

Carbon Career & Technical Institute
Joint Operating Committee Agenda
Regular Meeting
January 18, 2024

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. Jeffry 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 January 18, 2024 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 December 19, 2023 Reorganization and 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"/>
Ms. Neff – 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"/>

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

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for December 2023 showing a final balance of \$6,716,475.22 in the General Fund, and \$86,929.85 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"/>
Ms. Neff – 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"/>

X. **Administrative Reports**

- A. Director's Report – Mr. David Reinbold, Interim Administrative Director
a. Kevin Kuehner, SkillsUSA Advisor
b. Michael Garrant, Robotics Club Advisor

(con't)

- B. Principal's Report – Mrs. Michelle Allen, Principal
 - a. Chapter 339 Bureau of Career & Technical Education (BCTE) Approved Program Evaluation (APE)
 - b. Keystone Testing
 - c. Engineering Technology Program
 - d. CCTI Application Deadline
- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
 - a. Update on 2024-2025 Budget
- 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. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent

XI. **Items of Business**

Personnel

- A. 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:

Joseph Peters – Teacher, Instructional Aide

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

Education

- A. MOTION by _____, SECONDED by _____ that twenty-four (24) CCTI Health Medical students attend the HOSA State Conference (competition). The competition will be held March 13, 14 & 15, 2024 at the Wyndham Lancaster Resort & Convention Center, Lancaster, PA. The competition will be chaperoned by Donna McClain, Health Medical Instructor/HOSA Advisor and Dean John (D.J.) Wychulis, Health Medical Instructional Aide.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Mrs. DeMelfi – Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by _____, SECONDED by _____ that two (2) CCTI Auto Service & Technology students attend the PAA (Pennsylvania Automotive Association) Skip Wagner Automotive Technology Competition February 22, 2024 at the Antique Auto Museum, Hershey, PA. The competition will be chaperoned by Mr. Harold Resh, Auto Service & Technology Instructor or Mr. John Rogers, Auto Service & Technology Instructional Aide.

Note: "Each year 10 schools with 2-person teams are selected to compete through a written qualifying exam. In order to prepare for the competition, students are trained at local new car dealerships (Lehigh Valley Ford has agreed to be CCTI's sponsoring dealership). During the competition, each team of students is assigned a new, current year vehicle, donated by Central PA area franchised dealers, that is bugged to malfunction. The competition also includes five timed workstations. The first place team goes onto the National Automotive Technology Competition in NYC to compete with teams from all over the country."

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehigh Valley	<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 approve the purchase of a 12" Parallelogram Jointer with ArmorGlide - Helical Cutterhead for the Carpentry technical lab at a total cost of \$9,598.99 to include shipping costs.

Note: Item is included in the approved Capital Equipment Plan.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehigh Valley	<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 approve the purchase of an ARES Emergency Care Manikin for the Health Medical technical lab at a total cost of \$24,849.99 to include shipping costs.

Note: Ares is CAE Healthcare's newest mid-fidelity manikin designed for life-saving simulation experiences in the prehospital and emergency care settings. Item is included in the approved Supplement Equipment grant.

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

- E. MOTION by _____, SECONDED by _____ to approve the purchase of a 14" x 40" geared Head Lathe for the Precision Machine Technology technical lab at a total cost of \$30,401.40 to include shipping costs.

Note: Item is included in the approved Supplement Equipment grant.

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

Budget & Finance

NONE

Buildings & Grounds

NONE

Administrative

- A. MOTION by _____ SECONDED by _____ to approve the second reading and adoption of the following revised CCTI policies, as presented:

#213 (PUPILS) – Assessment of Student Progress (Encl. 4)
#331 (ADMINISTRATIVE EMPLOYEES) – Job Related Expenses (Encl. 5)
#431 (PROFESSIONAL EMPLOYEES) – Job Related Expenses (Encl. 6)
#531 (CLASSIFIED EMPLOYEES) – Job Related Expenses (Encl. 7)

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

- B. MOTION by _____ SECONDED by _____ to approve the second reading and adoption of the following CCTI policy, as presented:

#816.1 (OPERATIONS) – Electronic Data Storage (Encl. 8)

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

- C. MOTION by _____ SECONDED by _____ to approve the revised Health & Safety Plan for the 2024-2025 school year as required by the Pennsylvania Department of Education, as presented. The plan will reflect the approved delivery model.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff – Lehighnton	<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 set the number of students who meet the 2024-2025 admissions requirements to the Freshman Exploratory Program at ten (10) per sending school district with the following exceptions:

1. Students who meet the admissions criteria and/or students who completed a 6th, 7th, or 8th grade career Academy will be given priority to enter the programs.
2. Freshmen who commit to enrolling in a low enrolled course exclusively, and are accepted will not count toward their district's allotment of slots. Courses will be designated to be low enrolled after applications are received.
3. CCTI will initially only accept the ten (10) applications from each district and will request additional applications, as needed.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff – Lehighnton	<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 Reports

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

- a. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 9)
- b. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 10)

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

XII. Old Business

XIII. New and Miscellaneous Business

- A. MOTION by _____ SECONDED by _____ to acknowledge receipt of the conference report submitted by Dr. Jeffry Nietz, Mental Health/Behavior Assistant, after attending the 2023 National PowerSchool Users Group (PSUG) Conference - East, November 27 - December 1, 2023. (Encl. 11)

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

- B. MOTION by _____ SECONDED by _____ to acknowledge receipt of the conference report submitted by Richard Stettler, Electrical Distribution and Automation Instructor, after attending Handle with Care Training December 8, 2023. (Encl. 12)

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

XIV. Next Regularly Scheduled Meeting: Thursday – February 15, 2024

XV. Adjournment