Field Trip Approved

D. 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, Anna Leigh Conway, Science Teacher and Kevin Sowa, Math Teacher will chaperone this event.

Field Trip Approved

E. 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 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

Budget Resolutions Acknowledged

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Foeller 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

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

Panther Valley School District

Yes - 5, No - 3, Absent - 1, Abstentions - 0 - **Approved**

Weatherly School District

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

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

Motion carried.

Buildings & Grounds

NONE

Administrative

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

Revised Health & Safety Plan Approved

- A. to approve the revised Health & Safety Plan, as presented.

Second Reading and Adoption Policy #915

- B. to approve the second reading and adoption of the following CCTI policy, as presented:

#915 (COMMUNITY) - Relations with Booster Organizations

Second Reading and Adoption Policy #916

C. to approve the second reading and adoption of the following revised CCTI policy, as presented:

#916 (COMMUNITY) - Volunteers

Position Title Changed

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

Revised Mental Health/Behavior Assistant Position Description Approved

E. to approve the revised Mental Health/ Behavior Assistant position description, as presented.

First Reading Policy #120

F. to approve the first reading of the following revised CCTI policy, as presented:

#120 (PROGRAMS) - Program Enrollment

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. Foeller to accept the Carbon Career & Technical Institute Foundation Report, as presented.

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

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

Motion carried.

Administrative Reports

A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Foeller 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

On a personal note, I'd like to thank Chrissie Houser, Weatherly Area SD Alternate Representative to the JOC for her recognition and kind words this evening, regarding the expedited completion of my monthly Briefs. She stated that receiving them, most often the same evening of the meeting (even sometimes as late as 11:30 – which I am coming dangerously close to meeting this evening) allows her to share information at her home district shortly after our meetings.

Thank you for appreciating the time and effort I put into them. Your praise and gratitude this evening make my continued attempts to produce an informative document, affording members of our community the opportunity to stay apprised of CCTI happenings in a timely fashion worth the hours of preparation and the late evenings all worth the effort put forth to do so. I will add that one of the timely factors is gathering information from staff presenters prior to the meeting. Many are kind enough when asked, to share their presentation notes in advance to give me a head start on my own preparation. To those of you who have/do, I thank you. Your assistance is greatly appreciated.

Next Regularly Scheduled Meeting:

Thursday – March 16, 2023

Adjournment

Mr. Foeller moved, seconded by Mrs. DeMelfi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 8:01 PM.

Christina A. Graver
Joint Operating Committee Secretary