

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Reorganization and Regular Meeting  
December 19, 2023**

The Carbon Career & Technical Institute Joint Operating Committee met **Tuesday – December 19, 2023** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mrs. Renee DeMelfi, at 7:24 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Heather Neff, Member	<input checked="" 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 type="checkbox"/>	<input checked="" 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. Sean Gleaves, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Danielle Paules, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Pat Leonzi, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. April Walters, Alternate Member	<input type="checkbox"/>	<input checked="" 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:       Members of the Public: Nate Foeller, Lehigh Area School District Board Member; CCTI Staff: Jeremy Pease, Drafting and Design Technology Instructor/CCTI Education Association President, Henry Woods, School Police Officer

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

**Approval of Addendum**

- A.     MOTION by Mr. Connors, SECONDED by Ms. Neff 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 - 5   NO - 0   ABSENT - 0   ABSTENTIONS - 0

Motion carried.

## Letters of Appointment

- A. MOTION by Mr. Connors, SECONDED by Mr. Paules 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  
Panther Valley School District – Mrs. Renee DeMelfi

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

Motion carried.

## Election of Temporary Chairman

Mr. Paules nominates Mr. Gerald Strubinger for Temporary Chairman,  
SECONDED by Mr. Connors.

MOTION by Mrs. Demelfi to close the nominations for and appoint Mr. Gerald Strubinger as  
Temporary Chairman.  
SECONDED by Mr. Connors.

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

Motion carried.

(The Secretary casts the ballot electing Mr. Gerald Strubinger as Temporary Chairman.)

## Election of Chairman

Mr. Paules nominates Mrs. Renee DeMelfi for Chairman,  
SECONDED by Mr. Connors.

MOTION by Mr. Connors to close the nominations for and appoint Mrs. Renee DeMelfi as Chairman.  
SECONDED by Ms. Neff.

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

Motion carried.

(The Secretary casts the ballot electing Mrs. Renee DeMelfi as Chairman.)

Election of Vice-Chairman

Mr. Connors nominates Mr. Earl Paules for Vice-Chairman,  
SECONDED by Mrs. DeMelfi.

MOTION by Mrs. DeMelfi to close the nominations for and appoint Mr. Earl Paules as Vice-Chairman.  
SECONDED by Ms. Neff.

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

Motion carried.

(The Secretary casts the ballot electing Mr. Earl Paules as Vice-Chairman.)

Monthly Meetings

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors that the Regular Monthly Meetings of the Carbon Career & Technical Institute Joint Operating Committee be held on the 3<sup>rd</sup> Thursday of each month during 2024 at the times listed as follows:

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

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

Motion carried.

Approval of Minutes

- A. MOTION by Ms. Neff, SECONDED by Mrs. DeMelfi to approve the Minutes of the November 16, 2023 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

- Jeremy Pease, CCTI Drafting and Design Technology Instructor and CCTI Education Association President introduced himself to the Members and Alternate Members of the CCTI Joint Operating Committee.

## Approval of Payment of Bills

- A. MOTION by Mr. Connors, SECONDED by Ms. Neff 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"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - 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"/>

Motion carried.

## Approval of Treasurer's Report (November 2023)

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors 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.

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

Motion carried.

## Administrative Reports

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

- A. Principal's Report - Mrs. Michelle Allen, Principal  
Mrs. Allen read her previously submitted written report as follows:
- December is a special time for giving, and I am proud of the students and staff at CCTI for all of their generosity, not only in December, but all year long.
  - I would like to share with all of you the community service projects our students' clubs have completed. Again, this has just happened during the short month of December.
  - National-Technical Honor Society and SkillsUSA held a Toys for Tots drive.
  - SkillsUSA asked for new gloves, hats and scarves to help those in need keep warm this winter.
  - DECA continued their Community Giving project this month by holding a basket raffle to raise funds to donate to the local cat and dog shelters.
  - NTHS held a blanket and snack collection to donate to the residents at the Heritage Hill Senior Community in Weatherly.

- SkillsUSA put together a spaghetti dinner for the Family Promise homeless shelter in Nesquehoning to feed 7 families this month.
- B. Business Administrator's Report – Mr. Jeffry 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.
- C. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- Mrs. Trovato read her previously submitted written report, as follows:
- 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, 5 English Language Learners, 0 Homeless students and 1 Foster student.
  - Preparing for 339 Review
 

In preparation for CCTI's 339 review, evidence demonstrating the types of supports and services provided at CCTI to special population students is being gathered for submission. Items include, but are not limited to: Language assistance services provided for English Language Learners and program evaluation method; sample IEP documents to show transition supports, activities and services offered (without personal identification information); evidence of parent involvement and communication; participating school district special education plans; and strategies to raise CTE awareness, to name several.
  - Service Above Self
 

CCTI's CIT Engineering and Drafting Instructors and students are partnering with the Intermediate Unit 21 to adapt ride-on toys so that students with physical disabilities, who may not have use of his/her hands, can have increased mobility. Mr. Pease (Drafting) and Mr. Garrant (CIT/Engineering) instructors, have started the planning process by collaborating with IU 21 Assistive Technology Consultant, Danielle Argot to learn more about the types of modifications needed, and for various purposes. This is an excellent project for all participants to learn about the importance of adapting to meet students' needs and how their work can positively make a difference in the lives of children and their families. We look forward to seeing the final product and thank Mr. Pease, Mr. Garrant and Mrs. Argot for making this happen!
- D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- Spoke regarding motion on this evening's agenda that was tabled last month. He was in contact with Palmerton ASD representative as instructed by the JOC, who agrees costs are reasonably priced.

- E. Technology Report – Mr. Nate Rinda, Director of Technology  
Mr. Rinda submitted the following written report in his absence:
- Chromebooks - 1-to-1 Chromebooks. All students have a Google Chromebook.
  - Google Administrative Console - Mass updates to 3<sup>rd</sup> party apps and permissions.
  - Website - Continued updates and modifications to the new site.
  - School Messenger – Database updates.
  - SkillsUSA - Prepare laptops and other equipment for competitions.
  - CDT/ESL -WIDA/Keystones - CDT testing on going. Preparation for Keystone Exams.
  - Adult Education/GED - Modular lab updates and upgrades.
  - Continued daily technology support/service - For all of CCTI.
  - On behalf of eSports he wishes everyone a happy holiday season.

F. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor  
**Course Offerings Fall 2023**

Air Conditioning Fundamentals	Esthetician/ Nail Technology
Heartsaver® First Aid and CPR/AED	ServSafe® Exam
Nurse Aide	Forklift
Pharmacy Technician	PA State Inspection Mechanic Certification
Welding Technology	GED Preparation Courses

Program descriptions, orientations, and start dates are available at [www.carboncti.org/adult-education](http://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**

- ServSafe Food Handling Manager testing
- Carbon County Children and Youth Services Fair, Lehighon to review Adult Education programming with staff
- GED Pearson Vue testing
- Nurse Aide Orientations ongoing and community outreach with Forest Hill Rehabilitation Nesquehoning
- October 30 – Intake/GED Prison Class begins
- Nov 14 Safety Inspection concluded
- GED Orientations ongoing in the month of Nov & Dec
- December – Nurse Aide Orientations ongoing
- December 7 – Community Outreach Forest Hill – Nurse Aide
- December 11– GED Pearson Vue testing
- December 13 - Safety Inspection class concludes
- December 15, 19, 21- GED Orientations
- December 19 - Welding Graduation/ AWS Testing

**Alternative Education | Credit Recovery**

Fall marking period concludes December 15th. Currently accepting enrollment for credit recovery and alternative education for the Winter semester starting January 2, 2024. Contact Adult Education if any HS Guidance Counselors or Principals have interested students.

### **CCTI Adult Evening Employment Opportunities**

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](mailto:fkluck@carboncti.org).

JOC member wished Ms. Kluck a happy birthday.

Mr. Reinbold reported that 20 DECA students who recently competed at the district level will continue on to State competition.

### **Letters of Appointment**

- A. MOTION by Mrs. DeMelfi, SECONDED by Ms. Neff 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

Lehighton Area School District – Mr. Sean Gleaves

Palmerton Area School District – Mrs. Danielle Paules

Panther Valley School District – Mr. Pat Leonzi

Weatherly Area School District – Mrs. April Walters

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

Motion carried.

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

Palmerton Area School District – Ms. Alyson Krawchuk

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

Motion carried.

## **Items of Business**

### ***Personnel***

MOTION by Mrs. DeMelfi, SECONDED by Ms. Neff that the following motions be approved:

#### **Instructional Aide Appointed**

- A. 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.

#### **Instructional Aide Appointed**

- B. 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.

#### **Paraprofessional Mentors Appointed**

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

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

#### **Extra Help Instructors Appointed**

- D. 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

#### **Substitute Approved**

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

Debra Kunkel-Christman – Instructional Aide, Teacher, Tutor

**Additional Hours Approved**

- F. that Michael Garrant, CIT Instructor be approved for up to ten (10) additional hours for new course curriculum development at his per diem rate.

NOTE: Mr. Garrant will submit the work he completed to Mrs. Allen, Principal.

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

Motions carried.

**Education**

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

**GLVAD Competition Attendance Approved**

- A. 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.

**DECA State Competition Attendance Approved**

- B. 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.

**Education Trip Attendance Approved**

- C. 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

## Prom Attendee Payment Approved

- D. 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 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"/>
Ms. Neff - 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"/>

Motions carried.

## Budget & Finance

### 2024-2025 Proposed Secondary Budget Approved

- A. MOTION by Mrs. DeMelfi, SECONDED by Ms. Neff 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 11<sup>th</sup> consecutive year of a 0.00% overall increase to the participating member districts.

### ROLL CALL VOTE:

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

Motion carried.

## ***Buildings & Grounds***

### **Security DVR Server Purchase Approved**

- A. MOTION by Mrs. DeMelfi, SECONDED by Mr. Connors 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 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"/>
Ms. Neff - 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"/>

Motion carried.

## ***Administrative***

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

### **Conference Attendance Approved**

- A. 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.

### **First Reading of Revised Policies Approved**

- B. to approve the first reading of the following revised CCTI policies, as presented:

#213 (PUPILS) - Assessment of Student Progress  
#331 (ADMINISTRATIVE EMPLOYEES) - Job Related Expenses  
#431 (PROFESSIONAL EMPLOYEES) - Job Related Expenses  
#531 (CLASSIFIED EMPLOYEES) - Job Related Expenses

## First Reading of Policy Approved

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

### #816.1 (OPERATIONS) – Electronic Data Storage

#### ROLL CALL VOTE:

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

Motions carried.

## Administrative Reports

- A. MOTION by Ms. Neff, SECONDED by Mrs. DeMelfi to accept Administrative Reports from the following:
- Mrs. Michele 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 Mrs. Demelfi, SECONDED by Mr. Connors that the following motions be approved:

- 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.
- to acknowledge receipt of the conference report submitted by Donna McClain, Health Medical Instructor, after attending the HOSA Annual Advisor Workshop October 27, 2023.
- 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.

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

Motions carried.

**Next Regularly Scheduled Meeting:**

**Thursday – January 18, 2024**

### **Adjournment**

Mrs. DeMelfi moved, seconded by Mr. Paules, that the meeting adjourn. By unanimous consent, the meeting adjourned at 8:06 PM.

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Christina A. Graver  
Joint Operating Committee Secretary