

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
April 20, 2023

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - April 20, 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 (Palmerton ASD), Angela Kunkle, Health Medical Senior (Palmerton ASD); Members of the Public: Maria Costenbader (parent, Montanna Costenbader), Heather Neff, Lehighon ASD Board Member, Danielle Paules, Palmerton ASD Board Member; CCTI Staff: Michele Klock, Cooperative Education/School Improvement Coordinator, Donna McClain, Health Medical Instructor/HOSA 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

- A. MOTION by Mr. Glaush, SECONDED by Mrs. DeMelfi to approve the inclusion of an Addendum to the April 20, 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Approval of Minutes

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Paules to approve the Minutes of the March 16, 2023 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

- CCTI senior Montanna Costenbader and her mother, Maria Costenbader discussed 2023 graduation venue.

Approval of Payment of Bills

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Glaush to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - 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 (March 2023)

- A. MOTION by Mr. Glaush, SECONDED by Mrs. DeMelfi to approve the Treasurer's Report for March 2023 showing a final balance of \$6,498,291.69 in the General Fund, and \$80,480.15 in the Student Activities Account.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - 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

Mr. Borzak expressed pride when introducing Mrs. Klock, stating that she is indeed multi-faceted. She not only works well with the students, faculty and staff as well as administration, she collaborates well with cooperative education employers and community outreach in general. Historically, when Kovatch of Nesquehoning was still fully operational, most CCTI co-op students were employed at that facility. Michele has built up an impressive amount of employers and has developed strong relationships among area business leaders and CCTI. Keep up the great work!

- Career Expo

On Thursday March 30th CCTI and The Carbon Chamber of Commerce Business & Education Partnership teamed up to host a Career Expo for CCTI's student body.

The event was held from 8-11 a.m. in the school cafeteria. It featured 20 local businesses & community organizations who each set up tables and had representatives available to speak with our students. The event was an opportunity for our students to meet employers, explore career options, have their resume reviewed, and make employment connections.

Leading up to the event, CCTI's instructors worked with their students practicing soft skills and discussing dedicated word-of-the-day terms related to employability.

All CCTI students had approximately 45 minutes to visit and speak with employers.

That day, juniors and senior academic classes featured guest speakers from Mauch Chunk Trust, Miers Insurance, and Blue Mountain Resort who presented on personal finance, financial literacy, making first impressions, and professionalism in the workplace.

The event was received well by students and staff. Plans are already underway for next year's event.

Members of Business & Industry Present:

Andreas Plumbing & Heating, Architectural Polymers, Bennett Infiniti, Bennett Toyota, Blue Mountain Machine, Blue Mountain Ski Resort, Blue Ridge Pressure Castings, C.A.R.E.S., CMP Mental Health Services, Colossal Radio, LCCC, Lehigh Police, LVHN, Pocono Whitewater, R.F. Ohl, SMF, St. Luke's Health Network, Suburban EMS, The Hofford Mill, Wildlands Conservancy

- Cooperative Education

- 25 Active Students from 11 technical programs
- 21 Employers
- Employed in Carbon, Schuylkill, Luzerne, Lehigh, & Northampton Counties
- 7 new placements in process
- Developed a partnership with St. Luke's Health Network which provides opportunities for our health med students to work as modified patient care assistants, modified medical assistants, and modified lab assistants. Additionally, students from the Construction Trades – EDA, Carpentry, and HVAC can work with the facilities staff, and Culinary Arts with Nutrition Services. CCTI is also open to working with Lehigh Valley Health Network and are interested in developing connections for our students there.
- Piloted a program to provide transportation for qualified students in need

- Coordinated the Employer Panel Discussion in January which brought in 8 members of local business and industry to discuss employment issues and advice for our senior class.
- Coordinated the March 30th Career Expo (previously discussed)

Co-Op Stats as of 4/20/23		
	Active	In Process
Auto Collision Technology	4	
Auto Service Technology	2	1
Carpentry	4	1
Culinary Arts	4	
EDA	2	1
Graphic Design	1	
Health Medical		1
HVAC	1	
Marketing	2	
Precision Machine Technology		2
Welding	5	1
	25	7

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

- b. Donna McClain, Health Medical Instructor/HOSA Advisor with student Angela Kunkle, Health Medical Senior (Palmerton ASD)

Mrs. McClain, newly appointed instructor at CCTI (January 2023), introduced herself to the members of the JOC and shared a bit of her background in the field. Donna was an RN for 8 years, and LPN for 3 and a CNA for 19. It was during those 19 years as a CNA that she crossed paths with other CNA’s and saw those who were very good and some who were not so good. That is when she decided that one day she wanted to teach so that future CNA’s could all learn to be good/great CNAs. Currently she is teaching at CCTI on both the adult and the secondary level and is loving it. One of the first things she learned while teaching at the high school level was what “HOSA” Health Occupations Students of America is – Future Health Professionals is a global student-led organization, whose mission is to promote career opportunities in the health industry and to enhance the delivery of health care to all people. She went on to explain that when she began, her students were already behind in preparation for the upcoming state leadership conference (competition). All began busily preparing, studying, and practicing. Donna went on to explain that the PENN HOSA State Leadership Conference (SLC) (competition) was held at the Valley Forge Convention Center March 29 - March 31, 2023. Competitors were as follows:

- Jonathan Kalfas (grade 12, Panther Valley SD) - Research & Persuasive Speaking place 3rd
- Angela Kunkle (grade 12, Lehighon ASD) - Home Health Aide placed 4th
- Alex Damron (grade 9, Panther Valley SD) - Nutrition
- Saleena Hollis (grade 9 Palmerton ASD) & Miley Moran Ramirez (grade 9, Panther Valley SD) - Health Career Display Team Event
- Kymber Mehlig (grade 9, Weatherly ASD) & Grace Gruber (grade 10, Lehighon ASD) - Public Health Team Event
- Guadalupe Gonzalez (grade 11, Lehighon ASD) & Skylar Santee (grade 11, Lehighon ASD) - CPR/First Aid

- Kylee Whiteman (grade 11, Lehighton ASD) - Medical Math
- Xavier Boston (grade 12, Jim Thorpe ASD) & Holly Zumerling (grade 12, Jim Thorpe ASD) - Health Career Display Team Event
- Emma Kattner (grade 12, Panther Valley SD) - Medical Terminology
- Emma Valderrama (grade 10, Lehighton ASD), Kayleigh Schlegel (grade 10, Jim Thorpe ASD) & Shylah Fenstermaker (grade 10, Panther Valley SD) represented CCTI HOSA as Chapter Voting Delegates

Donna thanked Sandi Kohutka her classroom Instructional Aide explaining how well prepared she sent them off to competition. Sandi made all travel arrangements including shuttles to and from airports, hotel reservations, and a literal step-by-step itinerary mapping out locations and times for events and competitions. Donna said she is a wonderful asset to the classroom, the students, and to her.

Donna then introduced student Angela Kunkle to speak about the upcoming HOSA International Leadership Conference.

Angela said that she and Jonathan Kalfas, Health Medical Assisting Senior from Panther Valley will be traveling to Dallas, Texas, with Instructor and HOSA advisor, Mrs. McClain. They will leave on Monday June 19th and return on Sunday June 25th.

Jonathan will be competing in Research and Persuasive Speaking, a competition in which he placed third at the State Conference. Jonathan and Angela will also be attending a chapter officer workshop. Along with registration, they will be able to attend one free National Geographic Academic learning for Health Professionals workshop. Jonathan will be attending the Organic Chemistry event and Angela will be attending the Leadership event. Angela will also be volunteering as an ambassador for Community businesses that will be hosting events during the conference.

There are many other exciting exhibits for Jonathan and Angela to participate in while at the conference. One that they are both really excited about is the Virtual Patient Simulation. This is a body interact simulation that offers unique, problem-based learning and experiences for students to get a taste of managing a real-life patient and situations that can occur.

They are very excited to attend this trip and thanked the members of the Joint Operating Committee and administration for allowing them the experience. Angela stated that CCTI has always been very supportive of their students and gives them the best opportunities to ensure they are successful. She said how very grateful she was to be given this opportunity.

Mrs. Allen said that Angela is well deserving as she has consistently arranged school sponsored blood drives and fundraisers. With Angela finishing in 4th place, if any one of the top 3 finishers in her competition cannot compete, she would fill their spot and compete at the national level. Mrs. Allen also complimented Mrs. McClain on a job exceptionally done to this point after being in the position such a short time. She mentioned that earlier today she had the chance to observe Donna with her students out on clinical and what an outstanding job she is doing with them. She said it is evident that the students respect her and are learning from her. Mrs. Allen also commented that Mrs. Kohutka is truly a significant factor in the success of the program and allowing Mrs. McClain to come in mid-term and hit the ground running, concentrating on the teaching end of things, while Sandi keeps everything organized, in line and stays on top of fast approaching timelines.

Mr. Walters shared that he had the opportunity to attend the State Leadership Awards ceremony and said that it reminded him again why he continues to work in the field of education. He also said that he knows how hard Jonathan worked to attain his standing to move on to national competition and was happy to see how excited he was.

Mr. Borzak thanked Angela for speaking at this evening's meeting and for being an impressive student leader. He commented on her goal of becoming a forensic anthropologist and said she is an example of a student that can go through the program and not necessarily have the goal of becoming a CNA. There are many directions a student can go after attaining that initial schooling.

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

c. Applications

- Gene Colosimo, Christine Trovato and Sue Ann Gerhard have worked diligently as a team to process and fill all open and available seats in all technical areas for the 2023-2024 school year.
- All 9th grade applications were processed to place students into their first or second choice to meet each of the sending schools quota. At this time, all technical educational programs are at full compliment. The waitlist we are experiencing at this time is largely due to the amount of ninth grade applications. This is due to schools sending more than the 10-15 applications that were originally requested by CCTI. We are, of course, currently working to assist these students with their career choices.
- Currently, Mrs. Trovato has been working on transition meetings with students with IEP and 504's to assure proper placement at CCTI.
- Students who are accepted to a CCTI technical program will receive a letter over summer break along with an invitation to attend our New Student Orientation Program on August 22, 2023.

C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator

- a. The 2023-2024 CCTI Operating Budget is officially approved.
- b. No increase is currently being forecasted for the 2024-2025 Operating Budget year.

D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

Current Special Population Numbers

CCTI currently services 86 students with IEPs, 17 students with 504 Service Plans, 5 with Medical Action Plans, 2 students with Gifted IEPs, 3 English Language Learners, 2 Homeless students and 1 Foster student.

Upcoming Special Education Transition Fair Reminder

A Transition Fair for students with special needs and families, was held Tuesday, April 18th from 5:30-7:30 PM, at Lehighton Middle School. Several agencies set up vendor tables to provide information to students and families. Those who attended were entered into raffle basket drawings. A CCTI Graphic Design student (Trystin Bossard – Graphic Design Freshman, Palmerton ASD) designed the flier to advertise the fair. She presented herself very professionally as she worked through the graphic design process, and did a great job creating the flier.

CCTI's Math and Chemistry Camp Information

CCTI's Math camp will be offered from June 12-16 and 19-23rd from 9-12:00 for 9th and 10th grade students; Chemistry camp will be offered June 19-23rd from 9-12:00 for CCTI students who will be enrolled in a Chemistry course during the 2023-2024 school year, and for those who are interested in maintaining their hands on lab skills. Transportation and a light snack will be provided.

The goal of both camps is to provide a fun way to aid in the retention of Math and Chemistry concepts. Math teachers will provide review and instruction of concepts utilized in the technical

programs and high school math courses. Chemistry camp will serve as a fun way for students to advance and/or maintain students' hands on lab skills and assist in preparing students for future Chemistry lab experiences. We hope students will take advantage of both camps.

Essential Skills Charts Presentation

On March 17, I shared a presentation on CCTI's Essential Skills Charts and QR codes to members of the Joint Coordinating Committee (JCC). The JCC consists of Carbon and Lehigh County administrators, board members, and staff from CCTI, LCTI, LCCC, and CLIU, who gather five times a year to connect, support schools, and to allow school representatives to showcase their innovative programs. Essential Skills charts and QR codes were shared to share some additional ways CCTI provides information about its technical programs to supporting districts, students, families and community members.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
 - a. Mr. Walters spoke about the motion on this evening's agenda regarding the Cosmetology expansion/Marketing relocation project and offered to answer any questions, as needed. Kevin Godshall of GKO Architects was available to JOC members earlier in the evening to answer questions, as well.

- F. Technology Report – Mr. Nate Rinda, Director of Technology
 - a. Chromebooks - Chromebooks service and internal repairs.
 - b. Esports - Now up to 28 members. Started activity period with up to 36 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.
 - c. Keystones - Preparation for Spring 2023 testing.
 - d. Website - Continued updates and modifications to the new site.
 - e. SkillsUSA - State competition in Hershey. Nate Rinda assisted with Technology for the duration of the trip.
 - f. CCTI WiFi – Still adding additional new Wireless Access points around the building.
 - g. New Printers - Still working with the new Digital heat FX printers for Marketing and Graphic design.
 - h. Virtual Reality – Working on some Virtual Reality projects for technical areas.
 - i. Continued daily technology support/service - for all of CCTI.

Mr. Borzak stated that the students really seem to love the eSports and that Mr. Rinda is a very dynamic leader to whom the students are drawn. The newly added activity period including a multitude of events is a factor in motivating students to come in to school.

- 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 15- Serv Safe Test Date
- April 5, 12, 19, 26 – CCTI GED Orientation
- April 10- Nurse Aide Graduation/Pinning Ceremony
- April 11 - GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- April 12 – Nurse Aide Orientation
- April 13- St. Luke’s Health Network partnership meeting
- April 14 – Rural Community Connection Committee St. Luke’s
- April 17 – Whole Home Repair Program - Incumbent Training
- April 21- Carbon County Collaborative Human Services
- April 26 – Pearson Vue Testing Center Open

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

Letter of Resignation Accepted

- A. to accept the letter of resignation received from Jean Bales, Special Education/Social Studies Teacher effective June 6, 2023.

Social Studies/Special Education Teacher Appointed

- B. to appoint Julian Valentini Social Studies/Special Education Teacher, effective August 24, 2023 at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Additional Days Approved

- C. 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:
- Rebecca Schaeffer, School Nurse – up to 4 days
To ensure all immunizations are up to date.
 - Tammy Marshall, Cosmetology Instructor – up to 4 days
For theory room, lab and salon redesign and curriculum development.
 - Julian Valentini, Social Studies/Special Education Teacher – 10 days
Newly appointed teacher. Three (3) of the ten (10) days will be utilized for New Student Orientation

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

Family Medical Leave Time Approved

- D. to approve Family Medical Leave time for employee #3215, effective May 3, 2023 through June 6, 2023.

Long-Term Health/Physical Education Substitute Appointed

- E. to appoint Samuel Lux as a Type 04 Long-Term Health/Physical Education Substitute effective April 24 through June 1, 2023 at the established rate of \$160/day.

Note: Mr. Lux will not be required to attend the in-service day of 04/26/2023.

Instructional Aide Appointed

- F. to appoint Amanda Belford as an Instructional Aide at a pro-rated Step 1 salary effective April 21, 2023 per the current CCTI ESPA Employment Agreement.

Extra Help Instructor Appointed

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

Amanda Belford

Non-Traditional Summer Camp Instructors/Assistants Approved

- H. that the below listed individual(s) be approved as Non-Traditional Summer Camp instructors at an hourly rate of \$30.00 and assistants at an hourly rate of \$25.00:

Ashleigh Rehrig

CTI Summer Camp Instructors Approved

- I. that the below listed individuals be approved as CCTI Summer Camp Instructors at their current per diem rate as follows:

Diane Hyjurick, Math Instructor
Math Camp - June 12-16 and June 19-23, 9:00 a.m. to 12:00 p.m.

Kevin Sowa, Math Instructor
Math Camp - June 12-16 and June 19-23, 9:00 a.m. to 12:00 p.m.

Angela Sablich, Science Instructor
Chemistry Camp, June 19-22, 2023, 9:00 a.m. to 12:00 p.m.

Note: Salaries for the camp will be paid with funding through the ESSER (Elementary and Secondary Emergency Relief) Fund Grant.

Additional Hours Approved

- J. that the below listed individuals be approved for a total of 6 hours (each) to be utilized as needed for instructional preparation before and/or during summer camp.

Diane Hyjurick, Math Instructor
Math Camp

Kevin Sowa, Math Instructor
Math Camp

Angela Sablich, Science Instructor
Chemistry Camp

Note: The additional hours will be paid with funding through the ESSER (Elementary and Secondary Emergency Relief) Fund Grant.

CCTI Summer Camp Van Drivers Approved

- K. that the below listed individuals be approved as CCTI Summer Camp van drivers at a rate of \$25/hour:

Diane Hyjurick
Math Camp - June 12-16 and June 19-23, 8:00 a.m. to 9:00 a.m.
12:00 p.m. to 1:00 p.m.

Kevin Sowa
Math Camp - June 12-16 and June 19-23, 8:00 a.m. to 9:00 a.m.
12:00 p.m. to 1:00 p.m.

(con't)

Salvatore LoPresti
Math Camp - June 12-16 and June 19-23, 8:00 a.m. to 9:00 a.m.
12:00 p.m. to 1:00 p.m.

Angela Sablich
Chemistry Camp, June 19-22, 2023, 8:00 a.m. to 9:00 a.m.
12:00 p.m. to 1:00 p.m.

Note: Driver salaries will be paid with funding through the ESSER (Elementary and Secondary Emergency Relief) Fund Grant.

Volunteers/Chaperones Approved

L. that the following individuals be approved as volunteers/chaperones per CCTI policy #916:

Brenda Heffner
Tiffany Lucas

Adult Education Instructor Approved

M. to approve the following individual as Adult Education Instructor on an as needed basis, at a salary of \$25.00 per hour effective April 21, 2023 through April 2024:

Harold Resh

CCTI Local Advisory (Perkins Participatory Planning) Committee Members Approved

N. to approve the following individuals as members of the CCTI Local Advisory (Perkins Participatory Planning) Committee for the 2023-2024 school year:

Rocky Ahner	Christina Fish	Sandra Michalik
Tom Albright	Jodi Frankelli	Rob Mikulski
Stephen Alessi	Tom Gerhard	Todd Morris
Sharon Alexander	Elaine Eib	JamiLynn McFarland-Johannsen
Michelle Allen	Chris Graver	Steve Ohl
Jennifer Aquila	Marguerite Green	Diahann Ouly
Chris Baret	Stacie Gula	Albert Parillo
Stephanie Barto	Saige Hancharick	Joseph Pinto
Kathy Benyak	Michael Heater	Robyn Plesniarski
Megan Beste	Samuel Hellen	Robert Presley
Ann Bieber	Kathy Henderson	Justin Pshar
Mary (Colleen) Bird	Richard Hobbs	Genesis Reyes
Greg Bott	Tiffany Huff	Nate Rinda
Heather Brown	Margaret Kalogerakis	Marianne Rustad
Karen Buck	Molly Kislán	Angela Semkew
William Burke	Marlyn Kissner	Erin Snyder

(con't)

Paul Caputo	Michele Klock	Jesse Snyder
Lori Chaplin	Francine Kluck	Cody Steward
Eric Christman	Audrey Larvey	Gerald Strubinger
Stacie Coggiano	Jack Lawless	Rachel Strucko
Eugene Colosimo	Tom Lesisko	Christine Trovato
Ava DeMelfi	James Logue	Julie Walker
Renee DeMelfi	Chris Lukasevich	Ken Walters
Jeffrey Deutsch	Daniel Malloy	Alice Wanamaker
Bobby Dodd	Kathy Martin	Michael Wildoner
Mary Beth Dougherty	David McAndrew	Jeffrey Yanochko

Superintendent of Record Stipend Increase Approved

- O. to increase the monthly Superintendent of Record stipend to \$150.00, effective August 1, 2023.

Note: Payment is based on attendance at regularly scheduled Joint Operating Committee meetings (up to 12 per year) and paid in full following the completion of the appointed term.

Superintendent of Record Appointment Extended

- P. to extend the appointment of Robert Presley, Jim Thorpe Area School District Superintendent as Superintendent of Record for Carbon Career & Technical Institute through July 31, 2024 at the established per meeting stipend (based on attendance) of \$150.00 beginning August 1, 2023. Payment will be based on attendance at regularly scheduled Joint Operating Committee meetings (up to 12 per year) and paid in full following the completion of each year of the appointed term.

Note: Historically, the term of Superintendent of Record at CCTI has been one full year. This extension would increase Mr. Presley’s term to two full years in this position.

Superintendent of Record Term Length Increased

- Q. to increase the length of the Superintendent of Record term to two years effective August 1, 2024 with a per meeting stipend (based on attendance) of \$150.00. Payment will be based on attendance at regularly scheduled Joint Operating Committee meetings (up to 12 per year) and paid in full following the completion of each year of the appointed term.

Note: Term runs from August 1 through July 31 of the second year.

Letter of Resignation Accepted

- R. to accept the letter of resignation received from Michele Troutman, Culinary Arts Instructional Aide effective June 2, 2023.

Family Medical Leave Time Approved

- S. to approve intermittent Family Medical Leave time for employee #189, effective April 19, 2023 through April 18, 2024.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - Lehigh	<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 Mr. Paules, SECONDED by Mrs. DeMelfi that the following motions be approved:

Educational Event Attendance Approved

- A. that twenty-one (21) Computer/Electronics Engineering Technology (CEET) students attend an educational event at Micro Center April 27, 2023 in St. Davids, PA. Wendi Bartholomew, CEET Instructor, Nate Rinda, Director of Technology, and Tara DeVincenzo, Building Substitute will chaperone this event.

Educational Event Attendance Approved

- B. that fifteen (15) Welding students attend an educational event at the Philly Shipyard May 5, 2023 in Philadelphia, PA. Tom Bartholomew, Welding Instructor and Ken Bond, Welding Instructional Aide will chaperone this event.

Note: This is an annual welding class trip.

Educational Event Attendance Approved

- C. that twenty-two (22) Digital Marketing students attend the Tourism Day Summit with Lehigh Career & Technical Institute (LCTI) and Monroe Career & Technical Institute (MCTI) at Kalahari Resorts May 9, 2023 in Pocono Manor, PA. Carly Rinda, Digital Marketing Instructor, Laura Foeller, Instructional Aide, and Julian Valentini, Instructional Aide will chaperone this event.

Note: Cost for this trip will be covered by students and student activity fund.

Educational Event Attendance Approved

- D. that twenty-two (22) Culinary Arts students attend an educational event at Walnut Hill College May 23, 2023 in Philadelphia, PA. Chef Anthony (A.J.) Burke, Culinary Arts Instructor, Ashleigh Rehrig, Culinary Arts Instructional Aide, and Michele Troutman, Culinary Arts Instructional Aide will chaperone this event.

HOSA International Leadership Conference (Competition) Attendance Approved

- E. that two (2) Health Medical students attend HOSA's International Leadership Conference (Competition), June 19 - 25, 2023 in Dallas, TX at a cost not to exceed \$5,200 to cover the expense of registration, transportation, and lodging. Donna McClain, Health Medical Instructor/HOSA Advisor will chaperone this event.

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

CCTI Math Camp Approved

- F. to approve CCTI Math Camp to be held at CCTI June 12-16 and June 19-23, 2023 from 9:00 a.m. to 12:00 p.m. for incoming and current 9th grade students.

Note: A minimum of five (5) students must be pre-registered to run the camp. All costs incurred will be paid utilizing funds through the ESSER (Elementary and Secondary Emergency Relief) Fund Grant. Transportation will be provided to and from CCTI for students who attend.

CCTI Chemistry Camp Approved

- G. to approve CCTI Chemistry Camp to be held at CCTI June 19-22, 2023 from 9:00 a.m. to 12:00 p.m. for current chemistry students and students who will be enrolled in chemistry during the 2023-2024 school year.

Note: A minimum of five (5) students must be pre-registered to run the camp. All costs incurred will be paid utilizing funds through the ESSER (Elementary and Secondary Emergency Relief) Fund Grant. Transportation will be provided to and from CCTI for students who attend.

Trigonometry Course Offering Addition Approved

- H. to approve the addition of Trigonometry as a CCTI course offering beginning with the 2023 2024 school year.

Trigonometry Course Description Approved

I. to approve the following course description for Trigonometry:

Trigonometry is a course recommended for those who have college ambitions where mathematics is utilized, or are preparing for careers in machining, carpentry, drafting, and the electronics areas. The course studies trigonometry from the classic perspective of right triangles, the unit circle, and as functions of the x-y plane. Graphs of the trigonometric functions are used and analyzed. Topics include radian measure, solving triangles, the unit circle, trigonometric equations, identities, analytic trigonometry, vectors and the dot product, polar coordinates, and applications of trigonometric functions over the real and complex numbers.

Prerequisites would be Algebra II **and** Geometry.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - Leighton	<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

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

Receipt of 2023-2024 Proposed Operating Budget Resolutions Acknowledged

A. 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**

Leighton Area School District

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

Palmerton Area School District

Yes - 9, No - 0, Absent - 0, 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**

2023-2024 CCTI Adult Education Program Proposed Operating Budget Approved

- B. to approve the 2023-2024 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$129,646.

2023-2024 Carbon Alternative High School Diploma Program Proposed operating Budget Approved

- C. to approve the 2023-2024 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$315,000.

Alternative High School Diploma Program Tuition Rate Approved

- D. to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$10,500 per year for the 2023-2024 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$52.50. This is the same rate as the 2022-2023 school year.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - Lehigh	<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.

Buildings & Grounds

Service Agreement Approved

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Glaush to approve the professional service agreement provided by GKO (Godshall Kane O'Rourke) Architects, LLC for the Cosmetology expansion and Digital Marketing relocation project, as presented.

Note: Project is slated for summer 2024.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - Lehigh	<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 Mrs. DeMelfi, SECONDED by Mr. Glaush that the following motions be approved:

Valedictorian and Salutatorian Naming Authorization Approved

- A. to authorize the Principal to name the CCTI 2023 Valedictorian and Salutatorian based on their class ranking through March 22, 2023.

Technical Program Shadow Day Approved

- B. to permit up to ten (10) CCTI staff members to shadow various academic and technical programs at Dauphin County Technical School, Harrisburg, PA on a date set tentatively in May.

Contract with BHA Approved

- C. to contract with BHA (Behavioral Health Associates) for a mental health support specialist for the time period April 24, 2023 through August 31, 2024 upon receipt of Agreement.

Note: Services will be funded through the PCCD (Pennsylvania Commission on Crime and Delinquency) School Safety and Security Grant.

PowerSchool Ecollect Forms Purchase Approved

- D. to approve the purchase of PowerSchool Ecollect Forms at a total cost of \$3,593.25 for one year (04/21/2023 through 06/30/2024).

Conference Attendance Approved

- E. that Brent Borzak, Administrative Director, and up to ten (10) CCTI staff members attend the 2023 Conference on Integrated Learning: The School-to-Career Connection Conference November 8-10, 2023 at the Penn Stater Conference Center Hotel, State College, PA at a total approximate cost of \$3,000 to cover early bird registration/meals, lodging, and mileage.

Note: Conference attendance will be funded through the Perkins Grant.

Agreement with CLIU Approved

- F. to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium for the 2023-2024 fiscal year.

Note: Sweet, Stevens, Katz & Williams, LLP is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service typically falls between \$560.00 and \$800.00 based on the number of participants.

Revised 2023-2024 Student/Teacher Calendar Approved

- G. to approve the revised CCTI 2023-2024 Student/Teacher Calendar, as presented.

Note: The only change to the calendar is the note at the bottom of the calendar which now reads:

Approved Flexible Instruction Days (FID) will be utilized for the first 5 (five) weather-related school closings. All subsequent school closings will utilize snow make-up days as indicated (*on the approved CCTI 2023-2024 Student/Teacher School Year Calendar*).

School Year Activity dates Approved

- H. to approve the following 2023-2024 CCTI school year activities as indicated on the adopted (01/19/2023) Student/Teacher calendar:

- New Student Orientation, August 22, 2023 at 6:00 p.m.
- Junior/Senior Information Night, September 28, 2023 from 6-8:00 p.m.
- Fall Festival, September 30, 2023
- Open House, October 11, 2023 from 5-8:00 p.m.
- Parent/Teacher Conferences, December 5, 2023 from 5-8:00 p.m.
- NTHS Banquet, March 19, 2024 from 6-8:00 p.m.
- Prom, May 10, 2024
- Senior Awards, May 22, 2024 from 6-8:00 p.m.
- Graduation, May 31, 2024 at 5:00 p.m.

2023-2024 Carbon Alternative High School Diploma Program Class Schedule Approved

- I. to approve 2023-2024 class schedule for the Carbon Alternative High School Diploma Program as follows:

Summer 2023

Thursday, July 6, 2023 – Thursday, September 21, 2023 (50 days)

Fall 2023

Tuesday, October 3, 2023 – Friday, December 15, 2023 (50 days)

Winter 2024

Tuesday, January 2, 2024 – Wednesday, March 13, 2024 (50 days)

Spring 2024

Wednesday, April 3, 2024 – Wednesday, June 12, 2024 (50 days)

Note: Snow/emergency days are made up at the end of each semester.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - 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 Mr. Glaush SECONDED by Mrs. DeMelfi to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$584.26.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Administrative Reports

- A. MOTION by Mr. Glaush, SECONDED by Mrs. DeMelfi 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

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

Conference Reports Acknowledged

- A. to acknowledge receipt of the conference report submitted by the following individuals, after attending the Automotive Training Center's 19th Annual High School Instructor Training Seminar March 15, 2023 at the ATC Training Center, Warminster, PA:
- Harold Resh, Auto Service & Technology Instructor and Stephen Nesler, Auto Collision & Repair Instructor

Conference Report Acknowledged

- B. to acknowledge receipt of the conference report submitted by Michelle Allen, Principal after attending the PDE DATA Summit March 27-29, 2023 at the Hershey Lodge and Convention Center, Hershey, PA.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

Next Regularly Scheduled Meeting:

Thursday – May 18, 2023

Adjournment

Mr. Mrs. DeMelfi moved, seconded by Mr. Glaush, that the meeting adjourn. By unanimous consent, the meeting adjourned at 8:02 PM.

Christina A. Graver
Joint Operating Committee Secretary