

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
November 16, 2023**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - November 16, 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 6:05 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 checked="" type="checkbox"/>
Mr. Earl Paules, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Renee DeMelfi, Chairman	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Pat Leonzi, Alternate Member	<input checked="" type="checkbox"/>	<input 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 Staff: Henry Woods, School Police Officer; Media Representation: Jim Logue, Times News and Chris Stager, Blue Ridge Communications TV-13

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

Chairman Pro Tem

- A. MOTION by Mr. Glaush, SECONDED by Mr. Connors to appoint Mr. Gerald Strubinger as Chairman Pro Tem to run this evening's meeting.

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

Motion carried.

Approval of Addendum (if applicable)

- A. MOTION by Mr. Glaush, SECONDED by Mr. Connors to approve the inclusion of an Addendum to the November 16, 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. Connors, SECONDED by Mr. Leonzi to approve the Minutes of the October 19, 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. Connors, SECONDED by Mr. Leonzi 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. Leonzi - Panther Valley	<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"/>

Motion carried.

Approval of Treasurer's Reports (October 2023)

- A. MOTION by Mr. Glaush, SECONDED by Mr. Connors to approve the Treasurer's Report for October 2023 showing a final balance of \$6,230,498.04 in the General Fund, and \$80,255.67 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. Leonzi - Panther Valley	<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"/>

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:
I would like to thank all of the district's guidance counselors and principals for sending their ninth graders to tour our technical areas during these past two weeks.
- On November 10th, CCTI hosted two memorable assemblies. The first was to honor our nation's veterans with a Veteran's Day ceremony which was followed by a luncheon for our veteran guests. In the afternoon, students participated in a flag ceremony, where they learned the proper way to fold a flag and other important facts. We would like to thank Sargent Major Daniel Daley and Carbon County Veteran's Affairs Director and Office and all veterans who participated for presenting both assemblies for our students. Mrs. Allen also thanked Sue Gerhard, National Technical Honor Society (NTHS) Advisor and the NTHS students for all of their assistance in making this such a successful event.
- The pre-NOCTI exams were administered during October to all of the seniors in all technical areas except Precision Machine Technology. This testing helps teachers and students better prepare for the NOCTI exam in the spring. Our results were outstanding with 95 students out of 98 scoring competent or advanced. We will use these results to measure the amount of growth made between pre-NOCTI and NOCTI testing.
- The end of quarter one was October 31st. All report cards were sent home to families and home school districts. Students who made honor roll will be recognized in the Times News. We will also be recognizing students who had perfect attendance, and students of the marking period from this quarter. 11 students were also recognized by being nominated by staff for our "Stepping Up" program. These students went out of their way to help others, looking out for the safety of other students and other good deeds.
- Mrs. Allen added to her report that an assembly took place at the school yesterday (11/15) for the HVAC and welding students presented by the Local 420 Steamfitters regarding apprenticeship opportunities and the path to Journeyman. Parents were invited to this event, as well with five (5) parents attending.
- B. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- Update on the 2022-2023 Audit
 - Update on 2024-2025 Budget
NOTE: No overall increase for the 2024-2025 Operating Budget year for the five Carbon County school districts. It will be presented for approval at the December 2023 JOC meeting.
 - The Annual Financial Report (PDE Form 2057) for the year 2022-2023 has been filed with PDE.
- C. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of **CCTI's Special Population Numbers**
CCTI's current special population numbers: 106 students with IEPs or 504 Service Plans (81 IEPs; 25- 504 plans), 9 with Medical Action Plans, 1 Gifted IEP student, 4 English Language Learners, 0 Homeless students and 1 Foster student.

CCTI Special Population Updates

On November 8th, CCTI's Special Education teachers and technical support members participated in an electronic digital signature training for Power School Special Program IEP documents. Parents will now be able to electronically sign IEP and 504 Plan documents. This will save time with waiting for returned signed documents, paper and will make the signature collection process more efficient.

On October 25th, I attended Region 7's Homeless Regional Conference. Topics and breakout sessions included, Human Trafficking Awareness; the Student Assistance Program, Ensuring Educational Stability for Youth in Foster Care, and Defining and Identifying Unaccompanied Youth. Some highlights from the conference:

The opening keynote speaker, Steven Turner, an Anti-Trafficking Consultant, spoke about human trafficking (human, sex, labor). Human trafficking is defined as intimate partner violence and sexual assault. Sex trafficking is deemed as commercial, serial rape. Labor trafficking is defined as the exploitation of an individual for financial gain and forced labor. The *National Trafficking Hotline* is a public resource, which provides information regarding how to get help if one is a victim, how to report a tip if you suspect someone is being trafficked, local services to victims/survivors of human trafficking, safety planning to aid in the prevention of trafficking, and statistical information by state about the number of, and locations of reported/known areas in the U.S., where trafficking has been reported to be present. The number of trafficking victims identified in 2020 is estimated to be 16, 658 nationwide. 75% were victims of sex trafficking. During the pandemic lockdowns, the internet was reported to be the top recruitment location for all forms of trafficking. There was a reported 120% increase in reports of recruitment on Facebook and Instagram.

Homeless youth are at risk for trafficking because they are often vulnerable and easily preyed upon, other risk factors for trafficking (sex and/or labor) include, substance use, runaways, youth with unstable housing, mental health concerns, recent migration/relocation and criminal record/history. For more information, visit humantraffickinghotline.org/en and Polarisproject.org/human-trafficking/

- D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
Mr. Walters stated that he had nothing new to report beyond the two (2) motions he has on the agenda this evening and to thank the JOC members and wish everyone a Happy Thanksgiving.
- E. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks – 1-to-1 Chromebooks. All students have a Google Chromebook.
 - Google Admin Console - Mass updates to 3rd party apps and permissions.
 - Website - Continued updates and modifications to the new site.
 - Server room - Wiring cleanup.
 - School Messenger – Database updates.
 - CDT/ESL-WIDA/Keystones - CDT testing on going.
 - Adult Education - GED- Server and client lab updates.
 - Copiers - 5 new copiers installed and fully functional.
 - Continued daily technology support/service - for all of CCTI.

Mr. Reinbold asked Chris Graver to speak to the members regarding term of office letters. Letters will be sent Monday 11/20 via e-mail to superintendents and to each member involved. Joint Operating Committee members serve for 5 years, Alternate members for 1 year and Authority members serve a 5-year term.

Mr. Reinbold thanked Mr. Nate Foeller, Lehigh Area School District Joint Operating Committee Member and Ms. Chrissie Houser, Weatherly Area School District Alternate member who will no longer be serving on their home district board. He thanked them for their service and support.

Items of Business

Personnel

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

Letter of Resignation Accepted

- A. to accept the letter of resignation received from Libby Smith, Graphic Design/Marketing Instructional Aide, effective November 20, 2023.

Science Teacher Appointed

- B. to appoint Larissa Genetti Science Teacher, 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, pending signing the Letter of Understanding between CCTI and Larissa Genetti.

Letter of Understanding Approved

- C. to approve the Letter of Understanding between CCTI and Larissa Genetti, Science Teacher, as presented.

Substitute Approved

- D. that the below listed individual be approved to substitute for the 2023-2024 school year at the established rates, as follows:

Jim Curran - Teacher

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. Leonzi - Panther Valley	<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"/>

Motions carried.

Education

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

DECA District Competition Attendance Approved

- A. that thirty-three (33) CCTI students attend DECA District Competition at Lehigh Carbon Community College, December 19, 2023 in Schnecksville, PA at a cost of approximately \$2,020.00, to cover student and advisor/chaperone registration and transportation costs. Mrs. Carly Rinda, DECA Advisor, Mr. Scott Bartholomew, DECA Assistant Advisor, and one additional approved chaperone, will chaperone this event.

SkillsUSA District Competition Attendance Approved

- B. that approximately fifty (50) CCTI students attend SkillsUSA District Competition. The competition will be held on December 8, 2023 at Hazleton Area Career Center, Hazle Township, PA, December 12, 2023 at Johnson College, Scranton, PA, and January 4, 2024 at Luzerne County Community College, Nanticoke, PA for a total cost of approximately \$1635.00 to cover registration and materials for participants and advisor registration. Competitions will be chaperoned by Mr. Kevin Kuehner, SkillsUSA Advisor, and Mrs. Heather Cassidy and Mr. Kevin Sowa, SkillsUSA Co-Advisors, as well as Walter O'Donnell, Carpentry Instructional Aide.

Hugh O'Brian Youth Leadership Program Attendance Approved

- C. that two (2) CCTI students attend the Hugh O'Brian Youth Leadership Program (HOBY) at Millersville University, Millersville, PA from May 30 through June 2, 2024 at a cost not to exceed \$650 for both students to defer the cost of registration, meals, and lodging.

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. Leonzi - Panther Valley	<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"/>

Motions carried.

Budget & Finance

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

Current CCTI Capital/Instruction Equipment Plan Approved

- A. to approve the current CCTI Capital/Instructional Equipment Plan.

CCTI Audit Report Accepted

- B. that the Audit Report for the Carbon Career & Technical Institute submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2023 be accepted, as presented.

Note: No findings for the 2022-2023 General Fund Audit.

CCAVTS Authority Audit Report Accepted

- C. that the Audit Report for the Carbon County Area Vocational-Technical School Authority submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2023, be accepted as presented.

Note: No findings for the 2022-2023 Authority Audit.

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

Motions carried.

Buildings & Grounds

- A. MOTION by Mr. Glaush, SECONDED by Mr. Strubinger to un-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.

and 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 \$65,562.14.

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. The quote includes installation and disconnection, removal, and disposal of existing machine, as well as an 18-month warranty.

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. Leonzi - Panther Valley	<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"/>

Motion carried.

- B. MOTION by Mr. Paules, SECONDED by Mr. Leonzi to table 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Glaush - Leighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Leonzi - Panther Valley	<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"/>

Motion carried.

Administrative

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

Second Reading and Adoption of Policy Approved

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

#201 (PUPILS) – Admission/Selection of Students

Second Reading and Adoption of Policy Approved

- B. to approve the second reading and adoption of the following revised CCTI policy, as presented:

#621 (FINANCES) – Unreserved General Fund Balance

Training Attendance Approved

- C. that Richard Stettler, Electrical Distribution and Automation Long-Term Substitute Instructor attend Handle with Care “Instructor Re-Certification Program” December 8, 2023 at the First Unitarian Church of Philadelphia, Philadelphia, PA at a cost not to exceed \$625.00 for registration and transportation.

Extension Agreement Approved

- D. RESOLVED THAT, the agreement extending the term of David Reinbold as Interim Administrative Director from December 31, 2023 until June 30, 2024 be approved as presented.

Winter Formal Dance Approved

- E. to approve hosting a Winter Formal dance for CCTI students and their approved out of school guests (20 years old and under, with proper identification). The dance will be held in the cafeteria of the school from 6:00 – 9:00 p.m. on Friday, January 19, 2024 (with a snow date of Friday, January 26, 2024) with an admission charge.

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. Leonzi - Panther Valley	<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"/>

Motions carried.

Administrative Reports

- A. MOTION by Mr. Leonzi, SECONDED by Mr. Connors to accept Administrative Reports from the following:
- Mrs. Michelle Allen, Principal
 - Mrs. Christine Trovato, Facilitator of Special Education
 - 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

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

Conference Reports Acknowledged

- A. to acknowledge receipt of the conference report submitted by Maya Kowalczyk, English Teacher, after attending the CLIU – ELA Content Networking Workshop, October 24, 2023.
- B. to acknowledge receipt of the conference report submitted by Christine Trovato, Facilitator of Special Education, after attending the Homeless regional Conference, Wilkes-Barre, PA on October 25, 2023.

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

Motions carried.

Next Regularly Scheduled Meeting:

Tuesday – December 19, 2023

Adjournment

Mr. Glaush moved, seconded by Mr. Leonzi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:45 PM.

Christina A. Graver
Joint Operating Committee Secretary