

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**May 18, 2023**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - May 18, 2023** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mr. Gerald Strubinger, at 6:15 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"/> (6:34 p.m. departure)
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 type="checkbox"/>	<input checked="" 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 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 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: Breydon Hand, Digital Marketing Junior (Lehighton ASD), Mahlon Hansler, Precision Machine Technology Junior (Lehighton ASD), Samantha Nametko, Carpentry Senior (Lehighton ASD); Members of the Public: Jennifer Hansler (parent, Mahlon Hansler), Heather Neff, Lehighton ASD Board Member; CCTI Staff: Jeffrey Hazelton, Carpentry Instructor, Margaret Kalogerakis, Student Success Coordinator, Interact Rotary Committee Advisor, Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, Maritza Reinbold, Graphic Design Instructor/SkillsUSA Assistant 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 May 18, 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. Foeller to approve the Minutes of the April 20, 2023 Regular Meeting.

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

Motion carried.

### Courtesy of the Floor to Visitors

NONE

### Approval of Payment of Bills

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Paules 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. 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 (April 2023)

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Foeller to approve the Treasurer's Report for April 2023 showing a final balance of \$6,568,886.97 in the General Fund, and \$78,345.55 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. 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

In Mr. Borzak's absence, Mr. Presley, Superintendent of Record, introduced the following for their individual monthly report:

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

a. Margaret Kalogerakis, Interact Rotary Club Advisor

Peggy submitted and shared the following report:

I am very proud to be the advisor for this student organization and particularly this group of students.

First, I would like to introduce the Interact Rotary Club to you, since Lehighton is the only other school involved in the Rotary, that I am aware of.

We started the CCTI Interact Rotary Club in February 2016, thru the efforts of one student who attended the Rotary summer camp RYLA (Rotary Youth Leadership Awards), which the Rotary continues to support today.

The Interact, like the Rotary's motto is "Service above Self". We only hold one maybe two fundraisers a year, the rest of the year, pretty much on a monthly basis we request (in house) donations for the community, (i.e. food pantry, animal shelters, nursing homes etc.).

Students have fun while carrying out service projects and learning about the community work. On a monthly basis, our students love going to the Dimmick Memorial Library. During story hour, they read to the Pre-K children and help with their arts and crafts. This year one of our Christmas/holiday collections was The Ukraine Homestead. We asked for any spare change the students would have during lunch periods. We collected \$400. Our students really stepped up. One student donated and said, "This is my tips from last night." I was very impressed. It shows they are thinking of others who may be having a hard time. Additionally for our projects, we are guided by the Jim Thorpe Rotary Club to assist with their endeavors.

b. Margaret Kalogerakis, Student Success Coordinator with student Breydon Hand (Digital Marketing and Business Fundamentals Junior, Lehighton ASD)

Teach CTE Day at Penn State University

Peggy thanked Mr. Borzak and the Joint Operating Committee for allowing CCTI students to attend these very worthwhile educational trips. She introduced Breydon who shared the following about his experience from the trip:

I'm happy to be here today to tell you all about the amazing experience that my fellow students and I had on our Penn State University trip. When we first arrived the scale of the campus blew me away. As we walked to our CTE meeting room, we all got to see the different divisions and buildings that make up Penn State. It also gave us a glimpse into the daily lives of what it is like being a college student. We saw various people walking to and from their classes. Once we reached our destination we were able to meet some of the professors and staff that work at Penn State and we attended their first ever CTE meeting, which seeks to inform and educate students on various paths that you can take through their program. For me it was an eye opening experience since I had not considered the idea of becoming an educator in the future. By attending, it helped me to realize the potential it held and the benefit that would come with it. After the meeting, we were given a tour of Penn State's main campus. It was an amazing opportunity for both my fellow classmates and me as it educated us on not only what college is like but also the various career paths that can be taken by furthering our education there. Near the end of the day, we all met one last time and went through various stations to experience a little bit of what it is like to be a teacher. It helped me appreciate what they go through on a daily basis.

Overall, it was such an amazing experience for us all, allowing us to experience and learn about a very fast approaching aspect of our lives. This helped us to prepare for what to expect and

also expanded our options on an eventual career path we can take to not only help ourselves but also others. Breydon thanked the Joint Operating Committee for allowing them to take this trip.

Mr. Presley commented on how very well spoken and posed Breydon was through his presentation this evening. Many JOC members agreed. Breydon attributed this to the concentration on public speaking in his Digital Marketing class.

Student Jada Saldukas (Cosmetology Junior, Weatherly ASD) who attended the trip but was unable to attend this evening's meeting, provided the following written statement:  
I am so beyond grateful for the opportunity to go on this trip. I loved everything about the trip. I learned a great deal about some of the elements that play into the role of being a CTE teacher. It gave me an accurate picture of what I want for my future. This trip really helped me with deciding my future career path. I truly appreciate the opportunity to go on these trips. I would like to thank you all for making these trips possible.  
Thank you so much.

- c. Margaret Kalogerakis, Student Success Coordinator  
Technical Education Day at the Pennsylvania Capitol

Jada wrote and submitted the following of her experience:

I was asked to tell you all about the two trips that we recently took. The first being the capitol. We started out by getting a tour of the capitol. I believed it to be absolutely gorgeous, informational, and intriguing. After the tour we had the opportunity to walk around and see other schools and what they do. I loved learning about all of the different schools there and what they do differently from us. I liked to provide information about our school to those other schools.

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

- a. SkillsUSA

Thomas Bartholomew, SkillsUSA Assistant Advisor with student Samantha Nametko (Carpentry Senior, Lehighton ASD)

Mr. Bartholomew submitted and shared the following report:

The SkillsUSA PA State competition was a great experience for everyone that attended. My weld Sculpture competitor Austin Novak from Palmerton placed 2<sup>nd</sup> out of 13 sculptures in the state. This year I had the privilege to work with a team of 7 students in the Opening & Closing ceremony. These students worked very hard, and we practiced every chance we could, including in the parking lot at the Hershey Lodge. I could not be more proud of these students for stepping up and competing. They were a great group that took a lot of pride in the competition. This is the hardest competition that SkillsUSA runs. We took 2<sup>nd</sup> place this year and are looking forward to competing again next year.

All the students that participated were on their best behavior and gave it everything they had in their competitions. CCTI students represented the school in such a positive manner, and they were all respectful and very professional in their competitions and performed at a very high skill level. This was a great group of students that went this year. Tom then introduced student competitor Samantha Nametko.

Samantha shared that she competed in cabinetmaking in December finishing 3<sup>rd</sup> as the only female competitor against 8 male competitors. When competing last year, she didn't place at all. This was her motivation for this year's competition. Although 3<sup>rd</sup> place did not afford her the opportunity to move on to State competition, Samantha was given the opportunity to compete on the Opening and Closing Team serving as the President. She said this was a great experience where she learned teambuilding skills among others.

Maritza Reinbold, SkillsUSA Assistant Advisor

Mrs. Reinbold submitted and shared the following report:

Thank you for giving me the opportunity to be a SkillsUSA assistant advisor the for 2022 -2023 school year. This is my 3rd year and my first time doing so as a teacher. Before I speak about SkillsUSA I would like update you about my class.

The Graphic Design class completes job requests above and beyond the projects and lessons that I provide for my class. Due to the high demand of job requests we receive, I will be incorporating a new procedure next year to include a form to be completed and approved by Mrs. Allen. Job requests will be limited to only one per week.

Our 2023 - 2024 goal is to obtain more student certifications and less job requests.

**Following is a partial list of job requests completed by Graphic Design 2022 - 2023**

1	Safety Week flyer
2	Mental Health awareness week flyer
3	Summer Newsletter Aug. 2022
4	Sublimate many Mugs for gifts (Administration request)
5	93" x 42" SkillsUSA Poster
6	93" x 42" Aevidum Poster
7	93" x 42" Yearbook Poster
8	Car Wrap Decals for all the school vehicles - Design, print, cut and laminate
9	Tech Talk flyer
10	Open house / Art show flyer
11	Health Medical Rules Poster
12	Health Medical Wash Hands flyer
13	Health Medical 40 Photo Id's - Photography, edit and print ID cards for all the students
14	Periodic Table Large Poster
15	Pink out Flyer
16	Cosmetology Flyer
17	Spa night Flyer
18	CTE flyer
19	Non trad summer camp flyer update
20	Transition Fair Flyer
21	Large Map for the Placement of the Vendor Tables of the Fall Festival
22	Fall Festival outdoor directional signs
23	Fall Festival Flyer
24	Cosmetology Business Cards
25	Administration Business Cards (Mr. Borzak and Mrs. Allen)
26	New poster display for board across from Mrs. Bales room
27	Grandchild baptism poster
28	Welding Trifold Design for Contest
29	Photoshop Mr. Deutsch in a sports car
30	Several outdoor Sandwich signs double sided and laminated
31	Design and print 100 sublimation sheets of Car Dash Plaques
32	Front Entrance Logo Poster
33	93" x 42" Take new Photographs and Redesign the Non trad poster

34	6 Sending School Large Bulletin Board Posters
35	93" x 42" NEW Student Bulletin Board Poster
36	Flyers - No cell phones allowed, No hats allowed
37	93" x 42" Athletics Poster for cafeteria
38	93" x 42" Clusters Bulletin Board Posters
39	36 T-shirts for CTE - Design, Print, Weed, and heat press
40	260 Prom tickets - Design, number, print, and cut
41	600 Graduation Tickets - Design & number each ticket
42	Summer Camp Flyer re-Design with Updates
43	Career Expo Web Postcard New Design - 3 edits
44	Chapter Display Stickers - 3 Designs, print 80 of each on Roland
45	3 Chapter Display 72" x 33" Panels - design and print on Roland
46	Create the 2023 Graduation Program Template in Google Slides
47	Small Car and Truck Stickers for Chapter Display
48	HOSA Trifold - design & print on Photography paper - printed 2x
49	Corn hole backgrounds - design & print 2 copies on Roland
50	Design Transition Flyer design and printed 3 large posters - 3 edits
51	HOSA Flag 6 decals for 2nd competition
52	Carpentry Flag Drop off Box Decals on 3 sides
53	5 Large CCTI Outdoor Signs - design, print, cut, and laminate
54	4 Life Skills banners - photograph, design, print, heat press
55	Summer Camp 200 stickers- design, print, cut and weed
56	Demonstrate how to use the Cricut for Girl Scout T-shirts, cut, weed, and heat press
57	Sublimation print 4 outdoor Eagle Scout designs on Metal
58	Make paper lavender 3D flowers - handmade
59	ACR Decal for 3 tool cabinets - design only
60	14 Tech class Rack Cards - Take new photographs, get highlights, design - not finished
61	Design the Cosmetology logo for next years T-shirts
62	Print 15 photos 5" x 7" of Penn State trip
63	12" Army Star - Vector, Print, cut- add transfer tape
64	8" Black Stars - Vector, Print, cut- add transfer tape
65	3" hand prints - Vector, Print, cut
66	35 copies of 2" Wooden Creations Logos - Vector, Print, cut
67	USA 12" - Vector, Print, cut - add transfer tape
68	Emergency - Vector and Heat Press T-shirt for the Envirothon
69	Print 2 photo sets 5" x 7" of all the Life Skills Seniors
70	Print CCTI Math Academy design - 15 shirts sublimation printed
71	New Design for Chem Lab - 5 shirts sublimation printed
72	Photograph all new staff member for their swipe card ID throughout the year
73	Photograph ~10 Seniors for their Yearbook photo
74	Cosmetology tickets for the Spa
75	Decorate 2 Glass Display cases
76	HVAC Poster for William Gerhard
77	Health Medical Poster for HMNA Alumni
78	Recreate the Precision Machine T-shirt logo design
79	Print updated POS posters for tech classes

80	Culinary Arts Posters
81	Photograph the Semi Formal Dance for the Yearbook Committee
82	Several Metal Barrel Decals for Maintenance dept.

## SkillsUSA

	<b>SkillsUSA 2023 State Competitions</b> 23 Medals 3 Gold 12 Silver 8 Bronze		
Place	Name of Competition	Last Name	First Name
1st	<b>Automated Manufacturing (Team of 3)</b>	Collins	Dominic
		Anthony	Jace
		Hansler	Mahlon
3rd	<b>Architectural Drafting</b>	Corino	Nicole
2nd	<b>Chapter Display (Team of 3)</b>	Montefour	Makenna
		Kuehner	Haley
		Heintzelman	Gracie
3rd	<b>CNC 2 Axis Turning Programmer</b>	Kuznicki	Kyle
3rd	<b>Collision Repair Technology</b>	Sherer	Wyatt
3rd	<b>Cooperative Log Book</b>	Costenbader	Montanna
2nd	<b>Opening &amp; Closing Ceremony</b>	Namesko	Samantha
		Brazil	Eliana
		Campbell	Savannah
		Lopez Rodriguez	Carlos
		Rakos	Owen
		Reif	Joshua
		Burns	Ella
2nd	<b>Precision Machining</b>	Kunkle	Leland
3rd	<b>Promotional Bulletin Board</b>	Bellis	Olivia
		Munson	Jackolyn
		Trach	Dakota
3rd	<b>T-Shirt Design</b>	Romankow	Julia
2nd	<b>Welding Sculpture</b>	Novack	Austin

## State Contests

- For the state contest my graphic design class had 8 students competing.
  - 2 photography students, 3 promotional bulletin board students, 1 prepared speech, 1 advertising design, and 1 T-shirt design competitor
- Promotional Bulletin Board received 3rd place
- T-shirt design also received 3rd place
- I also worked very closely with the Marketing Class students on their Chapter Display competition. They received 2nd place.
- Overall I chaperoned 34 students at Hershey Lodge for 3 days and 2 nights and took the photos for the awards ceremony all of which I personally placed in the Yearbook.

I would also like to thank Mr. Kuehner for being the SkillsUSA leader for 13 years. Mr. Kuehner has had 13 State Winners and received an award from the County Commissioners' Office for his continued success at Nationals. I am honored to have worked with Mr. Kuehner and am saddened by the fact that he was not invited to be an advisor for SkillsUSA next school year. Thank you Mr. Kuehner for 13 years of hard work and loyalty to SkillsUSA.

Kevin Kuehner, SkillsUSA Advisor with student Mahlon Hansler (Precision Machine Technology Junior, Leighton ASD)

Kevin spoke of his many years serving as a SkillsUSA advisor and his students' accomplishments over the years, including multiple years competing at the national level. He said that what has always been important was win or lose, the students did their very best. He expressed his disappointment in not being considered as an advisor for the 2023-2024 school year but stated that no matter what he will continue to teach his students to the best of his ability so that they can be successful in competitions and out in the working world. He introduced Mahlon who will be travelling to compete at the national level with his two teammates in the Automated Manufacturing competition in Atlanta, GA in June.

b. Certifications

Technical area certifications for 2022-2023 school year.

Auto Collision Repair (CIP 47.0603)

- S/P2 - Auto Collision\*
- OSHA - 10\*
- NATEF
- NOCTI\*

Auto Service Technology (CIP 47.0604)

- OSHA - CareerSafe
- OSHA - 10\*
- NATEF (ASE)\*
- MACS 609
- PA Safety Inspection
- NOCTI\*

Carpentry (CIP 46.0201)

- OSHA - 10\*
- OSHA - 30
- PA Builders
- Stepladder Safety\*
- Articulate Ladder Safety\*
- Mobile Ladder Safety\*
- Single and Extension Ladder Safety\*
- NOCTI\*

Culinary Arts (CIP 12.0508)

- OSHA - 10\*
- Serve Safe\*
- First Aid/CPR\*
- NOCTI\*

Cosmetology (CIP 12.0101)

- OSHA - 10\*
- S/P2 - Cosmetology\*
- NOCTI\*
- Cosmetology State Board\*
- Milady
- Domestic Abuse
- Barbicide
- Human Trafficking
- Infection Control

Health Medical Assistant (CIP 51.0899)

- First Aid/CPR\*
- CNA\*
- Direct Care Worker
- OSHA - 10\*
- NOCTI\*



#### Computer Engineering/Electronics Technology (CIP 15.1202)

- OSHA - 10\*
- IC3 - Digital Literacy Global Standard 6
- Level 1
- Level 2
- Level 3
- Microsoft Office Specialist - Word\*
- Comptia Network +
- Google Applied Digital Skills
- Articulated Ladder Safety
- Mobile Ladder Safety
- Single Extension Ladder Safety
- Stepladder Safety
- NOCTI\*

#### Graphic Design (CIP 50.0402)

- OSHA - 10\*
- Adobe Illustrator\*
- Adobe InDesign\*
- Adobe Photoshop\*
- Adobe Premiere Pro\*
- Adobe Visual Design

#### Drafting Design Technology (CIP 15.1303)

- OSHA - 10\*
- AutoDesk Certification User\*
- AutoCAD
- Fusion 360
- Inventor
- NOCTI\*

#### Digital Marketing (CIP 52.1801)

- Social Media Marketing\*
- Customer Service and Sales\*
- OSHA - 10\*
- NOCTI\*

#### Electrical Distribution Automation (CIP 46.0399)

- OSHA - 10\*
- Ladder Safety
- OSHA - 30
- NOCTI\*

#### HVAC (CIP 47.0201)

- OSHA - 10\*
- EPA 608\*
- Gas Tite
- HC/HFO
- NOCTI\*

#### Precision Machine Technology (CIP 48.0501)

- OSHA - 10\*
- NIMS\*
- Immerse2Learn

#### Welding (CIP 48.0508)

- OSHA - 30
- S/P2 - Welding\*
- AWS\*
- SMAW 3G D D1.1
- GMAW Sheet Metal D1.3 2F
- NOCTI\*

\*PA Recognized

#### c. Digital Marketing and Business Fundamentals Instagram Update

PowerPoint presentation created by Haley Kuehner, Digital Marketing and Business Fundamentals

This school year, CCTI students have started to build multiple social media platforms to help represent and spread awareness for what Carbon CTI is all about! So far this school year, CCTI students have created 7 social media platforms! Most of these platforms are on Instagram, but we have a Facebook account that represents the entire school.

#### The Student View

Welcome to the CCTI Student View! This Instagram account is used to help promote CCTI in many different ways. The student View spreads awareness for different clubs, fundraisers, class trips, CCTI events, etc. This account was created and is managed by the four junior class officers of the class of 2024. These students create and post the content. Their advisor is Mrs. Schmoyer.

Account Managers: President - Haley Kuehner  
VP - Caylee Strohl  
Secretary - Savannah Klotz  
Treasurer - Gracie Heintzelman  
Advisor - Brandi Schmoyer

#### The Hive

Welcome to the Hive! This Instagram account is used to help promote the CCTI school store. The Hive Instagram spreads awareness for school store merchandise, accessories, new sales, food/beverage items, etc. This account was created and is managed by the A & B day marketing students. They create/post the content, brainstorm different ideas, and study the analytics as they are a part of their curriculum. Their advisor is Mrs. Rinda.

Account Managers: Managers - A & B Day Marketing Students  
Advisor - Carly Rinda

#### CCTI DECA

Welcome to the CCTI DECA account! This Instagram account is used to help promote the CCTI club, DECA! The CCTI DECA Instagram spreads awareness for the club's competitions, convention events, accomplishments, etc. This account was created and is managed by the A & B day marketing students. They create/post the content, promote their DECA chapter, and learn how to network with other DECA clubs from different schools. Their advisor is Mrs. Rinda.

Account Managers: Managers - A & B Day Marketing Students  
Advisor - Carly Rinda

## Tech Talk

Welcome to the CCTI Tech Talk account! This Instagram account is used to help promote the CCTI podcast Tech Talk, where students discuss CCTI's latest news, updates, events, and other general topics! The Tech Talk Instagram spreads awareness for the club's podcasts! This account was created and is managed by the graphic design students. They create/post the content, promote their podcast episodes, and more! Their advisor is Mrs. Reinbold.

Account Managers: Managers - Graphic Design Students  
Advisor - Maritza Reinbold

There are more accounts that we did not showcase here today, but these students and advisors have worked hard & endlessly to represent Carbon CTI to the best of their abilities! We plan on bettering and expanding our social media and hope that you, the board, can help spread awareness for these platforms.

- d. Application Update (application process, numbers received, wait list, letters to students/parents)
  - 291 Applications were received
  - 157 Students were accepted to CCTI for 2023-2024
  - 123 Students are on the waitlist
  - 6 Students were not accepted
  - 5 Students withdrew their application
  - Letters were mailed to families and emailed to principals and counselors Wednesday 5/17/2023
    - Acceptance
    - Waitlist
    - Not accepted

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
  - a. No increase is currently being forecasted for the 2024-2025 Operating Budget year.
  - b. Regarding item Q under Personnel, the resignation for the purpose of retirement of Joanne Swartz, Mr. Deutsch wanted to take a moment to publically thank her for her many, many years of service to CCTI. He said that he worked with her for approximately 25 of those but stated that 40 years is a lot of years to put in and he wanted to publically thank her for all of those years.

- 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.

### **Transition Meetings**

Transition meetings have concluded for applicants with IEPs, Section 504 Plans and English Language Learners. Meeting participants included students, parents, district representatives, Technical Instructors and Special Education Directors from supporting districts and CCTI. Technical Instructors provided valuable information about technical programs, their expectations and requirements. Applicants, their parents, and district representatives offered information about students' strengths, areas of need and needed supports and services.

### **Homeless Monitoring Visit**

On April 20<sup>th</sup>, CCTI's Homeless Liaison participated in a ECTYEH Homeless Monitoring visit with PDE's Monitor, Mrs. Anne Salerno. Mrs. Salerno informed CCTI is meeting all requirements. Some highlights from the visit included,

- Ways CCTI support students; how teachers, parents and supporting districts are notified about Homeless students
- Trainings offered to staff and CCTI's Homeless Liaison
- CCTI's partnerships with mental health, food, financial assistance, housing and how parents and students experiencing homelessness are made aware of these resources.
- How barriers are removed pertaining to academics supports, transportation, food, clothing, school supplies; free lunch provided
- Parent involvement activities and how parents are made aware of such activities

### **CCTI's Math and Chemistry Camp Information**

Invitations to attend CCTI's summer Math and Chemistry camps have been mailed. CCTI's Math camp will be offered from June 12-16 and 19-23<sup>rd</sup> from 9-12:00 for 9<sup>th</sup> and 10<sup>th</sup> grade students; Chemistry camp will be offered June 19-23<sup>rd</sup> 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.

### **Graduates with IEPs**

Graduates with IEPs and their parents are provided a *Summary of Academic Achievement & Functional Performance (SAAFP)* document prior to the conclusion of students' high school education. The SAAFP document is a student-centered document that summarizes individual abilities, skills, needs, and limitations. Its purpose is to provide recommendations to students that will support their successful transition to adult living, learning, and working. The SAAFP is designed specifically to assist students in identifying needed supports in postsecondary settings (such as training centers, college), the workplace, and the community. It should help students better understand the impact of their disabilities and articulate individual strengths and needs, as well as supports that would be helpful in post-school life. The SAAFP is a means to assist in transferring responsibility to students in advocating for their own needs.

#### **E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds**

- a. Project kickoff meeting for Cosmetology expansion project with Ms. Marshall, Mrs. Allen & GKO Architects. Next meeting in June
- b. Busy time of year for all with graduation and multiple trips
- c. Preparing summer schedule
- d. Multiple projects coming up
- e. Car scheduled to come in soon. Auto Collision Repair and Graphic Design will work on wrapping
- f. Cannot thank Carpentry and Graphic Design Instructors and students as well as members of maintenance staff for their part in the new rebranding for the school as seen in the signage on the front of the building

#### **F. Technology Report – Mr. Nate Rinda, Director of Technology**

- Chromebooks - Chromebooks serviced and internal repairs.
- Esports - Finished the Rocket League season. Went on a small field trip to CLIU #21 for a Career Expo/Esports Rocket League tournament. CCTI competed against Jim Thorpe, Pine Grove and Parkland. CCTI won the tournament. Esports members also volunteered a day at the Iron Pigs stadium for fundraising.

- keystones - Paper and online testing has begun and is rolling out smoothly.
- Website - Continued updates and modifications to the new site.
- SkillsUSA - Technology preparation work for Nationals.
- CCTI WiFi – Still adding additional new Wireless Access points around the building.
- VR – Working on some Virtual Reality projects for technical areas.
- Prom - DJ/Lighting service.
- Online Certification Exams - Assisted in numerous technical areas.
- Continued daily technology support/service - For all of CCTI.

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

**Course Offerings 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](http://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**

- April 25 - Vehicle Safety Inspection class began
- May 2 - CCTI GED Orientation
- May 3 - Nurse Aide Orientation for summer 2023 course offering
- May 8 - GED Classes concluded at the Carbon County Correctional Facility
- May 9 - GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- May 23 - CareerLink Pocono Operator Consortium Meeting
- May 23 - Local Advisory Committee Perkins
- May 23 - Pearson Vue Testing Center Open
- May 31 - Welding WTTI Testing

**Grant Report – GED Classes**

Adult Education managed and facilitated 19 GED Adult Literacy classes this academic school year via zoom, day, and evening options available for students. Classes were also held at the Carbon County Correctional Facility. Enrollment will continue throughout the summer. We have currently served 70 students this grant year concluding June 30, 2023.

**CCTI Adult Evening Employment Opportunities – Fall 2023**

Carbon Career & Technical Institute is developing new programs for the Adult Evening classes. Instructors needed for technical, business, and personal interest programs in the Adult Education Department. Course offerings could include, but not limited to Building Maintenance, Carpentry, Electrical and more. Individuals who are interested in teaching adult evening classes, please contact Francine Kluck, Adult Education Site Supervisor, at 570-325-3682 x 1517 or [fkluck@carboncti.org](mailto:fkluck@carboncti.org).

## Items of Business

### *Personnel*

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

#### **Family Medical Leave Time Approved**

- A. to approve intermittent Family Medical Leave time for employee #3133, effective January 1, 2023 through January 1, 2024.

#### **Culinary Arts Instructional Aide Appointed**

- B. to appoint Salvatore LoPresti as Culinary Arts Instructional Aide at a Step 1 salary effective August 24, 2023 per the current CCTI ESPA Employment Agreement.

#### **Additional Days Approved**

- C. that the following individual be employed for additional days (as indicated below) at the individual's per diem rate, between June 6, 2023 and August 23, 2023:
- Salvatore LoPresti, Culinary Arts Instructional Aide – up to 5 days  
Time will be devoted to preparing for cafeteria production services for the next school year
  - Justin Pshar, Math Teacher – up to 4 days
  - Steve Anderson, Math Teacher – up to 4 days  
Curriculum development and overall class planning for the new CCTI trigonometry math course

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

#### **Paraprofessional Mentors Reaffirmed**

- D. to reaffirm the following individuals as Paraprofessional Mentor at the established rate of \$500 for the 2022-2023 school year, as indicated below:

Sandi Kohutka (Laura Foeller)  
Walter O'Donnell, pro-rated (Holly Pshar, 08/31 – 12/02/2022)  
Ashleigh Rehrig (Julian Valentini)

## **Teacher Mentors Reaffirmed**

- E. to reaffirm the following individuals as Teacher Mentor at the established rate of \$1,000 for the 2022-2023 school year, as indicated below:

Scott Bartholomew (Carly Rinda, Digital Marketing and Business Fundamentals Instructor)  
Jacqueline Cole (Mackenzie McVicker, Science Teacher)  
Jeremy Pease (Wendi Bartholomew, Computer/Electronics Engineering Technology Instructor)  
Jeremy Pease (Mary Jo Sadusky/Donna McClain, Health/Medical Assistant/Aide Instructor)  
Harold Resh (William Sorokin, HVAC Instructor)

## **School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed**

- F. to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2022-2023 school year, as indicated below and based on the job description:

DECA Advisor – Carly Rinda (\$2,300)  
DECA Assistant Advisor – Scott Bartholomew (\$1,600)  
HOSA Co-Advisor – Donna McClain (\$1,150)  
HOSA Co-Advisor – Sandi Kohutka (\$1,150)  
SkillsUSA Advisor – Kevin Kuehner (\$2,300)  
SkillsUSA Assistant Advisor – Thomas Bartholomew (\$1,600)  
SkillsUSA Assistant Advisor – Maritza Reinbold (\$1,600)  
eSports Advisor – Nate Rinda (\$2,300)  
Interact Rotary Club Advisor – Margaret Kalogerakis (\$2,300)  
National Technical Honor Society – Sue Ann Gerhard (\$2,300)  
SADD/Aevidum Advisor – Rebecca Schaeffer (\$2,300)  
Senior Class Advisor – Sandi Kohutka (\$2,300)  
Student Council – Jacqueline Cole (\$2,300)  
Underclass Advisor – Brandi Schmoyer (\$2,300)  
Yearbook Advisor – JamiLynn Johannsen (\$2,300)  
Podcast Club Mentor – Maritza Reinbold (\$1,600)  
Student Publishing Club – Maya Kowalczyk (\$1,600)

### **Advisor/Mentor Position Salaries Approved**

G. to approve the following salaries for advisor/mentor positions for the 2023-2024 school year:

DECA Advisor - \$2,300  
HOSA Advisor - \$2,300  
SkillsUSA Advisors (3) - \$1,600 ea.  
eSports Advisor - \$2,300  
Interact Rotary - \$2,300  
National Technical Honor Society - \$2,300  
SADD/Aevidum - \$2,300  
Senior Class Advisor - \$2,300  
Student Council - \$2,300  
Underclass Advisor (Freshmen, Sophomore, Junior - combined) - \$2,300  
Yearbook - \$2,300  
DECA Assistant Advisor - \$1,600  
Podcast Club Mentor - \$1,600  
Student Publishing Club (Newspaper) Mentor - \$1,600

### **Joint Operating Committee Secretary Stipend Approved**

H. to approve a Joint Operating Committee Secretary annual stipend of \$1,500.00, effective July 1, 2023 through June 30, 2024.

### **Homebound Instructor Hourly Rate Approved**

I. to approve the hourly rate for Homebound Instructor for the 2023-2024 school year on an as-needed basis at \$50.00.

### **Teacher Mentor Stipend Approved**

J. to approve the Teacher Mentor stipend of \$1,000.00 for the 2023-2024 school year.

### **Paraprofessional Mentor Stipend Approved**

K. to approve the Paraprofessional Mentor stipend of \$500.00 for the 2023-2024 school year.

### **Substitute Van/Bus Driver Hourly Rate Approved**

L. to approve the hourly rate for substitute van/bus driver of \$25.00 effective July 1, 2023 through June 2024.



## **School-Wide Co-Curricular Activities and Student Club Organization Advisors/Mentors Approved**

- M. to approve the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors/Mentors, as needed at the established rates for the 2023-2024 school year:

DECA Advisor – Carly Rinda  
DECA Assistant Advisor – Scott Bartholomew  
HOSA Advisor – Donna McClain  
SkillsUSA Advisors – Thomas Bartholomew, Heather Cassidy, Harold Resh  
eSports Advisor – Nate Rinda  
Interact Rotary Club Advisor – Margaret Kalogerakis  
National Technical Honor Society – Sue Ann Gerhard  
SADD/Aevidum Advisor – Rebecca Schaeffer  
Senior Class Advisor – Sandi Kohutka  
Student Council – Jacqueline Cole  
Underclass Advisor – Brandi Schmoyer  
Yearbook Advisor – JamiLynn Johannsen  
Podcast Club Mentor – Julian Valentini  
Student Publishing Club Mentor – Maya Kowalczyk

## **Teacher Mentors Approved**

- N. to appoint the following individuals as Teacher Mentor for the 2023-2024 school year at the established stipend:

Scott Bartholomew (Julian Valentini, Social Studies/Special Education Teacher)  
Michael Baumgardt (William Sorokin, HVAC Instructor)  
Jacqueline Cole (Carly Rinda, Digital Marketing and Business Fundamentals Instructor)  
Diane Hyjurick (Mackenzie McVicker, Science Teacher)  
Angela Sablich (Donna McClain, Health/Medical Assistant/Aide Instructor)  
Tammy Marshall (Wendi Bartholomew, Computer Information Technology Instructor)

## **Paraprofessional Mentor Approved**

- O. to appoint the following individuals as Paraprofessional Mentor for the 2023-2024 school year at the established stipend:

Ashleigh Rehrig (Salvatore LoPresti)

## **Verbal Resignation Accepted**

- P. to accept the verbal resignation received from Amanda Belford, Instructional Aide effective May 1, 2023.

### **Letter of Resignation Accepted**

- Q. to accept the letter of resignation received from Joanne Swartz, Bookkeeper/Business Office Secretary effective June 30, 2023.

### **Position Transfer Accepted**

- R. to accept the transfer from the position of Administrative Assistant – Student Support Services and appoint Sue Ann Gerhard Bookkeeper/Business Office Secretary II effective July 1, 2023.

### **Employment Agreement Approved**

- S. to approve the Employment Agreement between the CCTI Joint Operating Committee and Sue Ann Gerhard, Bookkeeper/ Business Office Secretary II, effective July 1, 2023, as presented.

### **Position Transfer Accepted**

- T. to accept the transfer from the position of Instructional Aide and appoint Sandra Kohutka Administrative Assistant – Student Support Services effective July 11, 2023.

### **Employment Agreement Approved**

- U. to approve the Employment Agreement between the CCTI Joint Operating Committee and Sandra Kohutka, Administrative Assistant – Student Support Services, effective July 11, 2023, as presented.

#### **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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

### **SkillsUSA National Leadership & Skills Conference Attendance Approved**

- A. that three (3) students attend SkillsUSA National Leadership & Skills Conference (Competition), June 19 – 24, 2023 in Atlanta, GA at an estimated cost of \$11,700 to cover the expense of registration, transportation, lodging, and meals. Kevin Kuehner, SkillsUSA Advisor and Thomas Bartholomew, SkillsUSA Assistant Advisor will chaperone this event.

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

### Reasonable Assurance Notification Permission Granted

- B. to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a “reasonable assurance” their position will be available to them again when school re-opens in August 2023.

### Technical School Education Day Attendance Approved Retroactively

- C. to approve the following retroactively:

that nine (9) students attend Technical School Education Day on April 25, 2023 at the Pennsylvania State Capitol Building, Harrisburg, PA. Heather Cassidy, Cosmetology Instructional Aide, Margaret Kalogerakis, Student Success Coordinator, Sal LoPresti, Culinary Arts Substitute, and Brent Borzak, Administrative Director chaperoned this event.

### Teach CTE Day Attendance Approved Retroactively

- D. to approve the following retroactively:

that six (6) students attend Teach CTE Day on May 2, 2023 at Penn State University, University Park, PA. Brent Borzak, Administrative Director and Margaret Kalogerakis, Student Success Coordinator chaperoned this event.

#### 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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Paules, SECONDED by Mr. Strubinger that the following motions be approved:

#### Depositories Approved

- A. to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2023-2024 Fiscal Year:

Mauch Chunk Trust Company

General Fund Account, Activities Fund Account, Payroll Account, CD Purchases  
PLGIT (Pennsylvania Local Government Investment Trust)

House Building Renovation Account, Capital Projects Account, Scholarship Trust  
Fund, General Fund, CCTI Foundation Account, CCTI Building  
Renovation/Expansion fund) (con't)

INVEST (PA Treasurer Program for Local Governments)  
General Fund  
Jim Thorpe National Bank  
General Fund, CD Purchases

**Permission Granted to Participate in Cooperative Arrangements for Purchases**

- B. to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2023-2024 fiscal year through the following:

Carbon Lehigh IU #21  
Central Susquehanna IU #16

**Permission Granted to Participate in National School Lunch Program**

- C. to grant permission to participate in the National School Lunch Program including the Community Eligibility Provision (CEP) and the U.S.D.A. Commodities Program for the 2023-2024 school year.

**Section 125 Flexible Plan Benefits Plan Amendment Approved**

- D. to amend the Section 125 Flexible Plan Benefits Plan, effective July 1, 2023 to continue the Medical Plan Cash Opt-Out Election of \$400.00 per month (waive Family Medical Plan) and \$300.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years.

**Auditor Appointed**

- E. to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2023-2024 fiscal year, effective July 1, 2023, at an annual fee of \$19,500.

Note: The audit covers CCTI, as well as the school foundation and authority.

**Purchase of Compulsory Student Accident Insurance Approved**

- F. that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2023-2024 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at an estimated cost not to exceed \$2,073.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past sixteen years.

## CCTI Capital/Instructional Equipment Plan Approved

G. to approve the current CCTI Capital/Instructional Equipment Plan, as presented.

### 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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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*

NONE

## *Administrative*

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

### **First Reading of Policy #213 Approved**

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

#213 (PUPILS) - Assessment of Student Progress

### **CCTI CTE Programs Reapproved through PDE & CATS Acknowledged**

B. to acknowledge that all CCTI CTE programs have been reapproved through the PA Department of Education and the Career and Technical Education Information System (CATS) Secondary program.

Note: Programs are approved for the next five (5) years.

### **Conference Attendance Approved**

C. that Jeffry Nietz, Mental Health/Behavior Assistant, attend the 2023 National PowerSchool Users Group Event East November 27-30, 2023 at the DoubleTree by Hilton at Sea World, Orlando, FL at a total cost of \$599 to cover registration, only.

Note: Dr. Nietz will cover all other expenses for this trip.

### Grant Submission Approved

- D. to approve the submission of the FY23 COPS (Community Oriented Policing Services) School Violence Prevention Program grant.

### MOU with Jim Thorpe Police Department Approved

- E. to approve the Memorandum of Understanding with the Jim Thorpe Police Department, per the Pennsylvania department of Education Safe School Reporting regulations and CCTI JOC Policy 218.1, as presented.

#### 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. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Paules SECONDED by Mrs. DeMelfi to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$586.50.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

#### Administrative Reports

- A. MOTION by Mr. Paules, 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 - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

### Old Business

NONE

## **New and Miscellaneous Business**

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

- A. to acknowledge receipt of the conference report submitted by Anthony (A.J.) Burke, Culinary Arts Instructor, after attending the 2023 Food & Culinary Expo sponsored by Schiff's Food Service, Inc. May 9, 2023 at the Mount Airy Casino Resort Grand Ballroom, Mount Pocono.
- B. to acknowledge receipt of the conference report submitted by the following, after attending the Educators Wellness Day May 10, 2023 at Camp Fowler, Orefield:

Tammy Marshall, Cosmetology Instructor  
Maya Kowalczyk, English Teacher  
Ashleigh Rehrig, Culinary Arts Instructional Aide

VOTE: YES - 3   NO - 0   ABSENT - 2   ABSTENTIONS - 0

Motions carried.

**Next Regularly Scheduled Meeting:**

**Thursday – June 15, 2023**

## **Adjournment**

Mr. Paules moved, seconded by Mrs. DeMelfi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:20 PM.

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Christina A. Graver  
Joint Operating Committee Secretary