

Carbon Career & Technical Institute  
Joint Operating Committee Agenda

**Regular Meeting  
October 19, 2023**

I. Call to Order - Chairman

II. Salute to the Flag

III. Roll Call

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

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

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

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the inclusion of an Addendum to the October 19, 2023 Joint Operating Committee meeting agenda. Individual Addendum motions have been presented to and will be voted on by the Joint Operating Committee members in attendance, integrated among the agenda motions presented below.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**VI. Approval of Minutes**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Minutes of the September 21, 2023 Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**VII. Courtesy of the Floor to Visitors**

**VIII. Approval of Payment of Bills**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 2)

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

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

**IX. Approval of Treasurer's Reports (September 2023)**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Treasurer's Report for September 2023 showing a final balance of \$6,007,416.35 in the General Fund, and \$76,736.82 in the Student Activities Account. (End. 3)

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

**X. Administrative Reports**

A. Director's Report - Mr. David Reinbold, Interim Administrative Director

B. Principal's Report - Mrs. Michelle Allen, Principal (con't)

- C. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
  - a. Update on the 2022-2023 Audit:  
 The 2022-2023 audit is 90% complete.  
 The 2022-2023 audit report will be published for approval at the November JOC meeting.
  - b. 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. It will be presented for approval at the December JOC meeting.
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- H. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent

XI. **Items of Business**

*Personnel*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to grant the following individual a “Professional Employee Contract” and tenure status:

Angela Sablich – Science Teacher

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

B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint Joshua Reif as Electrical Distribution & Automation Instructional Aide at a step 1 pro-rated salary effective October 20, 2023 per the current CCTI ESPA Employment Agreement.

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

C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint Jacob R. McCloskey as an Instructional Aide at a Step 1 salary effective October 20, 2023 per the current CCTI ESPA Employment Agreement.

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

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

- Walter O'Donnell (Jacob McCloskey, Instructional Aide)
- Walter O'Donnell (Alexandria Ventrella, Culinary Arts Instructional Aide)
- Hal C. Resh (Joshua Reif, Electrical Distribution & Automation Instructional Aide)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint the following individuals as Extra Help Instructors in conjunction with the after-school program at \$30 per hour on an as needed/scheduled basis:

- Jacob McCloskey\*
- Joshua Reif\*
- Alexandria Ventrella

Note: \*Contingent upon approved appointment.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individual as School-Wide Co-Curricular Activities and Student Club/Organization Advisors, as needed at the established rates for the 2023-2024 school year:

SkillsUSA (Major) Advisor - Kevin Kuehner (\$2,300)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

G. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Kenneth Reiter as Building Substitute effective October 20, 2023 through the close of the 2023-2024 school year at the approved daily rate.

ROLL CALL VOTE:

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

H. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individuals as members of the 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  
Rebecca Schaeffer, School Nurse  
Eugene Colosimo, Guidance Counselor  
Jeffrey Nietz, Mental Health/Behavior Assistant  
Henry Woods, School Police/Resource Officer

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

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

Michele Dominic - School Nurse  
Jo Lynn Gazo - Teacher, Instructional Aide

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

J. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the below listed individuals be approved as chaperone through August 2024:

Reyna Desmarais  
Amanda Henry  
Robyn Plesniarski

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

K. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint Joseph L. Krushinsky, Jr. Adult Education GED Instructor at a rate of \$22.50/hour on an as needed basis through October 31, 2024.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

### *Education*

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to grant Dave Reinbold, Interim Administrative Director authority to approve field trip and conference requests requiring Joint Operating Committee approval when the event falls between regularly scheduled meetings. The field trip would be presented and retroactively approved by the Joint Operating Committee at the scheduled meeting immediately following the event.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Harold Resh, Auto Service Technology Instructor chaperone five (5) Auto Service Technology students to Northampton Community College, Bethlehem, PA on November 1, 2023 for the Automotive Educational Skills Contest.

Note: The exam is a review of all 8 areas of NATEF (National Automotive Technicians Education Foundation). Qualifying students will move on to the hands-on competition.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Michael Garrant, Computer Information Technology Instructor and Robotics Club Advisor chaperone Robotics Club students (number of students to be determined) to participate in the VEX Robotics Competition (2023-2024 Over Under Game Season) to be held at Harriton Senior High School, Bryn Mawr, PA on Saturday, November 11, 2023.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Michael Garrant, Computer Information Technology Instructor and Robotics Club Advisor chaperone Robotics Club students (number of students to be determined) to participate in the VEX Robotics Competition (2023-2024 Over Under Game Season) to be held at New Foundations Charter School, Philadelphia, PA on Saturday, December 9, 2023.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Michael Garrant, Computer Information Technology Instructor and Robotics Club Advisor chaperone Robotics Club students (number of students to be determined) to participate in the VEX Robotics Competition (2023-2024 Over Under Game Season) to be held at Delaware County Christian School, Newtown Square, PA on Saturday, January 13, 2024.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Michael Garrant, Computer Information Technology Instructor and Robotics Club Advisor chaperone Robotics Club students (number of students to be determined) to participate in the VEX Robotics Competition (2023-2024 Over Under Game Season) to be held at Spring-Ford Area School District, Spring-Ford 9<sup>th</sup> Grade Center, Royersford, PA on Saturday, February 10, 2024.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

G. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Agreement of Affiliation between the Carbon Career & Technical Institute and Lehigh Valley Children’s Centers, Inc., as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

***Budget & Finance***

NONE

***Buildings & Grounds***

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the purchase of a Hobart commercial dishwasher with Electric tank heater and a 30kW electric booster heater, dish unloader/conveyor from Pennsylvania Paper & Supply Company (co-stars #036-E23-045) at a total cost of \$72,863.54.

Note: This is to replace the commercial dishwasher in the Culinary Arts kitchen originally installed in 2005 and relocated in 2009 with the building renovation/expansion project. The average life expectancy of a commercial dishwasher is 15-20 years. This item will take up to 3 months to arrive and will be installed in the summer of 2024. Quote includes installation and disconnection, removal and disposal of existing machine.

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

***Administrative***

- A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the first reading of the following revised CCTI policy, as presented:

#201 (PUPILS) - Admission/Selection of Students (Encl. 4)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the following revised building substitute teacher rate of \$160/day for the remainder of the 2023-2024 school year, effective October 20, 2023.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to authorize administration to seek approval from the PA Department of Education for the addition of a new program titled Engineering Technologies, CIP 15.9999, effective with the start of the 2024-2025 school year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_



D. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to the following CCTI school activity/  
fundraiser:

Bag/Purse Bingo, February 9, 2024 in the CCTI Cafeteria

Note: Snow date of February 16, 2024. Proceeds to benefit all CCTI CTSO's (Career &  
Technical Student Organizations).

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

### **Administrative Reports**

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

- a. Mrs. Michelle Allen, Principal (Encl. 5)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 6)
- c. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 7)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

XII. **Old Business**

XIII. **New and Miscellaneous Business**

XIV. **Next Regularly Scheduled Meeting:** **Thursday – November 16, 2023**

XV. **Adjournment**