

Carbon Career & Technical Institute Joint Operating Committee Minutes

Regular Meeting July 20, 2023

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – July 20, 2023** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mrs. Renee DeMelfi, at 6:08 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Earl Paules, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Renee DeMelfi, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>
Mr. Robert Presley, Superintendent of Record	<input checked="" type="checkbox"/>	<input 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: Zack Anthony, Electrical Distribution and Automation Senior (Palmerton ASD), Michael Kokinda, Electrical Distribution and Automation Senior (Panther Valley SD), Hunter Kulaga, Electrical Distribution and Automation Senior (Panther Valley SD), Gavin Pavlik, Electrical Distribution and Automation Senior (Panther Valley SD), Jerrod Payne, Electrical Distribution and Automation Senior (Jim Thorpe ASD), William Trach, Electrical Distribution and Automation Senior (Lehighon ASD); Members of the Public: Tina Anthony, Parent, William DeRemer, former student, Bobby Kulaga, Parent, Lynn Pavlik, Parent; CCTI Staff: Jacquelyn Cole, English Teacher/CCTI EA Secretary, Anna Leigh Conway, Science Teacher/CCTI EA President, Jeffrey Hazelton, Carpentry Instructor, Margaret Kalogerakis, Student Success Coordinator, Kevin Kuehner, Precision Machine Technology Instructor, Stephen Nesler, Auto Collision Repair Instructor, Jeremy Pease, Drafting and Design Technology Instructor, Rebecca Schaeffer, School Nurse, Richard Stettler, Instructional Aide; Media Representation: Jim Logue, Times News

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

Approval of Addendum

- A. MOTION by Mr. Foeller, SECONDED by Mr. Paules to approve the inclusion of an Addendum to the July 20, 2023 Joint Operating Committee meeting agenda. Individual Addendum motions have been presented to and will be voted on by the Joint Operating Committee members in attendance, integrated among the agenda motions presented below.

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

Motion carried.

Approval of Minutes

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

- A. to approve the Minutes of the June 15, 2023 Regular Meeting.
- B. to approve the Minutes of the June 30, 2023 Special Meeting.

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

Motions carried.

Courtesy of the Floor to Visitors

- Anna Leigh Conway, Science Teacher and CCTI Education Association President shared the following:
I am a science instructor here at CCTI and have been for the last 15 years. I am reaching out to you tonight to express my concerns about teacher retention. This year alone we have lost 7 professional staff members, nearly 1/4 of our teachers have moved on. We have been steadily losing teaches year after year and not replacing them. This becomes and continues to be more of an issue as we continue to increase the number of students we accept without increasing our budget.
I am also here tonight to address my concerns with the agenda item where Brent Borzak is resigning as our director. I am asking the board to please do their due diligence in finding and hiring a replacement. Many of our sending schools have done superintendent searches, intensive interviews, and vetting with whom they will hire. Again, I am asking that you take your time and find a good fit. We have great students and staff and we need someone who cares as deeply as we do about CCTI and the community we serve.
Speaking as our local union president, Brent Borzak met our contractual requirement of holding monthly meet and discusses which often times includes other administrative staff and also Superintendent of Record Presley. These meetings are instrumental to the success of our staff and students. My hope is that whomever the board hires to replacement continues this commitment to open lines of communication and support of the teaching staff.
- The following individuals spoke on behalf of Electrical Distribution and Automation (EDA) Instructor, Mr. Mike Gower:
 - Hunter Kulaga, EDA Junior (Panther Valley SD) read a letter written by student William (Bill) Trach's, (EDA Junior, Leighton ASD) mother Amanda.
 - Zackary Anthony, EDA Junior (Palmerston ASD) read a letter written by CCTI Health & PE teacher Brandi Schmoyer and spoke on his own, as well

- o Michael Kokinda, EDA Junior (Panther Valley SD) spoke

Approval of Payment of Bills

- A. MOTION by Mr. Paules, SECONDED by Mr. Connors 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"/>
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"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Administrative Reports

Mrs. DeMelfi explained that due to personal reasons, Mr. Borzak was unable to attend this evening’s meeting. In his absence, she introduced the following for their individual monthly report:

- a. Principal’s Report – Mrs. Michelle Allen, Principal

The summer has been filled with preparing for the 2023-2024 school year. As you see with tonight’s agenda, I have been busy working with our dedicated staff on updating the student/parent handbook, continue working with the fluctuating enrollment which is leading into scheduling and most importantly hiring our new personnel.

Some new initiatives I will be implementing:

 - New, broadened Professional Development Program with lessons for our teachers and students to build on their career readiness portfolios.
 - Improvements with CTE grading to identify competency with the Program of Study Tasks.
 - Bringing back after school detention.

Continued initiatives:

 - Activity period.
 - Partnership with the Friends of CCTI parent group.
 - New Teacher Induction program.
 - School-wide events and activities to improve the social and mental health initiatives.

- b. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
 - The CCTI Business Office is very busy closing out the 2022-2023 fiscal accounting year and loading the current 2023-2024 various departmental budgets and purchase orders.
 - Update on the 2022-2023 Audit:

We are gathering the necessary information required by our auditors for the 6/30/2023 audit which should be completed by early fall.
 - CCTI 621 Policy Update – Unreserved General Fund Balance
 - NOTE: No overall increase is currently being forecast for the 2024-2025 Operating Budget year for the five Carbon County school districts.

- c. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
In her absence, the following written report was submitted:

Special Population Numbers

CCTI's projected 2023-2024 special population numbers: 113 students with IEPs, 19 students with 504 Service Plans, 4 with Medical Action Plans, 1 Gifted IEP student, 3 English Language Learners, 0 Homeless students and 1 Foster student.

CCTI Special Population Updates

Carbon Career & Technical Institute's Homeless Policy, #251, has some updates for review and a first reading by the Joint Operating Committee members. Updates reflect, Chapter 22 of the PA School Code pertaining to removing barriers for students experiencing homelessness, the Basic Education Circular pertaining to Education of Homeless Youth, Act I of 2022 pertaining to assisting students with educational instability, providing additional pathways to remove barriers for timely graduation, and Act 55 pertaining to graduation and Keystone Diplomas.

Camp Updates

Math Camp concluded on June 23rd. I want to take this opportunity to thank students for attending math camp, teachers for providing instruction using fun approaches, parents/guardians for allowing their children for participating, and drivers for getting our students safely to and from CCTI. Instructors administered a pre and post assessment. Post test scores indicate an overall average increase of 57% in students' scores! Way to go students and teachers!

- d. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds

- Roof project completed. Final walkthrough scheduled for Monday 7/24. 5 year warranty extended
- Security project in progress completion by 8/1
- Two-way Radio and security interconnection project in progress
- Carpentry dust collection motor replacement completed
- Fire panel update underway with completion by 8/17
- Building sanitizing and floor waxing on schedule to support learning
- Supporting robotics camp needs
- Next cosmetology project meeting scheduled for 7/26

- e. Technology Report – Mr. Nate Rinda, Director of Technology

- Chromebooks – preparation of new and existing Chromebooks for next school year.
- Esports - Open practice always available.
- Website - Continued updates and modifications to the new site.
- Server upgrades - working on upgrading main CCTI servers.
- VR – Working on some Virtual Reality projects for technical areas related to PPE
- Equipment recycling - gathering up all old equipment for summer recycle program
- Summer Projects - working on new Chromebooks, room wiring, lab updates and reconnecting rooms post cleaning.
- Continued daily technology support/service - for all of CCTI.

- f. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor

Course Offerings Fall 2023

Air Conditioning Fundamentals

Heartsaver® First Aid and CPR/AED

Nurse Aide

Pharmacy Technician

Welding Technology

Esthetician/ Nail Technology

ServSafe® Exam

Forklift

PA State Inspection Mechanic Certification

GED Preparation Course

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

- July 11- GED CCTI Staff Program Improvement Team meeting with Lehigh Carbon Community College
- July 10 – GED Zoom Classes started
- July 12 – Nurse Aide Orientation
- July 19- GED Orientation

Grant Report - GED Classes

- CCTI is an LCCC subcontractor through PA Department of Education Federal Literacy Grant to provide adult education and high school equivalency instruction to 64 individuals for 2023/2024. Zoom classes began July 10th.
- CCTI will offer GED courses at the Carbon County Correctional Facility starting this fall. Instruction will be provided for five hours per week, for a total of 65-hours for Fall 2023 and 65-hours for Spring 2024. CCTI will provide student services to reduce barriers and assist with the transition for successful program completion.

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.

NEW! Evening fall 2023 Esthetician/Nail Technology

Adult evening orientation will be held Monday, September 11, 2023 for prospective students. Classes will be held Monday-Thursday from 4:00-9:00 p.m. starting October 2, 2023.

Nurse Aid Audit

The Pennsylvania Department of Education will be conducting the Adult Education Nurse Aide Audit this fall.

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

Mr. Presley thanked the students for coming out to the meeting this evening to advocate for their teacher regardless of what the board ultimately decides. He said that is a difficult thing to do standing in front of the group and speaking. This was a good life lesson. Mr. Foeller agreed.

Items of Business

Personnel

Non-Renewal Approved

- A. MOTION by Mr. Paules, SECONDED by Mr. Connors to acknowledge and approve the letter of non-renewal regarding the employment of employee #3200, effective June 30, 2023.

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

Motion carried.

Position Transfer Accepted

- B. MOTION by Mr. Paules, SECONDED by Mr. Strubinger to accept the return transfer to the position of Administrative Assistant – Student Support Services of Sue Ann Gerhard effective July 1, 2023.

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

Motion carried.

Agreement Re-entry Approval

- C. MOTION by Mr. Paules, SECONDED by Mr. Foeller to approve re-entry of Sue Ann Gerhard into the previously established Employment Agreement between the CCTI Joint Operating Committee and Sue Ann Gerhard, Administrative Assistant – Student Support Services (effective January 1, 2023 through June 30, 2028).

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

Motion carried.

Position Transfer Accepted

- D. MOTION by Mr Strubinger, SECONDED by Mr. Connors to accept the transfer from the position of Administrative Assistant – Student Support Services and appoint Sandra Kohutka Business Office Assistant/Secretary (Accounts Payable) effective July 11, 2023.

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

Motion carried.

Letter of Resignation Accepted

- E. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger to accept the letter of resignation received from Mackenzie McVicker, Science teacher, effective June 22, 2023.

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

Motion carried.

Science Teacher Appointed

F. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger to appoint Jacob Kunkel Science Teacher, effective August 24, 2023 at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

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

Motion carried.

Letter of Understanding Approved

G. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to approve the Letter of Understanding between CCTI and Jacob Kunkel, Science Teacher, as presented.

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

Motion carried.

Teacher Mentor Approved

H. MOTION by Mr. Paules, SECONDED by Mr. Connors to appoint the following individual as Teacher Mentor for the 2023-2024 school year at the established stipend:

Phillip Strubinger (Jacob Kunkel, Science Teacher)

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

Motion carried.

Letter of Resignation Accepted

I. MOTION by Mr. Foeller, SECONDED by Mrs. DeMelfi to accept the letter of resignation received from Thomas Bartholomew, Welding Instructor, effective June 26, 2023.

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

Motion carried.

School-Wide Co-Curricular Activity and Student Club/Organization Advisor/Mentor Approved

J. MOTION by Mr. Strubinger, SECONDED by Mr. Connors 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 Kuehner

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

Motion carried.

Custodial/Maintenance/Groundskeeper/Cleaner Personnel Appointed

K. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to appoint Stephen Brili Custodial/Maintenance/Groundskeeper/Cleaner Personnel at a Step 1 salary effective July 22, 2023 per the current CCTI ESPA Employment Agreement.

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

Motion carried.

Memorandum of Understanding Approved

L. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to approve the Memorandum of Understanding between CCTI and the CCTI ESPA on behalf of Stephen Brili, Custodial/Maintenance/Groundskeeper/Cleaner Personnel, as presented.

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

Motion carried.

CTE Instructional Aide Appointed

M. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger to appoint Rainbeau Currier as CTE 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 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"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Health Medical Instructional Aide Appointed

N. MOTION by Mr. Paules, SECONDED by Mr. Strubinger to appoint Dean John Wychulis as Health Medical 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 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"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Academic Instructional Aide Appointed

O. MOTION by Mr. Connors, SECONDED by Mr. Strubinger to appoint Karina Martin 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 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"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

Additional Days Approved

P. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger that the following individuals be employed for additional days (as indicated below) at the individual's per diem rate, between July 21, 2023 and August 23, 2023:

- Donna McClain, Health Medical Instructor - up to 3 days
Preparation for upcoming CNA audit
- Jacob Kunkel, Science Teacher - up to 10 days
Newly appointed teacher. Two (2) of the ten (10) days will be utilized for New Teacher Induction days.

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

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

Motion carried.

Paraprofessional Mentors Appointed

Q. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to appoint the following individuals as Paraprofessional Mentor for the 2023-2024 school year at the established stipend:

- Richard Stettler (Rainbeau Currier)
- John Rogers (Dean John Wychulis)
- Walter O'Donnell (Karina Martin)
- Kevin Wagner (Academic Aide)

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

Motion carried.

School Physician Appointed

R. MOTION by Mr. Strubinger, SECONDED by Mrs. DeMelfi that Dr. Deborah Smith (Switchback Medical Center, Inc., Jim Thorpe, PA) be appointed School Physician for the 2023-2024 school year, as per Article XIV, School Health Services of the PA School Code of 1949, at a rate of \$10.00 per individual school (student) examination.

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

Motion carried.

Clerk of the Works/Project Manager Position Approved

S. MOTION by Mr. Paules, SECONDED by Mr. Strubinger to approve the position of Clerk of the Works/Project Manager to work directly with the construction company and architect involved in the current expansion/renovation project for cosmetology, digital marketing and computer information technologies areas at a stipend of \$2,300 effective July 24, 2023 through July 23, 2024.

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

Motion carried.

Building Substitute Approved

T. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to approve Tara DeVincenzo as Building Substitute effective August 24, 2023 through the close of the 2023-2024 school year at the approved daily rate.

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

Motion carried.

Revised Mental Health/Behavior Assistant Position Description Approved

U. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to approve the revised Mental Health/Behavior Assistant position description, as presented.

ROLL CALL VOTE:

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

Motion carried.

Mental Health/Behavior Assistant Appointed

V. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to appoint Jeffry Nietz, Mental Health/Behavior Assistant for the 2023-2024 and 2024-2025 school years.

Note: Per the approved agreement, Mr. Nietz's salary will be Grant-funded through ESSER Grant/Crisis Response Workforce Grant/School Mental Health Grant.

ROLL CALL VOTE:

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

Motion carried.

Adult Education Site Supervisor Appointed

W. MOTION by Mr. Strubinger, SECONDED by Mrs. DeMelfi to appoint Francine Kluck Adult Education Site Supervisor effective September 5, 2023 through September 4, 2024, ad presented.

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

Motion carried.

Adult Education Nurse Aide Instructor Appointed

X. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to appoint Donna McClain Adult Education Nurse Aide Instructor at a rate of \$33.00 per hour, effective July 1, 2023 through July 2024.

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

Motion carried.

Letter of Resignation Accepted

Y. MOTION by Mr. Strubinger to table the following motion:
to accept the letter of resignation received from Mr. Brent Borzak, Administrative Director, effective August 17, 2023.

MOTION dies for lack of a SECOND.

MOTION by Mr. Connors, SECONDED by Mr. Foeller to accept the letter of resignation received from Brent Borzak, Administrative Director, effective August 17, 2023.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Foeller - Lehighnton	<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 type="checkbox"/>	<input checked="" 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"/>

Motion carried.

Education

Course Name Change Approved

- A. MOTION by Mr. Strubinger, SECONDED by Mrs. DeMelfi to approve the course name change from Biology 2 to Anatomy and Physiology beginning with the 2023-2024 school year.

Note: Anatomy and Physiology Course Description

This course is a comprehensive, introductory exploration to the subjects of human anatomy, physiology and physiopathology. The focus will be on human body structures and functions using analogue anatomy models, taking a body systems-approach. This will include examinations of the effects of disorders and disease. Investigations into gross anatomy will include dissections and observations of various animal specimens.

ROLL CALL VOTE:

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

Motion carried.

Budget & Finance

Lunch Prices Established

- A. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger that lunch prices for the 2023-2024 school year be established as follows:

Students:

Type A - \$2.60
Reduced - .40

Adults: \$5.00

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

Motion carried.

Milk/Juice Supplier Retained

- B. MOTION by Mr. Strubinger, SECONDED by Mr. Connors that Zimmerman’s Dairy (Lehighon, PA) be retained as the CCTI Milk/Juice Supplier for the 2023-2024 school year. Prices for milk and juice shall remain the same as quoted for the 2022-2023 school year. Milk prices are established by the PA Milk Marketing Board.

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

Motion carried.

Out of County Tuition Rates (non-Special Education) Approved

- C. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to approve the following out of county tuition rates (non-Special Education) for the 2023-2024 school year:

Half Year - Half Day	\$ 5,175	(\$ 57.50 per day)
Half Year - Full Day	\$10,350	(\$115.00 per day)
Full Year - Half Day	\$10,350	(\$ 57.50 per day)
Full Year - Full Day	\$20,700	(\$115.00 per day)

Note: Rates reflect no increase from previous year.

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

Motion carried.

Out of County Tuition Rates (Special Education) Approved

- D. MOTION by Mr, Strubinger, SECONDED by Mr. Foeller to approve the following out of county tuition rates (Special Education) for the 2023-2024 school year:

Half Year - Half Day	\$ 6,075	(\$ 67.50 per day)
Half Year - Full Day	\$12,150	(\$135.00 per day)
Full Year - Half Day	\$12,150	(\$ 67.50 per day)
Full Year - Full Day	\$24,300	(\$135.00 per day)

Note: Rates reflect no increase from previous year.

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

Motion carried.

Buildings & Grounds

NONE

Administrative

First Reading Policy Approved

- A. MOTION by Mr. Strubinger SECONDED by Mr. Connors to approve the first reading of the following revised CCTI policies, as presented:

#120 (PROGRAMS) - Program Enrollment
#251 (PUPILS) - Homeless Students

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

Motion carried.

Revised CCTI 2023-2024 Student/Teacher Calendar Approved

- B. MOTION by Mr. Strubinger SECONDED by Mr. Foeller to approve revised CCTI 2023-2024 Student/Teacher Calendar, as presented.

Note: The following changes were made: revised OAC Fall Meeting date to 10/04/2023, revised Spring OAC Meeting date to 04/04/2024, addition of 06/03/2024 Graduation rain date.

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

Motion carried.

After School Detention Monitor Rate Approved

- C. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger to approve the After School Detention Monitor Rate of \$25.00 per detention.

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

Motion carried.

Substitute Custodian/Maintenance/Groundskeeper/Cleaner Hourly Rate Approved

- D. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve the hourly rate for substitute custodian/maintenance/groundskeeper/cleaner of \$15.00 effective July 1, 2023 through June 2024.

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

Motion carried.

Substitute Van/Bus Driver Hourly Rate Approved

E. MOTION by Mr. Foeller, SECONDED by Mr. Strubinger to approve the hourly rate for substitute van/bus driver of \$25.00 effective July 1, 2023 through June 2024.

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

Motion carried.

Student & Parent Handbook Purchase Approved

F. MOTION by Mr. Foeller SECONDED by Mr. Strubinger to approve the purchase of 650 CCTI Student & Parent handbooks at a cost of \$4,615.

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

Motion carried.

Administrative Director Search Approved

G. MOTION by Mr. Foeller, SECONDED by Mr. Connors to authorize the start of a search for an Administrative Director.

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

Motion carried.

Administrative Reports

A. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to accept Administrative Reports from the following:

- a. Mrs. Christine Trovato, Facilitator of Special Education
- b. Mrs. Francine Kluck, Adult Education Site Supervisor

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to acknowledge receipt of the conference report submitted by Stephen Nesler, Auto Collision Repair Instructor, after attending the PPG Paint Training June 7 & 8, 2023 at the Baltimore Business Development Center, Glen Burnie, MD.

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

Motion carried.

Next Regularly Scheduled Meeting:

Thursday – August 17, 2023

Adjournment

Mr. Foeller moved, seconded by Mr. Paules, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:17 PM.

Christina A. Graver
Joint Operating Committee Secretary