

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
October 19, 2023

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – October 19, 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 6:42 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nathan Foeller, Member	<input 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. 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Pat Leonzi, 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: Members of the Public: Heather Neff, Lehigh Area SD Board Member, Danielle Paules, Palmerton Area SD Board Member; CCTI Staff: Michael Garrant, Computer Information Technology Instructor/Robotics Club Advisor, 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

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

Motion carried.

Approval of Minutes

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve the Minutes of the September 21, 2023 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Payment of Bills

- A. MOTION by Mr. Glaush, 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. Glaush - 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.

Approval of Treasurer's Reports (September 2023)

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

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

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

A. Principal's Report – Mrs. Michelle Allen, Principal

Mrs. Allen verbally shared her submitted written report, as follows:

- This month, Mr. Colosimo started his recruitment efforts with our five sending districts. He visited each sending school along with a technical instructor and student to introduce our school and the programs that are offered. We have continued our recruitment efforts with our annual Open House and Art show on October 11th. There was a very good turnout of prospective new students along with their families to tour the school and meet our teachers. Our next planned recruitment opportunity will be the 9th grade tours in November. We have strongly encouraged each district to bring ALL 9th graders to tour the school. We believe that there are students that are missing an opportunity by not attending this event.
- I have been working with our staff to create incentives for our students taking the Keystone exams. We will be kicking off this initiative with recognizing students who passed all three exams from the previous school year.
- We have been preparing for our PA state 339 review. The technical teachers have been working hard to submit required information for this review. The OAC meetings that were recently held on October 4th, are an extremely important part of our upcoming 339 review in January of 2024.
- CCTI held our annual Breast Cancer Awareness activities. The student body along with the faculty collected monetary donations for this more than worthy cause. On Friday, October 20th, we will be holding our annual Halloween Dance for students from 6-9 PM in the school cafeteria.

B. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator

- 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.
- 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.

C. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

Mrs. Trovato began her report by thanking Jim Thorpe ASD, specifically Mrs. Sandra Michalik, Director of Special Education who generously invited CCTI Special Education staff for a training on Behavior Management & Modifications on October 9.

- **CCTI's Special Population Numbers**

CCTI's current special population numbers: 105 students with IEPs or 504 Service Plans (80 IEPs; 25- 504 plans), 7 with Medical Action Plans, 1 Gifted IEP student, 4 English Language Learners, 0 Homeless students and 1 Foster student.

- **CCTI Special Population Updates**

On October 9th CCTI's Special Education Teachers were invited to join Jim Thorpe High School special education department's training hosted by the IU21, "Behavior Management and Modifications."

- Upcoming trainings - Special Programs (Power School IEP) E-Signature training, by Dr. Jerome Brown and the annual Regional Homeless Conference (Oct. 25).

D. **Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds**

- As we approach the end of the quarter, the maintenance crew continues to support Administration, Faculty, and students with their day-to-day needs.
- With the completion of the fall OAC meeting each technical area met with the business office to identify future educational equipment requests for the ongoing update to the operational and capital plan.
- One equipment item that had previously been identified at several OAC meetings is on the agenda tonight for the JOC's approval.

E. **Technology Report – Mr. Nate Rinda, Director of Technology**

- Chromebooks - 1-to-1 Chromebooks. All students have a Google Chromebook.
- Two (2) new Promethean boards installed - HVAC, Marketing.
- New Staff - Basic setup of new accounts and startup training.
- Website - Continued updates and modifications to the new site.
- Server room - Battery backups (UPS) upgrades performed.
- School Messenger – Database updates.
- CDT/ESL-WIDA/Keystones - CDT testing on going.
- Pre-NOCTI - Testing has begun.
- PSAT testing - mass installed software and setup for testing.
- Copiers - Replacements to be delivered and should be installed by the end of October.
- Continued daily technology support/service - For all of CCTI.

Mr. Rinda answered a question regarding damages that student chrome books endure. Most repairs are done in-house. There is a first-time forgiveness, with charges for any damages thereafter.

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 Courses

Program descriptions, orientations, and start dates are available at 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

- September 26- Welding Class Started
- October 2, 4, 12, 19 - GED Orientations
- October 10 – GED CCTI Staff Program Improvement Team meeting
Lehigh Carbon Community College
- October 11 – Nurse Aide Orientation
- October 11- CCTI Open house
- October 16- Nail Technology/Esthetician open house
- October 18- GED Pearson Vue testing
- October 26 – Safety Inspection Class Begins

PA Safety Inspection Class – October 26, 2023

This program includes classroom preparation and test to be a licensed PA State Inspection Mechanic. Candidates must possess a valid driver's license in the class certification sought. Certification is contingent upon successful completion of the entire program: twelve hours of theory plus written exam and a one-hour tactical test scheduled by the instructor at a later date. Must be 18 years of age and have a valid (PA) photo driver's license presented at registration. Successful candidates in Class I cars may also test for Class II – Motorcycles, Class III – Trucks over 17,000 pounds, trailers over 10,000 pounds and buses, Class IV Reconstructed vehicles inspector and/or writer. Pre-requisite: This course is designed for experienced technicians; prior knowledge in the field or hands-on experience required.

Tuition:

Class I w/ Overview Tools Instruction – \$190

Class II, III, IV writer and/or inspector- \$45 per test

Specialty Tool Class Comprehensive – 3 hours \$40

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.

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

Mr. Presley thanked CCTI special education staff for joining them for the recent training. He also shared that in August, Jim Thorpe ASD paraprofessionals were invited to join Panther Valley School District staff for a training. He said he would like to see more of this among the schools in Carbon County to assist in the costs of these trainings.

Mr. Reinbold introduced Mr. Michael Garrant, Computer Information Technology Instructor who was in attendance at this evening's meeting. He explained that he would be the instructor for the new course that CCTI is looking for approval to add to their curriculum, on this evening's agenda.

Items of Business

Personnel

MOTION by Mr. Glaush, SECONDED by Mr. Strubinger that the following motions be approved:

Tenure Status Approved

- A. to grant the following individual a “Professional Employee Contract” and tenure status:

Angela Sablich – Science Teacher

Electrical Distribution & Automation Instructional Aide Appointed

- B. 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.

Instructional Aide Appointed

- C. 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.

Paraprofessional Mentors Appointed

- D. 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)

Extra Help Instructors Appointed

- E. 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.

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

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

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

Building Substitute Approved

- G. 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.

Threat Assessment Team Approved

- H. 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

Substitutes Approved

- I. 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

Chaperones Approved

- J. that the below listed individuals be approved as chaperone through August 2024:

Reyna Desmarais
Amanda Henry
Robyn Plesniarski
Stephanie Reese

Adult Education GED Instructor Appointed

- K. 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.

Electrical Distribution and Automation Instructor Appointed

- L. to appoint Richard Stettler Electrical Distribution and Automation Instructor, effective January 2, 2024 at a step 2 pro-rated salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: This motion supersedes the previously approved motion appointing Mr. Stettler a Category C (long-term) substitute Electrical Distribution and Automation Instructor, effective August 24, 2023 for a period of ninety-one (91) days with a return to his position as an Instructional Aide at the conclusion of those 91 days.

Letter of Resignation Accepted

- M. to accept the letter of resignation received from Kenneth Bond, Welding Instructional Aide, effective January 31, 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. Glaush - 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"/>

Motions carried.

Education

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

Field Trip Approval Authority Granted

- A. 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.

Automotive Educational Skills Contest Attendance Approved

- B. 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.

VEX Robotics Competition Attendance Approved

- C. 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.

VEX Robotics Competition Attendance Approved

- D. 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.

VEX Robotics Competition Attendance Approved

- E. 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.

VEX Robotics Competition Attendance Approved

- F. 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 9th Grade Center, Royersford, PA on Saturday, February 10, 2024.

Agreement of Affiliation Approved

- G. to approve the Agreement of Affiliation between the Carbon Career & Technical Institute and Lehigh Valley Children's Centers, Inc., as presented.

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

Motions carried.

Budget & Finance

NONE

Buildings & Grounds

Commercial Dishwasher Purchase Tabled

- A. MOTION by Mr. Paules, SECONDED by Mr. Connors to table the following motion: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - Lehigh	<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 to table carried.

Administrative

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

First Reading of Policy Approved

- A. to approve the first reading of the following revised CCTI policy, as presented:

#201 (PUPILS) – Admission/Selection of Students

Revised Building Substitute Teacher Rate Approved

- B. 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.

New Program Addition Approval Authorized

- C. 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.

School Activity/Fundraiser Approved

- D. to approve 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).

First Reading of Policy Approved

- E. to approve the first reading of the following revised CCTI policy, as presented:

#621 (FINANCES) – Unreserved General Fund Balance

Agreement Accepted

- F. to accept the Agreement between the CCTI Joint Operating Committee and the CCTI Education Association, as presented.

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

Motion carried.

Administrative Reports

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Glaush to accept Administrative Reports from The following:

- a. Mrs. Michelle Allen, Principal
- b. Mrs. Christine Trovato, Facilitator of Special Education
- c. 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. Glaush SECONDED by Mr. Strubinger to acknowledge receipt of the conference report submitted by Nate Rinda, Director of Technology, after attending the PACTA (PA Association of Career & Technical Administrators) Fall Workshop for CTE Technology Coordinators October 17 & 18, 2023 at the Penn Stater Conference Center State College, PA.

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

Mr. Glaush inquired if CCTI does any training in fiber optics. His vocation works heavily with fiber optics and he offered to have someone come in to the school to speak to the students. Although this is not part of the Computer Information Technology curriculum, Mr. Rinda shared that this could possibly benefit our students in Electrical Distribution and Automation.

Next Regularly Scheduled Meeting:

Thursday – November 16, 2023

Adjournment

Mr. Paules moved, seconded by Mrs. DeMelfi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:15 PM.

Christina A. Graver
Joint Operating Committee Secretary