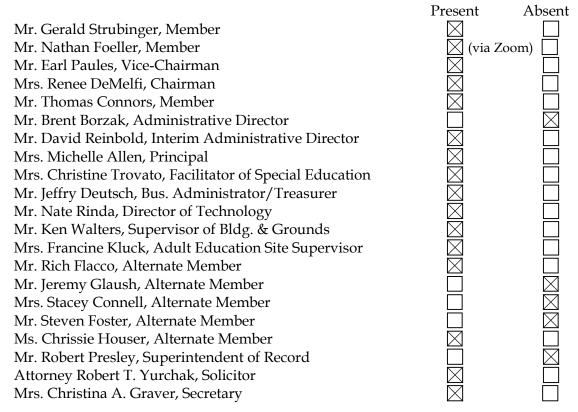
Carbon Career & Technical Institute Joint Operating Committee Minutes

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 13th Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mrs. Renee DeMelfi, at 6:25 PM with the Secretary being present.



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.

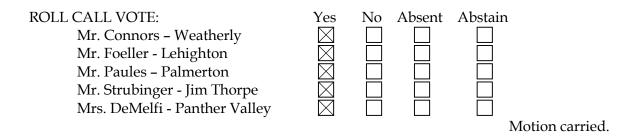
Approval of Payment of Bills

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	1
Mr. Connors - Weatherly	\boxtimes				
Mr. Foeller - Lehighton	\boxtimes				
Mr. Paules – Palmerton	\boxtimes				
Mr. Strubinger - Jim Thorpe	\boxtimes				
Mrs. DeMelfi - Panther Valley	\boxtimes				
-					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.



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	l
Mr. Connors - Weatherly	\boxtimes				
Mr. Foeller - Lehighton	\boxtimes				
Mr. Paules - Palmerton	\boxtimes				
Mr. Strubinger - Jim Thorpe	\square				
Mrs. DeMelfi - Panther Valley	\boxtimes				
					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 16th 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

- 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

B.

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	ServSafe® Exam
CPR/AED	Forklift
Nurse Aide	PA State Inspection Mechanic Certification
Pharmacy Technician	GED Preparation Courses
Welding Technology	-

Program descriptions, orientations, and start dates are available at <u>www.carboncti.org/adult-education</u>; <u>schedule available</u>. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

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 quality 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 <u>fkluck@carboncti.org</u>.

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

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	L
Mr. Connors - Weatherly	\boxtimes				
Mr. Foeller - Lehighton	\boxtimes				
Mr. Paules - Palmerton	\boxtimes				
Mr. Strubinger - Jim Thorpe	\boxtimes				
Mrs. DeMelfi - Panther Valley	\boxtimes				
					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 ½ of school year) (Rainbeau Currier) Rick Stettler (second ½ 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

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.

(con't)

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:

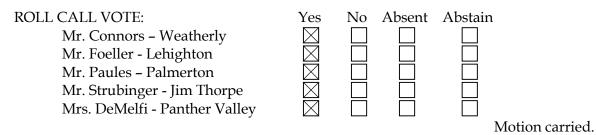
Kyle Ahner – SHINE Driver* Tara Apgar – Teacher, Health/Medical William (Greg) Arnold – Custodial/Maintenance/Groundskeeper/Cleaner* Sarah Bonner – Custodial/Maintenance/Groundskeeper/Cleaner* Anthony (A.J.) Burke – Teacher, Instructional Aide Paul Caputo – Administrative* James Curran - Instructional 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

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.



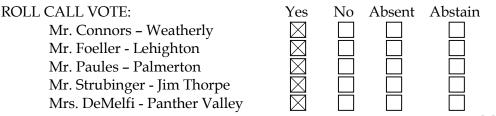
Additional Days Approved

- 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.



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 - $\underline{5}$ NO - $\underline{0}$ ABSENT - $\underline{0}$ ABSTENTIONS - $\underline{0}$

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

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)

(Lehighton Area School District) 2023-2024 - \$100.00/day per bus	
George's Transportation Company, Inc. (Lehighton Area School District – Mid-I 2023-2024 - \$100.00/day per bus	Day Run)
Leon George II School Buses, Inc. (660 I (Palmerton Area School District) 2023-2024 - \$227.00/day per bus	
Panther Valley School District (1 Panthe 2023-2024 - \$96.00/day per bus	er Way, Lansford)
Weatherly Area School District (602 Six 2023-2024 - \$140.00/day per bus	5,7
VOTE: YES - 5 NO - 0 ABSENT - 0	ABSTENTIONS - 0 Motion carried.

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

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

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 Day 10+ Cumulative 15+ Consecutive Days (in a Single Assignment)	\$115 per day \$140 per day \$160 per day
2.	Building Substitute	\$150 per day
3.	Teacher Aide Day 1 through Day 15 Day 16+ Cumulative	\$115 per day \$140 per day
4.	Secretary	\$105 per day
5.	Administrative	\$210 per day
Mr. F Mr. P Mr. S	VOTE: Connors – Weatherly oeller - Lehighton aules – Palmerton trubinger - Jim Thorpe DeMelfi - Panther Valley	Yes No Absent Abstain

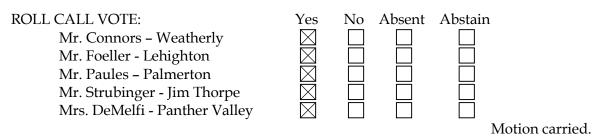
Permission to Advertise for Instructional Aides

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

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.



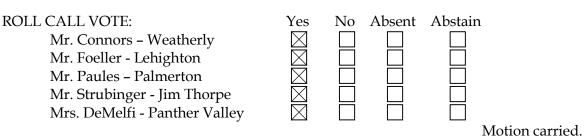
SmartFutures Purchase Approved

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	Abstair	l
Mr. Connors - Weatherly	\boxtimes				
Mr. Foeller - Lehighton	\boxtimes				
Mr. Paules – Palmerton	\boxtimes				
Mr. Strubinger - Jim Thorpe	\boxtimes				
Mrs. DeMelfi - Panther Valley	\square				
-					Motion carried.

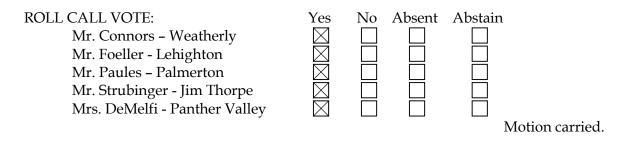
Permission to Advertise for Chaperones

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



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.



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

Adjournment

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

Christina A. Graver Joint Operating Committee Secretary