

# Carbon Career & Technical Institute

## Joint Operating Committee Minutes

### Regular Meeting August 17, 2023

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - August 17, 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, Mrs. Renee DeMelfi, at 6:25 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"/> (via Zoom)	<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"/>
Mr. David Reinbold, Interim Administrative Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Michelle Allen, Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffry Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Francine Kluck, Adult Education Site Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeremy Glaush, Alternate Member	<input 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 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: Levi Berk, Welding Senior (Panther Valley SD); Members of the Public: Karen Berk, Parent, Pat Leonzi, Panther Valley SD Board Member, Ashley Little; CCTI Staff: Anna Leigh Conway, Science Teacher/CCTI EA President, Robert Fehr, Welding Instructor, JamiLynn Johannsen, Assistant to the Director of Technology/Student Support Services, Julian Valentini, Social Studies/Special Education Teacher, Henry Woods, School Police Officer; Media Representation: Jim Logue, Times News

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

**Approval of Addendum (if applicable)**

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

**Approval of Minutes**

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

- A. to approve the Minutes of the July 20, 2023 Regular Meeting.
- B. to approve the Minutes of the August 3, 2023 Special Meeting.

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

Motions carried.

**Courtesy of the Floor to Visitors**

- Levi Berk, Welding Senior (Panther Valley SD) spoke to the Joint Operating Committee members regarding his interest in the Lehigh Carbon Community College Dual Enrollment Program.

**Approval of Payment of Bills**

- A. MOTION by Mr. Connors, SECONDED by Mr. Strubinger 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 - 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.

**Approval of Treasurer’s Reports (June & July 2023)**

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Paules 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.

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.

- B. MOTION by Mr. Paules, SECONDED by Mr. Foeller 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.

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 introduced Interim Administrative Director Dave Reinbold and welcomed him back to the school.

Mr. Reinbold introduced the following for their individual monthly report:

- A. Principal’s Report – Mrs. Michelle Allen, Principal
  - a. New Student Self-Guided Tours
    - Wednesday August 16<sup>th</sup>
    - Approximately 60 students participated
    - Schedules were distributed
    - Staff assisted with tours, helping with lockers and answering questions
      - Sue Ann Gerhard
      - Christine Trovato
      - Eugene Colosimo
      - Jeff Nietz
      - Henry Woods
      - Nate Rinda
      - JamiLynn Johannsen
      - Michelle Allen
      - David Reinbold

- b. Enrollment Update
  - Total enrollment (as of 8/17/2023)
    - 429 students
  - Breakdown by grade
    - 9th - 86
    - 10th - 121
    - 11th - 112
    - 12 - 110
  - Waitlist - 129 students
  - Total withdrawn applications - 25

- B. 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. 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.
  - c. Update on 2024-2025 Budget
    - 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
  - CCTI Special Population Updates**
  - Carbon Career & Technical Institute's Special Education Policy, #113, has some updates for review and the first reading by the Joint Operations Committee. Updates reflect the Individuals with Disabilities Education Act, Chapter 22 of the PA School Code pertaining to Gifted students, and students attending CTE.

In preparation for the 2023-2024 school year, staff will receive training related to specific special education and special population topics. These include,

- Providing In-Class Support, Co-Teaching, Specially Designed Instruction and Special Education requirements.
- Implementing supports and services, as outlined in IEPs and Section 504 Plans.
- McKinney Vento Act: CCTI's Liaison, Reporting, Providing Support to Students Experiencing Homelessness and Educational Instability
- Special Programming training (Power School IEP): Caseload organization, utilization of specific elements available, e-signature
- English Language Learners: Differentiating Instruction and Supporting ELLs

- D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
  - Mr. Walters stated that all items related to safety, security and operations are ready for the students return.
  - He thanked Meg Arnold, Steve Brili, and Terry Blose members of the custodial staff for their hard work over the summer, stating that the school sparkles.

- E. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks – Preparation on new and existing Chromebooks for next school year.
  - PowerSchool - Rolled over to new school year. Set up Parent/Student portal.
  - Student accounts - All new student accounts are ready. Domain, Google, Adobe, Microsoft and more for those who need.
  - Website - Continued updates and modifications to the new site.
  - Server Upgrades - New servers installed with very little downtime.
  - Equipment Recycling - gathering up all old equipment for summer recycle program. Pickup on 8/22.
  - Summer Projects - working on new Chromebooks, room wiring, lab updates and reconnecting rooms post cleaning. All rooms ready to start.
  - School Messenger – Database updates.
  - Adult Education – GED Pearson VUE Testing Center - Performed Server and client PC updates for testing.
  - 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	Esthetician/ Nail Technology
Heartsaver® First Aid and CPR/AED	ServSafe® Exam
Nurse Aide	Forklift
Pharmacy Technician	PA State Inspection Mechanic Certification
Welding Technology	GED Preparation Courses

Program descriptions, orientations, and start dates are available at [www.carboncti.org/adult-education](http://www.carboncti.org/adult-education); schedule available. Follow our happenings on Facebook [@cctiadulted](https://www.facebook.com/cctiadulted) or [Carbon Career and Technical Institute – Adult Education](https://www.facebook.com/CarbonCareerandTechnicalInstitute).

**Outreach and Program Development Report**

- August 1 - Adult Education at Jim Thorpe Night Out
- August 2 & 3- Statewide GED Division of Adult Education Kick-off, Harrisburg
- August 29 – GED fall evening and day classes begin
- August 10 – Nurse Aide Orientation
- August 4, 8, 21, 22- GED Orientation

**Welding Technology – starts September 26**

The Carbon Career and Technical Institute will offer a 75-hour comprehensive Welding Program for all skill levels; Beginner through intermediate. Learn basic stick, oxyacetylene, MIG and TIG through classroom theory and hands-on training in cutting and welding steel and aluminum. Students will conclude the program by taking the American Welding Society certification.

Tuesday & Thursday 6:00 - 9:00 pm – 25 classes

Tuition Assistance may be provided for those who qualify through the county CareerLink students reside.

### **Alternative Education**

Summer 2023 marking period is currently enrolling students for the credit recovery summer school program and alternative education.

### **CCTI Adult Evening Employment Opportunities - Fall 2023**

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

Mr. Reinbold took a moment to thank administration for keeping the ball rolling in the brief in between leadership. He shared that the team had a 2 ½ hour meeting earlier today to review items and prepare for the beginning of the school year. He has also met with approximately 16 teachers so far and said he appreciates all who have shared their thoughts and ideas with him and feels collectively CCTI will be off to a good start.

Mrs. Allen introduced the following newly appointed staff members in attendance at this evening's meeting:

Robert Fehr, Welding Instructor  
Julian Valentini (previously employed as an instructional aide), Social Studies  
Teacher/Special Education Case Manager  
Ashley Little, Academic Instructional Aide (Approval on this evening's agenda)

### **Items of Business**

#### *Personnel*

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

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

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

Motion carried.

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

- B. MOTION by Mr. Connors, SECONDED by Mr. Foeller 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

**Academic Instructional Aide Appointed**

- C. MOTION by Mr. Strubinger, SECONDED by Mrs. DeMelfi 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 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 Approved**

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

Heather Cassidy (first 1/2 of school year) (Rainbeau Currier)  
Rick Stettler (second 1/2 of school year) (Rainbeau Currier)  
JamiLynn Johannsen (Ashley Little)

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

Motion carried.

**Attendance Officer Duties Assigned**

- E. MOTION by Mr. Foeller, SECONDED by Mr. Connors 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

**Records Retention Officer Appointed**

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

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

Motion carried.

**Threat Assessment Team Approved**

G. MOTION by Mr. Strubinger, SECONDED by Mr. Connors 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
- Eugene Colosimo, Guidance Counselor
- Jeffry Nietz, Mental Health/Behavior Assistant
- Nate Rinda, Director of Technology
- Henry Woods, School Police/Resource Officer

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

Motion carried.

**Substitute Part-Time Technology Assistant Approved**

H. MOTION by Mr. Strubinger, SECONDED by Mrs. DeMelfi 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

**Substitutes Approved**

I. MOTION by Mr. Connors, SECONDED by Mrs. DeMelfi 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\*

(con't)

James Curran - Instructional Aide, Custodial/Maintenance/Groundskeeper/  
Cleaner\*, Van/Bus Driver\*  
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\*  
Salvatore LoPresti - Custodial/Maintenance/Groundskeeper/Cleaner\*  
Samuel Lux - Teacher  
Tonimarie Macaluso - Instructional Aide, 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\*  
Joshua Reif - Teacher, Instructional Aide  
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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 1

Motion carried.

**Category C (Long-Term) Substitute Approved**

J. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve Richard Stettler as a Category C (long-term) substitute Electrical Distribution and Automation Instructor, effective August 24, 2023 for a period of ninety-one (91) days at a step 1 pro-rated salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Following the completion of the ninety-one day period, Mr. Stettler will return to his full-time position of Instructional Aide.

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**

K. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller that the following individuals be employed for additional days (as indicated below) at the individual's per diem rate, between August 18, 2023 and August 23, 2023:

- Richard Stettler, Long-Term Substitute Electrical Distribution and Automation Instructor - up to 3 days  
Classroom preparation and planning
- Kenneth Bond, Welding Instructional Aide - up to 3 days  
Assist new welding instructor with classroom preparation and planning

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.

**Teacher Mentor Appointed**

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

Harold Resh (Richard Stettler, Long-Term Substitute Electrical Distribution and Automation Instructor)

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

Motion carried.

**Letter of Resignation Accepted**

- M. MOTION by Mr. Connors, SECONDED by Mr. Foeller to accept the letter of resignation received from Karina Martin, Academic Instructional Aide, effective August 14, 2023 (scheduled start date August 22, 2023).

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

Motion carried.

**Letter of Resignation Accepted**

- N. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to accept the letter of resignation received from Tara DeVincenzo, Building Substitute, effective August 14, 2023 (scheduled start date August 24, 2023).

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

Motion carried.

**Letter of Resignation Accepted**

- O. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to accept the letter of resignation received from Jacob Kunkel, Science Teacher, effective August 15, 2023 (scheduled start date August 24, 2023).

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

Motion carried.

**Letter of Resignation Accepted**

- P. MOTION by Mr. Connors, SECONDED by Mr. Foeller to accept the letter of resignation received from Delmar Griggs, Adult Education GED Instructor, effective August 14, 2023.

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

Motion carried.

**Building Substitute Approved**

- Q. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve Larissa Genetti as Building Substitute effective August 18, 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.

**Education**

**Dual Enrollment Program Participation Approved**

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

Note: Pending a signed agreement between CCTI and student and parents/guardians.

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

Motion carried.

**Dual Enrollment Program Participation Approved**

- B. MOTION by Mr. Connors, SECONDED by Mr. Strubinger to approve student ID: 8316 to participate in the in Lehigh Carbon Community College’s dual enrollment program.

Note: Pending a signed agreement between CCTI and student and parents/guardians.

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

Motion carried.

**Budget & Finance**

**Transportation Contracts Approved**

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

Jim Thorpe Area School District (1100 Center Avenue, Jim Thorpe)  
2023-2024 - \$52.00/day per bus

(con’t)

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

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighton)  
(Lehighton 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

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

Motion carried.

***Buildings & Grounds***

NONE

***Administrative***

**Policies Adopted**

- A. MOTION by Mr. Strubinger SECONDED by Mr. Connors to approve the second reading and adoption 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.

**Policy First Reading Approved**

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

#113 (PROGRAMS) - Special Education

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

Motion carried.

**Substitute Rates Established**

C. MOTION by Mr. Strubinger, SECONDED Mr. Connors 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 \$115 per day
- Day 16+ Cumulative \$140 per day
- 4. Secretary \$105 per day
- 5. Administrative \$210 per day

ROLL CALL VOTE:

- Mr. Connors - Weatherly
- Mr. Foeller - Lehighton
- Mr. Paules - Palmerton
- Mr. Strubinger - Jim Thorpe
- Mrs. DeMelfi - Panther Valley

Yes	No	Absent	Abstain
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Permission to Advertise for Instructional Aides**

D. MOTION by Mr. Connors, SECONDED by Mr. Strubinger to advertise for two instructional aide positions.

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

Motion carried.

**SmartPass Purchase Approved**

E. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to purchase SmartPass to include the Hall Pass Pro Plan, ID Cards Pro, Flex, and Attendance for a total yearly cost of \$3,069.00.

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.

**SmartFutures Purchase Approved**

F. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to purchase Unlimited access to SmartFutures resources for the 2023-2024 school year at a total cost of \$3,000.00.

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.

**Permission to Advertise for Chaperones**

G. MOTION by Mr. Strubinger, SECONDED by Mr. Foeller to advertise for chaperones.

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.

**Agreement Approved**

- H. MOTION by Mr. Connors, SECONDED by Mr. Strubinger to approve the agreement between David Reinbold, Interim Administrative Director and the Carbon Career & Technical Institute Joint Operating Committee, 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.

**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**

**Conference Report Acknowledged**

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors 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.

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

Motion carried.

**Next Regularly Scheduled Meeting:**

**Thursday – September 21, 2023**

### **Adjournment**

Mr. Connors moved, seconded by Mr. Foeller, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:28 PM.

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Christina A. Graver  
Joint Operating Committee Secretary