

# Carbon Career & Technical Institute

## Joint Operating Committee Minutes

### Regular Meeting June 15, 2023

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - June 15, 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 6:32 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Renee DeMelfi, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Brent Borzak, Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Michelle Allen, Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input checked="" type="checkbox"/> (remote)	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Steven Foster, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Chrissie Houser, Alternate Member	<input checked="" type="checkbox"/>	<input 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: Molly Kislán, Carpentry Sophomore (Weatherly ASD); Members of the Public: Barry Troutman, husband of Michele and Jean Bale's daughter; CCTI Staff: Jean Bales, Social Studies Teacher, Eugene Colosimo, Guidance Counselor, Anna Leigh Conway, Science Teacher, Diane Hyjurick, Math Teacher, Michele Troutman, Culinary Arts Instructional Aide, 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 Mrs. DeMelfi, SECONDED by Mr. Connors to approve the inclusion of an Addendum to the June 15, 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 - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

## Approval of Minutes

- A. MOTION by Mr. Connors, SECONDED by Mrs. DeMelfi to approve the Minutes of the May 18, 2023 Regular Meeting.

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

Motion carried.

## Courtesy of the Floor to Visitors

NONE

## Approval of Payment of Bills

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

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

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors to approve the Treasurer's Report for May 2023 showing a final balance of \$6,136,379.23 in the General Fund, and \$73,489.87 in the Student Activities Account.

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

- Jean Bales, Social Studies/Special Education Teacher

Mr. Borzak introduced Jean, accompanied this evening by her daughter. He spoke of her dedication and loyalty to the teaching trade and shared that she and he taught social studies together when he was in the classroom. He said that she is an inspiration to her students and as a lover of the environment has recently as a class project added a dogwood tree to the CCTI facility. She was presented with a plaque for her many years of dedicated service to CCTI students and staff.

Jean thanked everyone and said she appreciated her years at CCTI. She said there were good times and there were bad times but said that that was what life is all about. She thanked Mr. Borzak for always being a friend to her over the years and helping her any time that he could.

- Michele Troutman, Culinary Arts Instructional Aide

Mr. Borzak introduced Shelly, accompanied this evening by her husband. He spoke again of her many years of service including banquets, and evening and weekend work. He spoke of the mentorship she provided over the years to new instructors to new instructors and aides that have served in the culinary department throughout her years. HE continued with her dedication and the love and respect she has of her students. She has left a legacy and lasting impact at CCTI through her loyalty and hard work. She also was presented with a plaque for her many years of dedicated service to CCTI students and staff.

Shelly thanked everyone and said how much this meant to her. She said this has most definitely been a very emotional journey for her. As Jean mentioned she too said she experienced some good and some bad but that she will always remember the good.

#### b. Eugene Colosimo, Guidance Counselor

- End of Year Report

##### ○ 2023-2024 Enrollment as of 6/15/2023

	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	
JT	24	25	18	21	
L	27	31	33	39	
P	21	34	30	23	
PV	18	21	28	19	
W	6	7	14	10	
	96	118	123	112	TOTAL: 449

##### ○ 2022-2023 Testing

- Advanced Placement  
Literature and Composition – 11 students
- Advanced Placement  
Calculus – 8 students
- PSAT  
20 students (13 sophomores, 7 juniors)

- SAT  
11 students (2 juniors, 9 seniors)
- NOCTI  
85 students (overall 88% proficient or advanced; written 97.6% proficient or advanced; performance 90.6% proficient or advanced)
- Keystone Exams  
Winter Wave: Algebra – 107 students, Biology – 53 students, Literature – 42 students
- Keystone Exams  
Spring Wave: Algebra – 168 students, Biology – 125 students, Literature – 125 students
- Summer Schedule  
Coordinate students that need summer school/credit recovery.  
Coordinate new students from five sending districts.  
Work with the IU for master schedule rollover.  
Work on student course scheduling.  
Screen transcripts of incoming students for proper credits.  
Review Advanced Placement and Keystone Exam scores.  
Review student's cumulative credits toward graduation.  
Work on new student files.  
Update the Guidance Website.  
Prepare guidance materials for the upcoming 339 audit.  
Work on the guidance plan with the assistance of CLIU #21.
- Future Goals  
Continue to expand website links on the guidance section of the school website.  
Assist with the data analysis on National Student Clearinghouse.  
To Increase student participation in dual enrollment classes.  
To Increase student scholarship opportunities.  
Expand and organize articulations with local postsecondary schools.  
Continue to research online application process.  
Present to all fifth and sixth grade students from our sending school districts.  
To attend the PACTA Conference for CTE school counselors.
- Class of 2023 Plans (including half-time students)
  - 89 students
  - 44 workforce                      49%
  - 29 college (16-4yr.)      33%
  - 8 military                      9%
  - 8 tech/trade                      9%
  - US Military Branches of the Class of 2023
  - US Air Force
  - US Army
  - US Coast Guard
  - US Marines
  - US Navy (3)
  - US Space Force

### Post-Secondary Schools of the Class of 2023

Duquesne University  
East Stroudsburg University  
Empire Beauty School  
Indiana University of Pennsylvania  
Johnson & Wales University (4)  
Joseph F. McCloskey School of Nursing  
Kutztown University  
Lehigh Carbon Community College (13)  
Marywood University  
Mercyhurst University  
Misericordia University (2)  
Muhlenberg University  
Pennsylvania College of Technology  
Professional Golfers Career College  
The Restaurant School at Walnut Hill College  
Universal Technical Institute (2)  
Waynesburg University  
Wilkes University (2)

#### ○ Positives:

- Stepping Up Program:  
Administration and counselor continued to implement the positive behavior plan. Nominations are made by staff to recognize students that make the right choices, display positive behavior, or go above and beyond to help others in the school or community.
- Hugh O' Brien Youth Leadership Conference sophomore nominations: Jalin Burns, Varick Peiffer.
- CTE Trivia was held during lunches in February for CTE Month.
- Recruiting: Presentations to ninth grade students at sending schools. Gave tours of CCTI to grade 8 and 9 students from all sending districts. Lunch table visits at sending district high schools. Students shadowed technical areas throughout the year. Parent/student individual tours throughout the year.
- Processed 300 Applications to CCTI.  
Continued to work with students and staff in retention efforts.
- Attended the Pennsylvania Association of Career and Technical Administrators Conference for CTE School Counselors in September at Penn State.
- Attended the Universal Technical Institute conference on electric vehicles in October with Mr. Nesler and Mr. Resh.
- Widener University High School Leadership Scholarship: \$20,000.00 – Haley Kuehner.
- Peter J. Bott Sr. Memorial Scholarship sponsored by the Mauch Chunk Rod and Gun Club - \$3000.00 – Samantha Nametko
- Presented to students during lunches at the start of the school year on social/emotional well-being with Dr. Neitz.
- Presented Senior Information Night in September and worked with families on completing the FAFSA form individually throughout the year.
- Worked with the IU to add weighting to Advanced Placement Courses for GPA Calculation. Administered the Advanced Placement English Literature and Composition Exam in the digital format for the first time.

- Worked with the administration and math department to start a trigonometry course for the 2023-2024 school year.
- Continued to coordinate dual enrollment since February 2022. Mr. Borzak obtained a \$75,000.00 grant for dual enrollment. Worked with administration and Lehigh Carbon Community College to present to students twice during the school year and have a student/parent night to give information on dual enrollment and the sign-up process. Interest in dual enrollment has increased with many students taking advantage of this opportunity.
- Chaperoned the Halloween Dance, Valentine Dance, and Prom.

From a question of Mrs. DeMelfi, Mr. Colosimo spoke of some of his ideas to promote the dual enrollment program at CCTI.

Mr. Connors questioned further about tours and waitlists for clarity.

Mr. Deutsch and Mr. Borzak both recognized the work Gene put into his report and thanked him for that. Mr. Borzak thanked him for all that he does and has done for the students and staff over the years at CCTI. Mrs. DeMelfi said the tour that she her husband and daughter were provided by Mr. Colosimo was wonderful and thorough. Her daughter loved it and is now attending CCTI. Gene thanked everyone and shares that he has been in the counseling field for thirty years.

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

a. CCTI Annual School Safety and Security Report 2022-2023

A comprehensive School Safety and Security Report was presented to the Joint Operating Committee during Executive Session and discussed. At CCTI safety and security is taken seriously and is part of school-wide planning. CCTI is a certified ALICE school. Throughout the year, CCTI staff are trained at meetings and online on what to do during an active shooter event. Parents and students have been kept updated as well through training and information posted on our CCTI website.

CCTI offers many trainings and presentations to staff and students' yearly, involving security and safety. For example, one of the important trainings offered to students is the Safe 2 Say Something anonymous tip line. CCTI's Safe 2 Say Something (S2SS) team has done an excellent job responding to all reported incidents during the school day, evenings, late evenings, early mornings, weekends and holidays.

CCTI addresses behavioral health and school climate in many ways. Behavioral health is addressed through Student Assistance Program (SAP), Transition Teams, the guidance and special education department, and relationships with outside agencies, such as Carbon Pike Monroe Counties Drug & Alcohol and Children & Youth.

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. Preliminary audit work for the fiscal year.

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

CCTI's projected 2023-2024 special population numbers:

- 112 students with IEPs
- 18 students with 504 Service Plans
- 4 with Medical Action Plans
- 1 Gifted IEP student
- 3 English Language Learners
- 0 Homeless students
- 1 Foster student.

### **CCTI Special Population Updates**

Carbon Career & Technical Institute's Homeless and Special Education Webpages are frequently updated to include information and resources available to the public in Carbon County and surrounding counties.

### **Camp Updates**

Math Camp began June 12<sup>th</sup> and will continue through June 23<sup>rd</sup>. Unfortunately, Chemistry Camp has been canceled, due to low enrollment.

### **Preparing for the 2023-2024 School Year**

Summertime is a busy time of year to plan and prepare for the upcoming school year. Some items/activities (but not limited to) which I will be working on as CCTI's Special Education Facilitator, Homeless and Foster Liaison, Gifted Support Teacher, Special Populations/Needs Coordinator, Section 504 Plan Case Manager and Coordinator, include the following:

Completing updates to CCTI's Homeless/Foster and Special Education Webpages;  
Scheduling students and support personnel;  
Research updates to local and state laws pertaining Homelessness/Foster and Special Education and Draft Updates to CCTI's policies pertaining special populations. Some policies include,

- Policy 103 Non-Discrimination in School and Classroom Practices (includes Title IX updates)
- Policy 251 Homeless Students
- Policy 113 Special Education

Additional items: Maintenance of Office Files; Preparing and planning for New Teacher and Support Personnel Induction/Training; Preparing Special Education documents and files for Case Managers/Special Education personnel; Coordinating/Planning/Scheduling Special Education Department trainings involving Special Programs (Power School IEP); developing Caseload Management for Special Education staff; preparing staff training pertaining "Special Education: Supporting students (IEP and 504 Plans), Maintaining Confidentiality (FERPA)". I will also be completing a 20 hour course offered through the IU21 titled, "Trauma Informed Training & Practices".

### **Recent Homeless Regional Conference Highlights**

The Regional Homeless & Foster Conference took place on May 17<sup>th</sup>. Updates were provided regarding: Act I and the school's responsibilities, information regarding available community resources (housing, food, mental health) in and around Carbon County, school entities responsibility to remove barriers for homeless/foster students, reporting homeless students using the ECYEH reporting system, using PDE's new Monitoring Tool to prepare for Monitoring visits and to inform/revise school policies and using PDE's new "Finding Your Way in PA" app. For more information about the app, visit [findingyourwayinpa.com](https://findingyourwayinpa.com)

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- Camps are going well
  - Yearly preventative maintenance being completed on all systems.

- Staff is meeting summer cleaning schedule despite being down a full-time cleaning member. Please spread the word to check our website for open positions. Thank you to my part-time staff for stepping up.
- Roof project starting 06/29
- Fire panel retrofit project starting 06/29
- Air compressor retrofit project starting 06/29
- Multiple security enhancement projects scheduled
- Carpentry dust collection repairs scheduled
- Training staff for new rolls/positions
- Cosmetology project kick-off meeting completed with teacher, principal and architect. Next refinement meeting scheduled for Monday 06/18.

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

- Chromebooks - Collected Chromebooks from all seniors and non-returning students and electronically inventoried. Cleaned returned Chromebooks.
- eSports - Open practice always available.
- Website - Continued updates and modifications to the new site.
- SkillsUSA - Technology preparation for national competition.
- Virtual Reality (VR) – Working on some VR projects for technical areas related to PPE (Personal Protective Equipment) and other safety.
- Graduation - audio/lighting/video set-up for graduation.
- Summer Projects - Started working on new Chromebooks, room wiring, lab updates and reconnecting rooms post cleaning.
- Continued daily technology support/service for all of CCTI.

Mrs. DeMelfi commented that graduation was very well done by Mr. Rinda and all others who assisted. The sound system allowed for everyone to hear very well and all students were very well behaved. Mr. Connors agreed that the sound system was more than adequate allowing him to hear from the back of the venue, as well.

## Items of Business

### *Personnel*

- A. Election of CCTI Joint Operating Committee Treasurer for a one-year term – effective July 1, 2023 through June 30, 2024:

Mr. Connors nominates Mr. Jeffry P. Deutsch for the office of CCTI Joint Operating Committee Treasurer, SECONDED by Mrs. DeMelfi.

MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors to close the nominations for the office of Treasurer.

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

The Secretary casts the ballot electing Jeffry P. Deutsch as Treasurer.



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

**Solicitor Appointed**

- B. to appoint Robert T. Yurchak, Attorney at Law (Nesquehoning, PA), as the Joint Operating Committee Solicitor for the 2023-2024 fiscal year at a retainer of \$8,000 and \$120 per hour for extra work done. The annual retainer shall include those items specified in the Scope of Services and Compensation Agreement.

**Revised Threat Assessment Team Approved**

- C. to approve the revised Threat Assessment Team for the 2023-2024 school year to conform with Pennsylvania Public School Code Article XIII-E:

Brent Borzak, Administrative Director  
Michelle **Allen**, Principal  
Christine Trovato, Facilitator of Special Education  
Ken Walters, Supervisor of Buildings and Grounds  
Rebecca Schaeffer, School Nurse  
Eugene Colosimo, Guidance Counselor  
Jeffry Nietz, Mental Health/Behavior Assistant  
Nate Rinda, Director of Technology  
Henry Woods, School Police/Resource Officer

**Family Medical Leave Approved**

- D. to approve Family Medical Leave time for employee #0198, effective May 3, 2023 through August 15, 2023.

**Letter of Non-Renewal Acknowledged and Approved**

- E. to acknowledge and approve the letter of non-renewal regarding the employment of employee #3216, effective June 30, 2023.

**Occupational Advisory Committee Members Approved**

- F. to approve the Occupational Advisory Committee members, as presented.

**Letter of Resignation Accepted**

- G. to accept the letter of resignation received from Anthony (A.J.) Burke, Culinary Arts Instructor, effective August 17, 2023.

### **Additional Days Approved**

H. 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:

- Jeffrey Hazelton, Carpentry Instructor – up to 3 days  
Time will be utilized to work on exterior signage
- Donna McClain, Health Medical Instructor – up to 5 days  
Time will be utilized for curriculum development

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

### **Student Success Coordinator Appointed**

I. to appoint Margaret Kalogerakis, Student Success Coordinator for a period of up to 50 days effective August 1, 2023 for the 2023-2024 school year.

Note: Funded through Perkins grant.

### **Student Support Coordinator Appointed**

J. to appoint Diane Hyjurick, Student Support Coordinator, effective August 24, 2023 for the 2023-2024 school year.

Note: Funded through Perkins grant.

### **Adult Education Cosmetology Instructor Approved**

K. to approve the following individual effective June 16, 2023 through June 30, 2024:

Melissa Martinez as Adult Education Cosmetology Instructor @ \$23.00 per hour.

### **Carbon Alternative High School Diploma Program Instructor Continued Employment Approved**

L. to continue the employment of Ms. Angelique Yaich as Instructor for the Carbon Alternative High School Diploma Program – 32 hours/week, 200 days, AM and PM Class Sessions, with those fringe benefits as required by law and appropriate health care coverage, at the rate of \$35.00/hour. For the school term 2023-2024 the employee shall contribute \$100.00/month toward health care expenses, effective July 1, 2023.

Note: There will be no deduction from the CCTI General Fund.

### **Adult Education Instructors Approved**

M. to approve the following individuals effective July 1, 2023 through June 30, 2024:

Delmar Griggs as Adult Education GED Instructor @ \$22.50 per hour\*  
Joseph Pavlis as Adult Education GED Instructor @ \$22.50 per hour\*  
Tonia Schaeffer as Adult Education GED Instructor @ \$22.50 per hour\*  
Donna Valent as Adult Education GED Aide @ \$15.00 per hour\*  
Deborah Enterline as GED Examiner @ \$20.00 per hour

Note: \*GED Grant Funded.

### **Employee Suspension Approved**

N. to suspend employee #3231 without pay for one (1) day.

### **Computer Information Technology Instructor Appointed**

O. to appoint Michael Garrant Computer Information Technology Instructor, effective August 24, 2023 at a step 6 MA/M.EQU+15 salary\* per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: \*Per Appendix A – Salary Schedule Notes of the current CCTI EA Agreement.  
Mr. Garrant comes to CCTI with 30 years engineering experience, seven (7) years teaching experience, teaching certifications in both the state of New Jersey and PA, as well as two (2) Master's degrees.

### **Advisor Position Approved**

P. to approve the following Advisor position at a yearly stipend of \$2300 effective with the 2023-2024 school year:

#### **Robotics Club**

Note: The main objective of the Robotics Club shall be to design, build, and test robots for competition. Students shall gain practical knowledge in programming, electronics, and mechanics. They shall also develop critical thinking, problem solving, teamwork, and collaboration skills. They shall gain new competencies in areas that shall make a difference for career and college preparation.

Additionally, student participation exposes them to STEM subjects and career fields and engages them in analyzing challenges, brainstorming solutions, and iteratively improving their robots. The healthy competitions will teach them about sportsmanship, gracious professionalism, and the ability to handle both success and failure with dignity and resilience.

### **Advisor Approved**

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

Robotics Club – Michael Garrant

**Potential Camp Days Approved**

- R. to approve up to 5 days for a potential Electronics/Robotics Exploratory Camp.

**Culinary Arts Instructor Appointed**

- S. to appoint Ashleigh Rehrig, Culinary Arts Instructor 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.

Note: Mrs. Rehrig is a CCTI (formerly CCAVTS) graduate and has been employed by CCTI as an Instructional Aide in the Culinary Arts Department for the past 7 ½ years.

**Additional Days Approved**

- T. 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:

- Michael Garrant, Computer Information Technology Instructor – up to 10 days  
Curriculum development and classroom planning
- Ashleigh Rehrig, Culinary Arts Instructor – up to 10 days  
Curriculum development and classroom planning

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

**Teacher Mentor Appointed**

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

Jeremy Pease (Michael Garrant, Computer Information Technology Instructor)  
Tammy Marshall (Ashleigh Rehrig, Culinary Arts Instructor)

### **Paraprofessional mentor Approved**

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

Heather Cassidy (Salvatore LoPresti)

#### **ROLL CALL VOTE:**

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Paules – Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

### ***Education***

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

#### **Occupational Advisory Committee Minutes Approved**

- A. to approve the Occupational Advisory Committee minutes, as presented.

#### **GED Testing Program Operation Approved**

- B. to grant approval to operate a GED testing program for the 2023-2024 school year at the CCTI school site.

#### **Operator Consortium Duties Continues**

- C. to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

## **Educational Trip Approved**

- D. that Harold Resh, Auto Service Technology Instructor, Steve Nesler, Auto Collision Repair Instructor, and Kevin Kuehner, Precision Machine Technology Instructor chaperone approximately twenty (20) senior Auto Service Technology, Auto Collision Repair, and Precision Machine Technology students on an educational trip to Maple Grove Raceway Park, Mohnton, PA on September 15, 2023 to participate in the NHRA (National Hot Rod Association) YES (Youth and Education Services) Program.

Note: This will be the second year attending this educational event. "The NHRA Youth & Education Services (YES) Program was founded in 1989. It is the only full-time education program in motorsports that provides quality programs and activities for schools and youth organizations nationwide. Not only is the YES Program FREE, it focuses on the importance of goals and continued education, while allowing students to learn about and explore various career opportunities. The program will show students how S.T.E.M. (Science, Technology, Engineering, and Math) is applied to both, real world situations and NHRA Drag Racing, which they will have the opportunity to see live at the track!" There is no cost to the CCTI Joint Operating Committee.

## **Agreements of Affiliation Approved**

- E. that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/ Certified Nurse Aide Program be renewed and executed for the 2023-2024 Fiscal Year, as presented:

Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA  
Office of Dr. Jayendra Patel, Jim Thorpe, PA  
Heritage Hill Senior Community, Weatherly, PA  
Forest Hills Rehabilitation & Healthcare Center  
Maple Shade Meadows Senior Living, Nesquehoning, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements are identical.

## **Agreements of Affiliation Approved**

- F. that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Department PA-Approved Certified Nurse Aide Training Program be renewed and executed for the 2023-2024 Fiscal Year, as presented.

Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA  
Fellowship Manor, Whitehall, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements is identical.

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

#### **Bills for Payment Authorization Approved**

- A. to authorize the Administrative Director to approve bills for payment from June 1 - June 30, 2023, the close of the 2022-2023 fiscal year.

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

Motion carried.

### ***Buildings & Grounds***

NONE

### ***Administrative***

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

#### **Second reading and Adoption of Policy**

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

#213 (PUPILS) – Assessment of Student Progress

#### **Revised CCTI 2023-2024 Student/Teacher Calendar Approved**

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

Note: The only change to the calendar is the ½ day (10:30 a.m. dismissal) on Friday, May 10, 2024 for students. Originally the schedule reflected a full day of instruction.

#### **Perkins Grant Submission Approved**

- C. to approve the submission of the Perkins grant for the 2023-2024 school year.

### **Contract Approved**

- D. to approve the contract with Carbon-Monroe-Pike Drug & Alcohol Commission, Inc. for the 2023-2024 school year in the amount of \$7,400.00 as presented.

Note: Agreement is for one (1) day of service weekly over a period of 38 weeks.

### **SmartFutures.org Subscription Purchase Approved**

- E. to approve the purchase of SmartFutures.org subscription effective with the 2023-2024 school year.

Note: Funded through Perkins grant.

Smart Futures is a software development organization in the field of education and workforce development providing schools and education agencies with an online career planning and portfolio platform that helping prepare students for post-secondary success.

SmartFutures.org uses Pennsylvania's Academic Standards for Career Education and Work as a blueprint for the software's development. Implemented in hundreds of schools and agencies and serves as a proven framework to delivering career planning, skill credentialing, and eMentoring within many classroom in the United States.

### **Contract Approved**

- F. to approve the contract Jerome Brown, Consultant to provide PowerSchool Special Programs and professional development services, effective July 1, 2023 through June 30, 2024 not to exceed 20 hours per contract year.

Note: Funded through Perkins grant.

### **Revised Student Success Coordinator Position Description Approved**

- G. to approve the revised Student Success Coordinator position description, as presented.

Note: Funded through Perkins grant.

### **Student Support Coordinator Position Description Approved**

- H. to approve the Student Support Coordinator position description, as presented

Note: Funded through Perkins grant.



### **Revised Health & Safety Plan Approved**

- I. to approve the revised Health and Safety Plan, as presented.

### **Training Attendance Approved**

- J. to retroactively approve the following:  
that Steve Nesler, Auto Collision Repair Instructor attend the PPG Paint Training June 7 & 8, 2023 at the Baltimore Business Development Center, Glen Burnie, MD at a cost of approximately \$500 to cover registration, transportation, and lodging.

### **Conference Attendance Approved**

- K. that Ken Walters, Supervisor of Building and Grounds and Sue Ann Gerhard, Business Office Secretary (as of 07/01/2023) attend the PASBO (PA Association of School Business Officials) School Operations Academy July 19 & 20, 2023 at the Best Western Premier the Central Hotel and Conference Center, Harrisburg at a cost of approximately \$1,200 to cover registration, mileage, meals, and lodging.

### **Instructional Area Use Approved**

- L. to grant permission to the CLIU #21 for use of a designated instructional area(s) to operate Life Skills Support Classes at the CCTI facility for the 2023-2024 school year.

### **Memorandum of Understanding Approved**

- M. to approve the Memorandum of Understanding between the CCTI Education Association and the Carbon Career & Technical Institute, as presented.

### **CCTI Annual School Safety and Security Report Approved**

- N. to approve the CCTI Annual School Safety and Security Report 2022-2023, as presented.

### **Contract Approved**

- O. to enter into a contract with Carbon Lehigh Intermediate Unit #21 to provide the complete Discovery Streaming Digital Video Library owned by Discovery Education, Inc. for a period of one (1) year beginning July 1, 2023 at a total cost of \$660.00.

#### **ROLL CALL VOTE:**

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehigh	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

- A. MOTION by Mrs. DeMelfi SECONDED by Mr. Connors to accept the Carbon Career & Technical Institute Foundation Report, as presented.

Note: The balance in this account stands at \$0.00.

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

Motion carried.

## Administrative Reports

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

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors to reschedule the December Reorganization and Regular meeting of the CCTI Joint Operating Committee to Tuesday, December 19, 2023. Executive session to begin at 6:00 p.m. with the public meeting beginning at 7:00 p.m.

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

Motion carried.

**Next Regularly Scheduled Meeting:**

**Thursday – July 20, 2023**

## Adjournment

Mrs. DeMelfi moved, seconded by Mr. Connors, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:44 PM.

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Christina A. Graver  
Joint Operating Committee Secretary