

Carbon Career & Technical Institute
Joint Operating Committee Agenda

**Regular Meeting
August 17, 2023**

I. Call to Order - Chairman

II. Salute to the Flag

III. Roll Call

	Present	Absent
Mr. Gerald Strubinger, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Earl Paules, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Renee DeMelfi, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Interim Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Michelle Allen, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Francine Kluck, Adult Education Site Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Steven Foster, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Chrissie Houser, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Robert Presley, Superintendent of Record	<input type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Christina A. Graver, Secretary	<input type="checkbox"/>	<input type="checkbox"/>

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

V. **Approval of Addendum (if applicable)**

A. MOTION by _____, SECONDED by _____ to approve the inclusion of an Addendum to the August 17, 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 - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VI. Approval of Minutes

A. MOTION by _____, SECONDED by _____ to approve the Minutes of the July 20, 2023 Regular Meeting. (Encl. 1)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

B. MOTION by _____, SECONDED by _____ to approve the Minutes of the August 3, 2023 Special Meeting. (Encl. 2)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VII. Courtesy of the Floor to Visitors

VIII. Approval of Payment of Bills

A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 3)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

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

IX. Approval of Treasurer's Reports (June & July 2023)

A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for June 2023 showing a final balance of \$5,376,729.01 in the General Fund, and \$74,525.80 in the Student Activities Account. (End. 4)

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

- B. MOTION by _____, SECONDED by _____ to approve the Treasurer’s Report for July 2023 showing a final balance of \$5,503,551.22 in the General Fund, and \$74,867.92 in the Student Activities Account. (End. 5)

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

X. **Administrative Reports**

- A. Director’s Report – Mr. David Reinbold, Interim Administrative Director
- B. Principal’s Report – Mrs. Michelle Allen, Principal
- C. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - a. 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
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- H. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent

XI. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to approve intermittent Family Medical Leave time for employee #3091, effective July 13, 2023 through June 10, 2024.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the following individual as a School-Wide Co-Curricular Activity and Student Club/Organization Advisor/Mentor, at the established rates for the 2023-2024 school year:

SkillsUSA Advisors - Kevin Sowa

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to appoint Ashley Little as Academic Instructional Aide at a Step 1 salary effective August 22, 2023 per the current CCTI ESPA Employment Agreement.

ROLL CALL VOTE:

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

- D. MOTION by _____, SECONDED by _____ to appoint the following individuals as Paraprofessional Mentor for the 2023-2024 school year at the established stipend:

Heather Cassidy (first ½ of school year) (Rainbeau Currier)
 Rick Stettler (second ½ of school year) (Rainbeau Currier)
 JamiLynn Johannsen (Ashley Little)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- E. MOTION by _____, SECONDED by _____ to assign Henry Woods the duties of an attendance officer, in order to fulfill PA magisterial guidelines for the 2023-2024 school year.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- F. MOTION by _____, SECONDED by _____ that Dave Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2023-2024 school year.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- G. MOTION by _____, SECONDED by _____ to approve the following Threat Assessment Team for the 2023-2024 school year to conform with Pennsylvania Public School Code Article XIII-E:

Dave Reinbold, Interim Administrative Director
 Michelle Allen, Principal
 Christine Trovato, Facilitator of Special Education
 Ken Walters, Supervisor of Buildings and Grounds
 Rebecca Schaeffer, School Nurse

(con't)

Eugene Colosimo, Guidance Counselor
Jeffry Nietz, Mental Health/Behavior Assistant
Nate Rinda, Director of Technology
Henry Woods, School Police/Resource Officer

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- H. MOTION by _____, SECONDED by _____ to approve Jeffry Nietz as a substitute part-time technology assistant (on an as-needed basis) at a rate of \$175.00/day for the 2023-2024 school year.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- I. MOTION by _____, SECONDED by _____ that the below listed individuals be approved to substitute for the 2023-2024 school year at the established rates, as follows:

Kyle Ahner - SHINE Driver*
Tara Apgar - Teacher, Health/Medical
William (Greg) Arnold - Custodial/Maintenance/Groundskeeper/Cleaner*
Sarah Bonner - Custodial/Maintenance/Groundskeeper/Cleaner*
Anthony (A.J.) Burke - Teacher, Instructional Aide
Paul Caputo - Administrative*
Jane Farkas - Teacher, Tutor
Joseph Farkas - Teacher
Laura Foeller - Teacher, Instructional Aide
Jennifer Gonzalez - Chaperone*, Van/Bus Driver*, SHINE Driver*
John Gunsser - Tutor, Part-Time Integrated Math Instructor
Margaret Kalogerakis - Teacher, Instructional Aide, Chaperone*
Samuel Lux - Teacher
Melissa Martinez - Teacher, Instructional Aide
Tonia McCole - Teacher, Instructional Aide, Tutor
Catherine McDonald - Teacher, Tutor
Vasiliki (Bess) Mitsakos - Tutor
Jeffry Nietz - Administrative*
Leszek Pankowski - Instructional Aide
Robert Pathroff - Teacher, Instructional Aide, Chaperone*
Dave Reinbold - Administrative*
Ken Reiter - Teacher, Instructional Aide
Marie Rosahac - Teacher
Elizabeth Schlecht - Instructional Aide, Chaperone*, Van/Bus Driver*
Eric Schlecht - Custodial/Maintenance/Groundskeeper/Cleaner*
William Shirar - Teacher, Instructional Aide
Susan Stermer - School Nurse
Joanne Swartz - Clerical*, Administrative*
Douglas Witt - Custodial/Maintenance/Groundskeeper/Cleaner*
Sherry Yorgey - Instructional Aide

Note: *through August 2024

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Education

A. MOTION by _____, SECONDED by _____ to approve student ID: 8301 to participate in the in Lehigh Carbon Community College’s dual enrollment program.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Budget & Finance

A. MOTION by _____, SECONDED by _____ that Transportation Contracts be approved with the following Contractors for 2023-2024, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2023-2024 - \$52.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighnton)
(Lehighnton Area School District)
2023-2024 - \$100.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighnton)
(Lehighnton Area School District - Mid-Day Run)
2023-2024 - \$100.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2023-2024 - \$227.00/day per bus

Panther Valley School District (1 Panther Way, Lansford)
2023-2024 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)
2023-2024 - \$140.00/day per bus

Note: No rate increase from 2022-2023.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Buildings & Grounds

NONE

Administrative

A. MOTION by _____ SECONDED by _____ to approve the second reading and adoption of the following revised CCTI policies, as presented:

- #120 (PROGRAMS) - Program Enrollment (Encl. 6)
- #251 (PUPILS) - Homeless Students (Encl. 7)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

B. MOTION by _____ SECONDED by _____ to approve the first reading of the following revised CCTI policies, as presented:

- #113 (PROGRAMS) - Special Education (Encl. 8)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____, SECONDED _____ to establish the following substitute rates for the 2023-2024 school year:

- 1. Day 1 through Day 9 \$115 per day
- Day 10+ Cumulative \$140 per day
- 15+ Consecutive Days \$160 per day
- (in a Single Assignment)

- 2. Building Substitute \$150 per day

- 3. Teacher Aide
- Day 1 through Day 15 \$105 per day
- Day 16+ Cumulative \$115 per day

- 4. Secretary \$105 per day

- 5. Administrative \$210 per day

ROLL CALL VOTE:

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

Administrative Reports

A. MOTION by _____, SECONDED by _____ to accept Administrative Reports from the following:

- a. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 9)
- b. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 10)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. Old Business

XIII. New and Miscellaneous Business

A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Ken Walters, Supervisor of Building & Grounds and Sue Ann Gerhard, Administrative Assistant - Student Support Services, after attending 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, PA. (Encl. 11)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XIV. Next Regularly Scheduled Meeting: Thursday – September 21, 2023

XV. Adjournment