

Carbon Career & Technical Institute
 Joint Operating Committee Agenda
Re-Organization and Regular Meeting
December 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"/>
Ms. Heather Neff, 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. Sean Gleaves, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Danielle Paules, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Pat Leonzi, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, 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 December 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. Letters of Appointment

A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the Letter of Appointment for a Member of the Carbon Career & Technical Institute Joint Operating Committee (3-Year Term - December 2023 through December 2026):

Lehighton Area School District - Ms. Heather Neff (Encl. 1)
Panther Valley School District - Mrs. Renee DeMelfi (Encl. 2)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VII. Election of Temporary Chairman

_____ nominates _____ for Temporary Chairman,
SECONDED by _____.

_____ nominates _____ for Temporary Chairman,
SECONDED by _____.

MOTION by _____ to close the nominations for and appoint _____ as Temporary Chairman.
SECONDED by _____.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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"/>
Ms. Neff - 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"/>

(The Secretary casts the ballot electing _____ as Temporary Chairman.)

VIII. Election of Chairman

_____ nominates _____ for Chairman,
SECONDED by _____.

_____ nominates _____ for Chairman,
SECONDED by _____.

MOTION by _____ to close the nominations for and appoint _____ as Chairman.
SECONDED by _____.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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"/>
Ms. Neff - 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"/>

(The Secretary casts the ballot electing _____ as Chairman.)

IX. Election of Vice-Chairman

_____ nominates _____ for Vice-Chairman,
SECONDED by _____.

_____ nominates _____ for Vice-Chairman,
SECONDED by _____.

MOTION by _____ to close the nominations for and appoint _____ as Vice-Chairman.
SECONDED by _____.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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"/>
Ms. Neff - 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"/>

(The Secretary casts the ballot electing _____ as Vice-Chairman.)

X. Monthly Meetings

A. MOTION by _____, SECONDED by _____ that the Regular Monthly Meetings of the Carbon Career & Technical Institute Joint Operating Committee be held on the 3rd Thursday of each month during 2024 at the times listed as follows:

(Encl. 3)

Executive Session: 5:00 PM
Regular Meeting: 6:00 PM

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XI. Approval of Minutes

A. MOTION by _____, SECONDED by _____ to approve the Minutes of the November 16, 2023 Regular Meeting.

(Encl. 4)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. Courtesy of the Floor to Visitors

XIII. Approval of Payment of Bills

- A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 5)

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"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - 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"/>

XIV. Approval of Treasurer’s Report (November 2023)

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer’s Report for November 2023 showing a final balance of \$6,549,378.18 in the General Fund, and \$84,974.68 in the Student Activities Account. (End. 6)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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"/>
Ms. Neff - 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"/>

XV. Administrative Reports

- A. Director’s Report – Mr. David Reinbold, Interim Administrative Director
- B. Principal’s Report – Mrs. Michelle Allen, Principal
- C. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
- The 2022-2023 CCTI Audit is complete and approved.
 - Update on 2024-2025 Budget
Note: No overall increase for the 2024-2025 Operating Budget year for the five Carbon County school districts. It is on the agenda this evening for JOC approval.
 - The Annual Financial Report (PDE Form 2057) for the year 2022-2023 has been filed with PDE.
- 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

XVI. Letters of Appointment

- A. MOTION by _____, SECONDED by _____ to acknowledge the Appointment of Alternate Representatives to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term – December 2023 through December 2024):

- Jim Thorpe Area School District – Mr. Rich Flacco (Encl. 7)
- Lehighton Area School District – Mr. Sean Gleaves (Encl. 1)
- Palmerton Area School District – Mrs. Danielle Paules
- Panther Valley School District – Mr. Pat Leonzi (Encl. 2)
- Weatherly Area School District – Mrs. April Walters (Encl. 8)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to acknowledge the Appointment to the Carbon Career & Technical Institute Authority (5 Year Term – January 2024 through December 2028):

- Palmerton Area School District – Mss. Alyson Krawchuk

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XVII. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to appoint Avery Miller as an Instructional Aide (Welding) at a Step 1 pro-rated salary effective January 3, 2024 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"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - 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"/>

- B. MOTION by _____, SECONDED by _____ to appoint Casey Hill as an Instructional Aide (Graphic Design/Digital Marketing) at a Step 1 pro-rated salary effective December 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"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - 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"/>

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

John Rogers* (Avery Miller - Instructional Aide, Welding)
 Hal C. Resh** (Casey Hill - Instructional Aide, Graphic Design/
 Digital Marketing)

Note: *Contingent upon approved appointment of Avery Miller.
 **Contingent upon approved appointment of Casey Hill.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. 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:

Avery Miller*
 Casey Hill*

Note: *Contingent upon approved appointment.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

E. MOTION by _____, SECONDED by _____ that the below listed individual be approved to substitute for the 2023-2024 school year at the established rates, as follows:

Debra Christman-Kunkel – Instructional Aide, Teacher, Tutor

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Education

A. MOTION by _____, SECONDED by _____ that two (2) CCTI Automotive Service Technology seniors (Angelika Gines, Panther Valley SD and Savannah Klotz, Palmerton ASD) attend the Greater Lehigh Valley Auto Dealers Competition. The competition will be held on February 9, 2024 at the Northampton Community College Auto Garage, Bethlehem, PA. The competition will be chaperoned by Mr. Harold Resh, Automotive Service Technology Instructor.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Ms. Neff - Lehigh	<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"/>

B. MOTION by _____, SECONDED by _____ that fifteen (15) CCTI students attend the DECA State Competition. The competition will be held February 21 through February 23, 2024 at the Hershey Lodge and Convention Center, Hershey, PA at a total cost of \$6923.00 to cover registration, transportation, meals, and lodging. Competitions will be chaperoned by Cary Rinda, DECA Advisor and Scott Bartholomew, DECA Assistant Advisor.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Ms. Neff - Lehigh	<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"/>

- C. MOTION by _____, SECONDED by _____ that Harold Resh, Auto Service Technology Instructor, Stephen Nesler, Auto Collision Repair Instructor, John Rogers, Auto Service Technology Instructional Aide and Kevin Wagner, Auto Collision Repair Instructional Aide, chaperone thirty-five (35) Auto Service Technology and Auto Collision Repair students on an educational trip to the Spring Carlisle Collector Car Flea Market, Corral & Auction at the Carlisle Fairgrounds, Carlisle, PA April 19, 2024.

Note: Expenses for the trip are included in the 2023-2024 General Fund Budget

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Ms. Neff - 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"/>

- D. MOTION by _____, SECONDED by _____ to approve CCTI covering the cost of approximately \$50.00 for each attending CCTI student attending the 2024 CCTI Prom.

Note: The 2024 CCTI Prom will be held on Friday, May 10, 2024 at Penn’s Peak. The total cost of CCTI student tickets will be covered through the 2023-2024 CCTI General Fund School Sponsored Activity Budget. Non-CCTI students will pay for the purchase of a ticket.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Ms. Neff - 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"/>

Budget & Finance

- A. MOTION by _____, SECONDED by _____ to approve the 2024-2025 Proposed Secondary Budget for Carbon Career & Technical Institute, call for Receipts and Expenditures in the amount of \$9,305,429.00 to be forwarded as presented to the Boards of School Directors in each of the participating school districts for final adoption by Resolution.

Note: The 2024-2025 proposed CCTI budget marks the 11th consecutive year of a 0.00% overall increase to the participating member districts.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Ms. Neff - 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"/>

Buildings & Grounds

A. MOTION by _____, SECONDED by _____ to un-table and approve the following motion:

to approve the purchase of a Security DVR Server from Keystone Fire and Security (co-stars #040-E22-130) at a total cost of \$49,717.00.

Note: This is to replace a 10-year-old Security DVR Server.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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"/>
Ms. Neff - 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"/>

Administrative

A. MOTION by _____, SECONDED by _____ that Nate Rinda, Director of Technology attend the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 5-7, 2024 at The Hotel Hershey, Hershey, PA at an amount not to exceed of \$750.00 to cover the expense of registration, lodging, and mileage.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<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"/>
Ms. Neff - 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"/>

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

- #213 (PUPILS) - Assessment of Student Progress (Encl. 9)
- #331 (ADMINISTRATIVE EMPLOYEES) - Job Related Expenses (Encl. 10)
- #431 (PROFESSIONAL EMPLOYEES) - Job Related Expenses (Encl. 11)
- #531 (CLASSIFIED EMPLOYEES) - Job Related Expenses (Encl. 12)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____ SECONDED by _____ to approve the first reading of the following CCTI policy, as presented:

- #816.1 (OPERATIONS) - Electronic Data Storage (Encl. 13)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XVIII. Administrative Reports

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

- a. Mrs. Michele Allen, Principal (Encl. 14)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 15)
- c. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 16)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XIX. Old Business

XX. New and Miscellaneous Business

A. MOTION by _____ SECONDED by _____ to acknowledge receipt of the conference report submitted by Donna McClain, Health Medical Instructor, after attending Participate-Simulate-Educate Guiding Students' Health Care Pathway October 17, 2023. (Encl. 17)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

B. MOTION by _____ SECONDED by _____ to acknowledge receipt of the conference report submitted by Donna McClain, Health Medical Instructor, after attending the HOSA Annual Advisor Workshop October 27, 2023. (Encl. 18)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____ SECONDED by _____ to acknowledge receipt of the conference report submitted by Donna McClain, Health Medical Instructor, after attending Education Excellence for Health Care Providers and Educators November 2 & 3, 2023. (Encl. 19)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XXI. Next Regularly Scheduled Meeting: Thursday – January 19, 2023

XXII. Adjournment