

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
March 16, 2023

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - March 16, 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 6:34 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. 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 checked="" type="checkbox"/>	<input 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, Culinary Arts Senior (Panther Valley SD), Breydon Hand, Digital Marketing Junior (Panther Valley SD), Gracie Heintzelman, Digital Marketing Junior (Panther Valley SD), Phoenix Kalavoda, CEET Junior (Jim Thorpe ASD), Ashley (Ash) Little, Culinary Arts Senior (Panther Valley SD), Julia Romankow, Graphic Design Junior (Panther Valley SD); Members of the Public: Brenda Heffner (parent, Breydon Hand); CCTI Staff: Wendi Bartholomew, CEET Instructor, Michele Klock, Cooperative Education/School Improvement Coordinator, Maya Kowalczyk, English Teacher, Carly Rinda, Digital Marketing Instructor/DECA Advisor, 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 Addendum (if applicable)

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Foeller 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

Approval of Minutes

- A. MOTION by Mr. Paules, SECONDED by Mr. Connors to approve the Minutes of the February 23, 2023 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 Mrs. DeMelfi, SECONDED by Mr. Foeller to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<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 (February 2023)

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

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<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. Michele Klock, Cooperative Education/School Improvement Coordinator with student Montanna Costenbader, Digital Marketing Senior (Palmerton ASD)
PACTA (Pennsylvania Association of Career & Technical Administrators) Pathways to Career Readiness: An Education and Workforce Development Symposium
Mr. Borzak introduced Mrs. Klock stating that she is not only the Cooperative Education Coordinator but she works very closely with the administration and with the guidance counselor as well as the community. He said that she is just a super employee.
Mrs. Klock gave the following presentation, in her words:
On Friday, February 10th, Montanna Costenbader, Dakota Trach, Mr. Borzak, and I had the opportunity to present to school officials from around the state at the PACTA Education and Workforce Development Symposium in Hershey. Our presentation focused on the career readiness initiatives at CCTI and their impacts on our students.

The presentation highlighted variety of panel discussions presented to our students throughout the last year as well as the work-based learning experiences our students participate in. Mr. Borzak began the presentation with an overview of the panel discussion topics: Manufacturing trades, women in business, as well as our most recent panel, employability skills, which was held January 31st. He explained that panelists included professionals from local industry, employers, and community leaders who provided inspirational and practical advice for our students.

Next, I outlined how the panel discussions have been an effective way to network, bringing in members of the community to learn more about our school and its programs while expanding opportunities for our students. They have led to new co-op placements, guest speakers, new Occupational Advisory Committee members, and more. I also explained that the panel members' shared experiences reinforce what we teach in the classroom.

I then introduced two of our Co-Op students, Montanna and Dakota who each described the impact the panel discussions and co-op experience have had on them. Montanna and Dakota were phenomenal ambassadors for our school throughout the trip, both in their presentations and in their participation in other sessions during the conference.

Montanna is here to share her experience:

- I'm Montanna Costenbader and I am currently a senior at Carbon Career & Technical Institute studying Marketing since my freshman year.
- At the PACTA presentation I relayed what I was able to take away from the Women in Business Panel. I found it really inspirational. This showed us that these women all started from something small similar to how we are now. They encouraged us to reach for the stars and work even harder which led us to pursue a career in our schools cooperative education program.
- Through our co-op program I work in the marketing department at Blue Mountain Resort located in Palmerton. I am able to apply what I learned in my Marketing class to my co-op position. I now have a better understanding of it.
- One challenge I faced early on was applying branding principles. As a student in marketing we usually do a variety of different designs while as a co-op student all branding material has a very specific color palette, font, and format. This was one thing I had to get used to compared to being in the classroom.
- Some other tasks I have completed that have expanded my horizons in my career path are competitive analysis, working with third party websites, working with our companies website and social media, creating flyers as well as other signage for our facilities and learned how we can gather information on our target markets demographics, geographics, and behavioral habits.

Mrs Klock continued:

Overall, the conference was a positive experience. Seeing Montanna and Dakota present themselves in such a professional manner, and speak about their work experiences so professionally was a proud moment for me as a teacher and also for our school. Thank you for the opportunity to attend and for your continued support.

Mr. Borzak commented on how well our students presented themselves at the conference. He said that many of the administrators in attendance assumed the two of them attended as teachers, not realizing they were high school students.

- b. Maya Kowalczyk, English Teacher and *The Buzz*, Student Newspaper Advisor with student Ashley (Ash) Little, Culinary Arts, Senior and Editor in Chief of *The BUZZ* (Panther Valley SD)
Mr. Borzak introduced Ms. Kowalczyk, English teacher who teaches both English and AP English classes and has now started the newspaper club and created the school newspaper *The BUZZ*. One of the new initiatives the school set this year was to start new clubs, this being one of them.

Ms. Kowalczyk gave the following presentation in her own words:

As the Adviser of Newspaper Club (*THE BUZZ*), the reason I started this club at CCTI was because I've always had an interest in news writing. As an English major, I've always loved reading novels, but I also enjoy - maybe even more - reading non-fiction, informative books and articles and, yes, News.

As Newspapers lately seem to be quietly sliding into the background, behind click bait on blogs and social media, I still think they are SUPER important. Newspapers have traditionally been a way to get information to everyday people that wouldn't normally have access to that information. Newspapers have been geared towards regular citizens in an attempt to find out the truth and disseminate that truth to people who may not otherwise have the ability or opportunity to find that information. With the influx of the enormous amount of information that the digital age has brought to us, our students are even more bombarded with information than we were when we were their age.

So, part of my interest in starting this club was to re-inspire students in this love for news and news writing and newspapers - and also to delve more into the art of writing news myself. But in addition to this interest in news, there are so many more things that being a part of this club can offer our students.

It teaches people skills, communication skills...working together, interviewing staff, writing letters, speaking to members of the community.

It teaches research skills....yes students have info at the tips of their fingers. But do they know HOW to sift through that info and find relevant and accurate information? News reporting teaches these skills. They have to research topics they are unfamiliar with. They have to interview others to find information. They have to problem-solve when they are stumped and don't know where to go.

It teaches literacy skills in a real world environment...there's nothing like learning grammar through editing practice when your article is going to be read by hundreds and hundreds of people. Students learn quickly why spelling and grammar matter and work hard to edit their writing.

These are only a few of the skills our 18-ish students are learning in Newspaper Club. But let me introduce you to one of those students so that she can tell you FIRST HAND what her experience is.

Ms. Kowalczyk introduced Ashley (Ash) Little who shared the following:

Back at my home school, I was a part of the newspaper "Paw Prints" and while the experience was overall good, there were things that made me feel like there was better. I was super excited when I heard about Ms. Kowalczyk starting a newspaper at CCTI. I wanted to join solely because I missed being in a newspaper, but I never imagined that I'd end up being the Editor in Chief.

It's a lot of responsibility, but being in the newspaper has taught me, and hopefully everyone in the club, some accountability and pride. The activity period has allowed us to grow as a club and we've been working to become self-sufficient through selling ads. I hope that the club will continue in the future after I graduate.

Ms. Kowalczyk shared the moment the students experienced seeing and touching their newspaper in print for the very first time. She expressed the joy in their faces with the realization of a product come to life. She said the next edition will come out in May and will be even bigger. She also mentioned that the newly added activity period has allowed more student participation as many students were unable to stay after school.

Mr. Foeller commented that when he heard “school newspaper” he anticipated pages of paper folded in half. *The Buzz* newspaper was in the salon where he took his child for a haircut. He was very impressed with what he saw. It far exceeded anything he had envisioned.

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

- a. Wendi Bartholomew, Computer/Electronics Engineering Technology Instructor
Jim Thorpe Sheriff’s Office Website with student Phoenix Kalavoda, Computer/Electronics Engineering Technology Junior (Jim Thorpe ASD)

Mrs. Bartholomew introduced herself and shared the following in her own words:

On December 2, we received a call from sheriff Daniel Ziegler regarding creating a new website. The previous Carbon County Sheriff website was outdated and after several attempts they were unable to contact the company to change the original site or have it taken down.

After speaking with my students to get their input for the website, as well as speaking with administration, we decided this was an excellent opportunity for our class to show their skills. The class eagerly started on the project with multiple concepts and designs. We decided to bring in sophomore, Noah Bryfogle who has a particular knack and interest for programming. It was Noah and junior Phoenix Kalavoda who ultimately took full charge of the project.

The sheriff had many of his own visions for the website that he shared with us through several meetings and many email exchanges.

We set a primary deadline as of January 11th, the date of his year anniversary in office. On the 11th, we sent him the preliminary website, he shared it with others and requested a few more changes.

We took a field trip to his office where he showed us around and explained some of the duties of his office. Phoenix worked with the sheriff on site and Noah worked with his deputy to teach them how to maintain some of the information on the website.

On February 28, 2023, the requested completion date, the sheriff’s office received and accepted a final version of the website.

Once the project was completed, the students were invited for a final time to meet with the sheriff. To thank them for their work and expertise, the sheriff presented the two young gentlemen with the first ever “Carbon County Community Service Award” - an award specifically created to recognize the work of our students, and will be presented in the future for service and expertise.

Phoenix spoke briefly about his experience and the many changes requested throughout the process.

- b. Carly Rinda, Digital Marketing and Business Fundamentals Instructor and DECA Advisor with students Breydon Hand, Digital Marketing and Business Fundamentals Junior (Lehighton ASD) and Gracie Heintzelman, Digital Marketing and Business Fundamentals Junior (Panther Valley SD)

Mrs. Rinda introduced herself and thanked the JOC for allowing her to speak this evening. She spoke about recent events her students have been participating in and learning activities in her classroom while presenting a brief PowerPoint.

She introduced Breydon who spoke about recent additions/changes to the school store:

- Personalized CCTI themed keychains
- A Pepsi sponsored cooler
- Rearranged to maximize available space
- Developed new merchandise
- New tumblers

Breydon also shared his experience in the classroom and through DECA and how he has evolved as a student and individual due to these events and activities.

Mrs. Rinda spoke about the DECA program at CCTI of which she serves as Advisor. She then introduced Gracie to share her experience as a DECA competitor.

Gracie agreed with Breydon stating that participating in DECA is a great experience in general but definitely a learning experience, as well including learning new skills. She said that she has really enjoyed her participation and has learned a lot. This year, she participated as part of a group project. She has decided that next year she would like to run as Chapter President with the hope of growing the chapter and assisting students experience this amazing club.

Mrs. Allen continued her Principal's report with the following:

- c. Activity Period

She shared the following information about the newly added Activity Period. The idea behind this was to give more students the opportunity to get involved in different activities that they did not have the opportunity to prior.

- Began with Marking Period 3
- 1 hour, 1 day per week
- Consists of the following activities:

Many of the activities are mixing students together who may have never met before. They are learning to work together, and work with students outside of their normal groups.

- AP Calculus
- Newspaper
- Open Gym
- Haircutting Clinic
- eSports
- Personal Finance
- Dungeons & Dragons
- Teambuilding
- Science Club
- STEM

(con't)

- Games & Activities
- Envirothon Team
- SkillsUSA Competition Preparation
- Podcast Club
- Auto Service Technology Projects
- History Club
- Study Hall
- Tutoring is available for students who are in need, as well
- More to come Marking Period 4

d. Update on the 2023-2024 Application Process

- 274 applications for 2023-2024 school year

Total number of applications

- Palmerton - 67
- Panther Valley - 67
- Lehighton - 61
- Jim Thorpe - 67
- Weatherly - 12

Due to a lot of talk recently about the Cosmetology technical area, Mrs. Allen shared the following information regarding historical numbers from the program:

- Cosmetology Data 2018-2019

Cosmetology 1st choice

12 students accepted into Cosmetology

Lehighton, 5

Jim Thorpe, 3

Palmerton, 2

Panther Valley, 2

- Cosmetology Data 2019-2020

12 students accepted into Cosmetology

Lehighton, 8

Weatherly, 1

Palmerton, 2

Panther Valley, 1

#1 Choice: 8

Palmerton, 3

Panther Valley, 5

#2 Choice: 1

Lehighton, 1

#3 Choice: 3

Palmerton, 1

Panther Valley, 2

Waitlist: 0

- Cosmetology Data 2020-2021
14 students accepted into Cosmetology
Lehighton, 6
Weatherly, 3
Palmerton, 2
Jim Thorpe, 3

#1 Choice: 34

Lehighton, 11
Weatherly, 4
Palmerton, 7
Panther Valley, 4
Jim Thorpe, 4

#2 Choice: 19

Lehighton, 4
Weatherly, 2
Palmerton, 5
Panther Valley, 3
Jim Thorpe, 2

#3 Choice: 13

Lehighton, 3
Weatherly, 0
Palmerton, 4
Panther Valley, 2
Jim Thorpe, 4

Waitlist: 52

- Cosmetology Data 2021-2022
14 students accepted into Cosmetology
Lehighton, 3
Weatherly, 2
Palmerton, 0
Panther Valley, 3
Jim Thorpe, 6

#1 Choice: 35

Lehighton, 9
Weatherly, 2
Palmerton, 6
Panther Valley, 7
Jim Thorpe, 11

#2 Choice: 21

Lehighton, 4
Weatherly, 1
Palmerton, 3
Panther Valley, 4
Jim Thorpe, 9

#3 Choice: 13

Lehighton, 6
Weatherly, 0
Palmerton, 3
Panther Valley, 5
Jim Thorpe, 3

Waitlist: 55

- Cosmetology Data 2022-2023
17 Students accepted
Lehighton, 5
Weatherly, 3
Palmerton, 6
Panther Valley, 2
Jim Thorpe, 1

#1 Choice: 49

Lehighton, 15
Weatherly, 5
Palmerton, 15
Panther Valley, 7
Jim Thorpe, 7

#2 Choice: 26

Lehighton, 7
Weatherly, 3
Palmerton, 8
Panther Valley, 5
Jim Thorpe, 3

#3 Choice: 17

Lehighton, 4
Weatherly, 1
Palmerton, 5
Panther Valley, 4
Jim Thorpe, 3

Waitlist: 75

Mrs. Allen offered the following information in answering questions to the JOC:
You can only have 25 students by law per teacher, per day.
Currently 17 students on the waitlist with Cosmetology as their first choice.

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
e. 2023-2024 CCTI Budget Update:
Brief update/approval status of the 2023-2024 CCTI budget.
The 2023-2024 CCTI budget has been approved with four of the five districts approving.
Mr. Deutsch thanked all five school districts for their continued support through the entire process.
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
Special Education Transition Fair
A Transition Fair for students with special needs and families, is scheduled for Tuesday, April 18th from 5:30-7:30 PM, at Lehighton Middle School. The goal is to share transition information and resources that will support students in their planning for post-secondary education, employment and independent living. Several agencies will be setting up vendor tables. Representatives at each table will be available to provide information. Raffle baskets will be donated by supporting school districts and CCTI. A Graphic Design student from CCTI will be designing the flier for the event.

Planning Ahead

CCTI's Math summer camp will be offered for 2 weeks in June. The goal of the program is to provide a fun way to aid in the retention of math concepts that are used in the technical programs, high school math courses and everyday real world experiences. Students often demonstrate a level of reduced math skill retention due to the interruption of instruction over the summer break. School shutdowns (due to COVID-19), have increased the need for additional math concepts review. Math concepts include but are not limited to: calculating ratios & percentages; computing square footage of an area needed to purchase building materials/flooring/paint; estimating costs involved with costs & purchases; measuring and computing the diameter, perimeter, radius needed to construct/repair/remodel frames, structures, furniture; conducting conversions for units of measure, are just some concepts that will be part of instruction.

In addition to a math camp, CCTI will be offering a Chemistry camp for one week in June. The goal is to provide a fun way to advance and/or maintain students' hands on lab skills, and assist in preparing students for future Chemistry lab experiences; to provide a fun way to review previously taught concepts pertaining to using the Scientific Method to conduct lab experiments. Students often demonstrate a level of reduced chemistry skill retention due to the interruption of instruction over the summer break. The school shutdowns (due to COVID-19), have increased the need for hands on lab activities and concepts review. This program will provide a fun way to use the Scientific Method to conduct lab experiments, increase knowledge and understanding of lab concepts, practice measurement and handling of tools/chemicals, lab safety and terminology.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
Mr. Walters spoke of feasibility studies he has worked on in order to increase space for more students and that an agenda item has been added this evening for vote to enter into an agreement for a proposal.
Mr. Paules added for the benefit of the public that the proposal would be to look into expanding the Cosmetology classroom size to accommodate a second program of students.
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks - Chromebooks service and internal repairs.
 - Esports - now up to 27 members. Started activity period with up to 37 students. Rocket League competition has begun, now onto week 4. CCTI Team 1 (2-2), CCTI Team 2 (1-3). New logo design and shirts in process as well.
 - Keystones - Begun preparation for spring 2023 testing.
 - Website - Continued updates and modifications to the new site.
 - SkillsUSA – Preparation of laptops for competition usage.
 - CCTI WiFi - Working on minor upgrades to wireless Access Points.
 - New Printers - Set up new Digital heat FX printers for Marketing and Graphic Design.
 - VR – Working on some Virtual Reality projects for technical areas.
 - 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
 - Nurse Aide
 - Pharmacy Technician
 - Welding Technology
 - 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; schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- March 1, 8, 10, 15, 22, 29 – CCTI GED Orientation
- March 6, 7 – Prison GED Orientation
- March 2, 8 – Nurse Aide Orientation
- March 14 - GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- March 14- Lehigh Carbon Community College visit GED classes
- March 15 - Lehigh Carbon Community College visit GED zoom
- March 21 – Welding Technology Begins

(con't)

- March 22- Spring OAC Meeting
- March 29 – Pearson Vue Testing Center
- March 30 – CCTI Career Fair and Expo

Grant Report – GED Classes

- GED class graduation is being planned for May. Students who have already passed their GED exam while attending CCTI's GED classes in partnership with Lehigh Carbon Community College. Classes this year will continue until the end of June. Students are actively pursuing testing in the next few months for program completion. Currently, we have 58 students served.
- GED practice test scholarships awarded to actively participating students through the Jim Thorpe Rotary grant.

Alternative Education | Credit Recovery

The CCTI Alternative High School Diploma Program offers a chance for individuals to earn a high school diploma at a self-guided pace; morning and/or evening sessions in the modular building. Students graduate when they have met the requirements. Students also complete 9 credits of cooperative education.

The CCTI Credit Recovery Program gives high school students who have failed a class the opportunity to redo coursework or retake a course through alternate means – and thereby avoid failure and earn academic credit. With an open rolling enrollment, credit recovery in most cases start in CCTI's summer-school programs, but students can enroll throughout the year. This gives Carbon County high school students the ability to recover credit from courses they have failed during the regular school year.

- 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.
- Winter marking period ends March 23 & 24 for students who are actively enrolled in the credit recovery and Alternative education.

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. Individuals who are interested in teaching adult evening classes, please contact Francine Kluck.

Items of Business

Personnel

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

Additional Days Approved

- A. 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
 - 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.

Non-Traditional Summer Camp Instructors/Assistants Approved

- B. 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	

Letter of Resignation Accepted

- C. to accept the letter of resignation received from Douglas Feller, Custodian/Maintenance/Groundskeeper/Cleaner Personnel effective March 14, 2023.

Adult Education Instructor Approved

- D. 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

Substitute Approved

- E. that the below listed individual be approved to substitute for the 2022-2023 school year at the established rates, as follows:
- Kathleen Benyak - Teacher, Instructional Aide

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules – Palmerton	<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 Mrs. DeMelfi, SECONDED by Mr. Connors that the following motions be approved:

Competition Attendance Approved

- A. 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.

Competition Attendance Approved

- B. 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.

Educational Event Attendance Approved

- C. 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 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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules – Palmerton	<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. Connors 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:

Jim Thorpe Area School District

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

Lehighton 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

Proposal Preparation Authorization Approved

- A. MOTION by Mr. Paules SECONDED by Mr. Connors to authorize GKO Architects to prepare a proposal for the specifications and execution of the cosmetology expansion project.

ROLL CALL VOTE:

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

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

Policy #120 Approved

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

#120 (PROGRAMS) – Program Enrollment

Grant Submission Approved

- B. to approve the submission of the Dual Credit/Dual Enrollment Grant.

CCTI SHINE Non-Traditional Summer Camp Approved

- C. 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.

Technical School Education Day at the Pennsylvania Capitol Attendance Approved

- D. 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.

Vector Solutions Purchase Approved

- E. 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.

Revised CCTI 2022-2023 Student/Teacher Calendar Approved

- F. to approve revised CCTI 2022-2023 Student/Teacher Calendar, as presented.

Note: The March 14 snow day will be made up on April 11, 2023.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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. Foeller - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules – Palmerton	<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. Paules to accept the Carbon Career & Technical Institute Foundation Report, as presented.

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

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

Motion carried.

Administrative Reports

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

- A. 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 Resorts and Conventions, Pocono Manor, PA:
- Nate Rinda, Director of Technology
 - Carly Rinda, Digital Marketing Instructor
 - Wendi Bartholomew, Computer/Electronics Engineering Technology Instructor
- B. 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.

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

Motions carried.

Next Regularly Scheduled Meeting:

Thursday – April 20, 2023

Adjournment

Mr. Foeller moved, seconded by Mr. Paules, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:55 PM.

Christina A. Graver
Joint Operating Committee Secretary