

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**January 18, 2024**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - January 18, 2024** 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 6:42 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. 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 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. Sean Gleaves, Alternate Member	<input type="checkbox"/>	<input checked="" 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 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: CCTI Students: Kian Bowman, Computer Information Technology Junior (LASD), Damion Dusheck, Auto Collision & Repair Junior (LASD), Jada Saldukas, Cosmetology Senior (WASD), Makayla Scott, Precision Machine Technology Junior (LASD), Louis Sypeck, Computer Information Technology Junior (WASD); Members of the Public: Anne Scott (parent); CCTI Staff: Michael Garrant, Computer Information Technology Instructor/Robotics Club Advisor, Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, Tammy Marshall, Cosmetology Instructor, 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. Strubinger, SECONDED by Mr. Paules 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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

**Approval of Minutes**

- A. MOTION by Mr. Connors, SECONDED by Ms. Neff to approve the Minutes of the December 19, 2023 Reorganization and 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. Strubinger, SECONDED by Mr. Connors 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"/>
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"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

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

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Paules 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.

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

Motion carried.

## Administrative Reports

### A. Director's Report – Mr. David Reinbold, Interim Administrative Director

- a. Michael Garrant, Computer Information Technology Instructor/Robotics Club Advisor  
Mr. Garrant introduced himself and shared how thrilled he is to be teaching this program, this being his first year teaching at CCTI. He introduced two (2) of his student competitors who spoke about the newly formed Robotics Club and their successes and then went on to speak about the Engineering Technology program slated to replace the Computer Information Technology program beginning with the 2024-2025 school year.

- Robotics Club

The following Computer Information Technology (CIT) students (excluding Amelia Roy a Graphic Design student) are members of the Robotics Club Team:

- Ayden Barclay (PVSD Sophomore)
- Kian Bowman (LASD Junior)
- Noah Bryfogle (PASD Junior)
- Dylan Dean (PVSD Freshman)
- Arthur Geil (PVSD Sophomore)
- Emily Kemmerer (PVSD Senior)
- Cole Peto (PVSD Freshman)
- Amelia Roy (PVSD Freshman)
- Louis Sypeck (WASD Junior)
- Zane Zimmerman (LASD Junior)

Not all have been able to attend all three (3) competitions in which they participated, largely dependent on family, work, or other obligations. They have had a mix of attendees, with 6-8 team members for each competition.

Present at this evening's meeting was Kian Bowman and Louis Sypeck with their robot OSWALD (Object-Slinging World-Aiding Lightweight Doohickey) sharing the following about their experience competing in the VEX Robotics Competition with their team:

- The competition includes engineering, teamwork and problem-solving skills
- The robot they brought with them this evening is for the Over/Under Competition where they finished 14<sup>th</sup> out of 37 teams.
- OSWALD can drive in all directions, spin, has a wing to knock balls into the goal, and a catapult that is used to shoot balls over a barrier. The students demonstrated all of these functions while at this evening's meeting.
- This is their 3<sup>rd</sup> robot. Each competition requires a different robot.
- Mr. Garrant explained that he loves that it's all on the students. They build the robots by themselves and if they run into a problem they must on their own, problem-solve and fix the problem to continue in the competition.
- Mr. Garrant also shared that his students were awarded the "Sportsmanship Award" showing not only their skills in the field but also what fine individuals they are and how well they represent themselves and CCTI.

- Engineering Technology (CIP 15.9999)

Objective of Technical Education:

- The Engineering Technology program of study is designed to develop student interests and skills for a career in the dynamic and rapidly evolving engineering field.
- It offers hands-on, practical, and project-based engineering technology experiences to prepare students for further engineering education at a technical school, two-year or

four-year college.

- o Additionally, students completing the program will have developed the necessary technical, hands-on skills to pursue entry-level technician positions.
- o Instruction includes but is not limited to, safety, ethics, teamwork, problem-solving and design, engineering graphics, automated systems and programming, materials, power, fundamental electronics and mechatronics, robotics, and manufacturing systems as well as adhering to the Science, Technology, Engineering, and Mathematics (STEM) initiative.

b. Kevin Kuehner, SkillsUSA Advisor

Mr. Kuehner shared that district competition just ended today. First place finishers will continue on to state competition. He said that at least 20 additional students will be joining the state competitors, competing in direct-to-state competitions making the total 34 students. (For a list of all SkillsUSA competitors who earned medals at the district level, please see attached sheet following this evening's Briefs.)

Students who place 1<sup>st</sup> at the state level will then move on to the national competition. In answer to a question, Mr. Kuehner shared that over the years he has had 5 Precision Machine students go on to compete, and win at the national level.

Mr. Kuehner spoke of the enthusiasm of many of the teachers, especially the new teachers on our staff, including Mr. Garrant in preparing our students for competition.

Two students joined Mr. Kuehner this evening and shared a bit about their personal experience:

Makayla Scott is a senior Precision Machine Technology student (LASD) who competed in the CNC Specialist competition and finished in 1<sup>st</sup> place. Mr. Kuehner shared that she is the first female he has had compete in SkillsUSA for the Precision Machine program.

Makayla explained that she was given a blueprint that contained elements that needed to be performed on both a lathe and a mill. She felt well prepared, crediting Mr. Kuehner with working with her, even after school if needed, to ensure she was confident in her skills going into the competition.

Jada Saldukas a Cosmetology senior (WASD) explained that in her senior year, having already earned her Cosmetology license, she is currently in a teaching program. Her competition of CTE Demo allowed her to utilize those skills. She was required to prepare lesson plans and slides, create a written exam, and follow a rubric to name a few tasks. She was excited to share that out of 1,000 points she was awarded 940. The second place winner scored only 610. She said this was a great experience and appreciated the opportunity provided by CCTI and the JOC.

Mr. Kuehner spoke about another competition won by Ella Sittler a Senior Auto Service & Technology (AST) student (LASD) whose project for competition incorporated both her academic skills (science) and AST. He shared this example to commend Mrs. Sablich, Science teacher and Mr. Resh AST Instructor among other teachers who worked together similarly to assist students in preparation for competition.

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

a. Keystone Testing

We have successfully completed the Keystone winter wave of tests. Over 200 tests in total were administered in the following subjects; Literature, Biology and Algebra. Thank you to Gene Colosimo for his coordination of testing and Nate Rinda for the technology support for the online tests. I am confident that we will see many students succeed from the efforts that our

teachers have made preparing our students for their respective tests.

- b. Chapter 339 Bureau of Career & Technical Education (BCTE) Approved Program Evaluation (APE)  
On January 9<sup>th</sup> 10<sup>th</sup> and 11<sup>th</sup> evaluators from Pennsylvania Department of Education completed the Annual Program Evaluation for our 14 career and technical programs. Overall, the committee was impressed with our school and quality of the CTE instructors planning, initiatives, and instruction. They had no corrective actions, but had numerous commendations for our students and CTE programs and instructors. Specifics of their positive feedback will be shared when we get the official written report.
- c. Engineering Technology Program  
All counselors, special education case managers and principals received information regarding our new technical area for the 2024-2025 school year. Engineering Technology will be replacing Computer Information Technology.
- d. CCTI Application Deadline  
CCTI delivered Course Handbooks to all Middle Schools for 8<sup>th</sup> graders who are interested in attending CCTI next year.

Applications for all programs will be due to CCTI by March 1<sup>st</sup> 2024.

Mr. Reinbold thanked Mrs. Allen, as she took the lead on the preparation for the 339 Evaluation. He said that CCTI had no corrective actions – a big deal, as the evaluators shared another school recently received 40. Another part of the review consists of reviewing corrective actions from the last evaluation (3 years ago) but CCTI had none then, either.

- C. Business Administrator’s Report – Mr. Jeffrey P. Deutsch, Business Administrator
  - a. Update on 2024-2025 Budget:
    - No overall increase for the 2024-2025 Operating Budget year for the five Carbon County School Districts.
    - One school has already voted.  
Mrs. DeMelfi stated that Panther Valley School District voted 9-0 in favor of the budget.
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

### **CCTI’s Special Population Numbers**

CCTI’s current special population numbers: 106 students with IEPs or 504 Service Plans (81 IEPs; 25- 504 plans), 8 with Medical Action Plans, 1 Gifted IEP student, 5 English Language Learners, 0 Homeless students and 1 Foster student.

### **State Assessments**

*Keystone Assessments*-Accommodations were provided to students with IEPs and 504 Service plans. Examples- Text to speech, frequent breaks, paper assessment copies or online access, small group, extended time.

*WIDA ACCESS English Language Learner assessments*- These tests measure English Language proficiency and are administered annually to students found eligible for ELL services. The exam measures student progress in learning English, in 4 domains: reading, listening, writing, and speaking. Accommodations are available only to students with IEPs or 504 Service plans. Ex’s include but are not limited to: extended speaking response time to address cognitive processing

delays, reader of captions and labels, read answer choices during listening domain, braille, large print, paper copies, verbatim scribing of student responses.

### **Looking Forward**

Application deadlines for the 2023-2024 school year is March 1<sup>st</sup>. Applicants with IEPs and/or 504 Service Plans will participate in Transition meetings to review documents, discuss needs, determine appropriate programs/placement, and make changes as needed to reflect the new school setting and programming.

CCTI asks School District Counselors and Special Education Case Managers to work with applicants when completing applications, by sharing previously provided course handbooks, Essential Skills Charts, CCTI videos (found on CCTI's website), so students can make informed technical program choices/decisions.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- Mr. Walters stated that he is currently going out for vehicle quotes as we had to recently retire one, used primarily for snow removal. The vehicle was donated to our AST program.
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks - 1 to1 Chromebooks. All students have a Google Chromebook.
  - Google Admin console - Mass updates to 3<sup>rd</sup> party apps and permissions.
  - Website - Continued updates and modifications to the new site.
  - School Messenger – Database manual updates.
  - SkillsUSA – Preparation of laptops and other equipment for competitions.
  - CDT/ESL-WIDA/Keystones - Keystone and WIDA testing going on.
  - Adult Education/GED - Modular lab updates and upgrades.
  - Continued daily technology support/service - For all of CCTI.
  - Mr. Rinda gave a brief eSports update. His Team 1 finished with a record of 4 and 2, and Team 2 finished with a 2 and 4 record. There are approximately 40-50 teams in their league. At the end of February, they will start in a new, larger league with 50-60 teams. He currently has approximately 40 members.
- G. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent
- Mr. Presley congratulated all on having no corrective actions through the 339 Evaluations, stating that this is a big accomplishment.

## **Items of Business**

### ***Personnel***

- A. MOTION by Mr. Connors, SECONDED by Ms. Neff that the below listed individual be approved to substitute for the 2023-2024 school year at the established rates, as follows:

Deborah Foraker – Teacher, Instructional Aide (Cosmetology)  
Joseph Peters – Teacher, Instructional Aide

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

Motion carried.

## **Education**

MOTION by Mr. Strubinger, SECONDED by Ms. Neff that the following morions be approved:

### **HOSA State Conference Attendance Approved**

- A. 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.

### **PAA Skip Wagner Automotive Technology Competition Attendance Approved**

- B. 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 (Lehighon 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."

### **Jointer Purchase Approved**

- C. 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.

### **Emergency Care Manikin Purchase Approved**

- D. 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.

**Lathe Purchase Approved**

- E. 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 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"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

**Budget & Finance**

NONE

**Buildings & Grounds**

NONE

**Administrative**

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

**Second Reading and Adoption of Revised Policies Approved**

- A. to approve the second reading and adoption 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

**Second Reading and Adoption of Policy Approved**

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

- #816.1 (OPERATIONS) - Electronic Data Storage

**Revised Health & Safety Plan Approved**

- C. 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.



**Freshman Exploratory Program Admission Requirements Approved**

D. 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 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Leighton	<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.

**Administrative Reports**

A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to accept Administrative Reports from the following:

- a. Mrs. Christine Trovato, Facilitator of Special Education
- b. 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. Connors, SECONDED by Ms. Neff that the following motions be approved:

- A. 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.

- B. 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.

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

Motions carried.

**Next Regularly Scheduled Meeting:**

**Thursday – February 15, 2024**

### **Adjournment**

Mrs. DeMelfi moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:45 PM.

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Christina A. Graver  
Joint Operating Committee Secretary