

**Carbon Career & Technical Institute
Joint Operating Committee Minutes**

**Regular Meeting
February 15, 2024**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - February 15, 2024** 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 6:23 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Danielle Paules, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Pat Leonzi, Alternate Member	<input checked="" type="checkbox"/>	<input 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: CCTI Students: Frangil Colon, Cosmetology Senior (WASD), Samara Elliott, Graphic Design Senior (PASD), Gracie Heintzelman, Digital Marketing Senior (PVSD), Julia Romankow, Graphic Design Senior (PVSD), Jada Saldukas, Cosmetology Senior (WASD); CCTI Staff: Sue Ann Gerhard, Administrative Assistant - Student Support Services/National Technical Honor Society (NTHS) Advisor, Maritza Reinbold, Graphic Design Instructor, Henry Woods, School Police Officer; 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 Motion

A. MOTION by Mr. Connors, SECONDED by Ms. Neff to acknowledge the absence of an Addendum to the February 15, 2024 Joint Operating Committee meeting agenda.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Approval of Minutes

A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the Minutes of the January 18, 2024 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Payment of Bills

A. MOTION by Mr. Connors, SECONDED by Mr. Strubinger 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 - Lehighnton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 (January 2024)

A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger to approve the Treasurer's Report for January 2024 showing a final balance of \$6,731,344.46 in the General Fund, and \$91,027.23 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 - Lehighnton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Paules - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

Administrative Reports

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

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

a. Sue Ann Gerhard, Main Office Administrative Assistant - Student Support Services/National Technical Honor Society (NTHS) Advisor

- NTHS

- Began school year with eight (8) senior members
- Monthly meetings held during the school day.

- May 2023 – held elections at the end of 2022-2023 school year to put officers in place to begin 2023-2024 school year.
- President: Frangil Colon (Cosmetology Senior, WASD); Vice-President: Julia Romankow (Graphic Design Senior, PVSD); Secretary: Jordyn Drumbore (Cosmetology Senior, PVSD); Treasurer: Jada Saldukas (Cosmetology Senior, WASD).
- These students are held to the highest of standards with regards to grades, attendance, discipline and participation. These areas are monitored regularly for each student.
 1. Grades
 - Cumulative GPA of 90% or better
 - No yearly class average less than 85%
 2. Attendance
 - Full-time student at CCTI for at least 6 quarters
(Must be at least a Junior)
 - No more than 3 absences per quarter (multiple consecutive days count as 1.)
 3. Discipline
 - Must have < 4 days of suspension
 - All suspensions are reviewed by the NTHS Faculty Committee for approval.
 4. Teacher Evaluations
 - Character, Leadership, & Service
 - Technical Teacher plus 2 Academic teachers
- NTHS students sponsored Veterans Day Assembly Program in November at CCTI. Students spoke during the assembly and enjoyed lunch with the Veterans in attendance. Dan Dailey, Sergeant Major, US Army Retired was the main speaker. Approximately 20 veterans attended.
- Frangil Colon and Jada Saldukas joined Mrs. Gerhard at this evening's meeting and shared the following activities along with photos and videos of some of the events:
 - Students designed and prepared cards for Thanksgiving and Christmas for residents in a local nursing home.
 - Collect blankets and snack items for the residents at Heritage Hill Senior Community in Weatherly. Traveled to Heritage Hill to distribute the cards, blankets and snacks. Visited residents in their rooms and entertained residents in the common areas by singing Christmas carols. Zach Anthony (Electrical Distribution and Automation Senior, PASD) dressed as Santa and Angelika Gines (Auto Service and Technology Senior, PVSD) as Mrs. Santa. The residents enjoyed the students and entertainment.
 - NTHS partnered with SkillsUSA to collect toys for Toys for Tots for Christmas. Students conducted a competition between technical areas to see who could collect the most toys. Over 250 toys were presented to the Schuylkill/Carbon Marine Corp League. Culinary Arts was the winner of the competition by donating 100 toys.
 - Students will be volunteering for the American Cancer Society.
- NTHS Committee consists of: Jeremy Pease, Drafting & Design Technology Instructor, Justin Pshar, Math Teacher, Jacqui Cole, English Teacher, Kevin Sowa, Math Teacher, Gene Colosimo, Guidance Counselor, Scott Bartholomew, Special Education Teacher, Angela Sablich, Science Teacher, Michelle Allen, Principal and Sue Ann Gerhard, Main Office Administrative Assistant - Student Support Services/National Technical Honor Society (NTHS) Advisor.
- Announcements were made and applications were posted for approximately two (2) months to the junior & senior Google classrooms for students in grade 11 & 12 to apply for induction for the 2023-24 school year.

- A total of eight (8) applications have been submitted, and will be reviewed by the committee. Students will be chosen for induction, which will be held on Tuesday, March 19, 2024 from 6 – 8 p.m. in the cafeteria.
- Carbon County Student News Column
 - Contacted the editor last school year to coordinate an information column for all districts in Carbon County. This enables the public to see all activities, events and accomplishments of students in their respective schools.
 - Connected with the principals for representatives to write for their school.
 - The students submit their articles to Mrs. Gerhard by Monday of each week. She reviews for punctuation or changes and forwards to the newspaper. The articles are published in the Saturday edition. Students have been meeting their goals each week. Mrs. Gerhard will be setting up a day for these students to visit the Times News and see how the newspaper is produced.
 - Gracie Heintzleman (Digital Marketing and Business Fundamentals Senior, PVSD), news correspondent for CCTI attended this evening's meeting and had the following to share:
Introduction of herself and shared what a great opportunity this is to share information with the community.

b. Maritza Reinbold, Graphic Design Instructor with students Samara Elliot, Graphic Design Senior (Palmerton ASD) and Julia Romankow, Graphic Design Senior (Panther Valley SD)

- Student Portfolios

Mrs. Reinbold thanked the members of the JOC for allowing her and her students to speak. She said they appreciate the support the JOC consistently shows to our school. She then went on to explain that she would have two of her students show their portfolio projects. In class, students leave with a hard copy, online, and social media portfolio. Mrs. Reinbold constantly researches job openings in the graphic design field and knows that having a link to their portfolio is a typical pre-requirement for an interview. She said that they work on the portfolios throughout their junior and senior year in the graphic design class. All the class projects are designed to showcase the best work in their portfolios, which is the most essential part of their interview for employment in the field.

Samara and Julia presented their portfolios and gave a brief explanation of their work. Portfolios represented work in Adobe InDesign, Illustrator, Photoshop, and branding projects.

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

This month, CCTI and all career and technical schools celebrate CTE Month, celebrating our students who have made the choice to pursue trade-related careers. Our activities include:

- Crafts made from items in their technical area to auction at the bag bingo. Drafting Design Technology was chosen as the winning craft with their 3-D printed heart-shaped box and CCTI key chains.
- The Friday before the Super Bowl, students could take part in the Super Bowl challenge to choose their winning Super Bowl team. The 49ers were the team with the highest votes.
- Home school recognition by wearing their school colors and giving them a sweet treat.

- Fun activities such as trivia games, logo games and controlling the CCTI robot will be taking place during the lunch periods. Fun prizes will be awarded.

Mr. Colosimo organized students from all of our sending districts to shadow technical areas this month assisting them in making their class selections. Applications are due March 1st.

We will be hosting 8th grade tours this month. Students will visit 2 technical areas and have a hands-on experience to introduce them to those trades.

And finally, 4 teachers are heading to Panther Valley later this month for 5th grade interactive presentations. Students will rotate through learning about Precision Machine, Engineering Technology, Auto Service Technology, and Carpentry. We will follow up with a survey for the students and staff about their experience.

C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator

- Update on 2024-2025 Budget:
Brief update/approval status of the 2024-2025 CCTI budget.
Mr. Deutsch thanked the school districts who have voted to this point.

D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
In her absence, the following written report was provided:

- CCTI's Special Population Numbers
CCTI's current special population numbers: 100 students with IEPs or 504 Service Plans (75 IEPs; 25- 504 plans), 8 with Medical Action Plans, 1 Gifted IEP student, 4 English Language Learners, 0 Homeless students and 1 Foster student.
- District Gifted Population Tours
On February 6th, students from Jim Thorpe's Gifted 6th program spent half their day visiting CCTI's technical programs. CCTI's Gifted program includes providing enrichment assignments and/or activities in the area of the demonstrated strengths.
- Looking Forward
Application deadlines for the 2023-2024 school year is March 1st. 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 to use the revised Guidance Counselor checklist as a guide when accumulating needed application documents. We encourage district Guidance Counselors and Special Education case managers to work with applicants when completing applications, by referring to CCTI's website for technical program videos, essential skills charts and course descriptions so students can make informed technical program choices/decisions.

E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds

- Vehicle Fleet Update
 - One vehicle was retired (donated to Auto Service & Technology Classroom). It will not be replaced.
 - Went out for bids to replace the school's dump truck.
 - Researching the purchase of another student transport vehicle.
- Computer Information Technology (CIT) to Engineering Technologies/Technician (ETT) – Budget/Capital Plan

F. Technology Report – Mr. Nate Rinda, Director of Technology

In his absence, the following written report was provided:

- Chromebooks - 1-to-1 Chromebooks. All students have a Google Chromebook.
- Google Admin Console - Mass updates to 3rd party applications and permissions.
- Website - Continued updates and modifications to the new site.
- School Messenger – Database manual updates.
- CDT/ESL-WIDA/Keystones - Keystone and WIDA testing going on.
- Continued daily technology support/service for all of CCTI.
- Preparation work for summer email migrations.

G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor

Course Offerings Winter/Spring 2024

Air Conditioning Fundamentals

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; schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

Outreach and Program Development Report

- January 25 - PDE Nurse Aide Audit
- January 29 - Feb 2 GED Audit
- February - Nurse Aide Orientation ongoing
- January 2 - Evening Spring GED class start
- February 1 - GED orientation
- February 12 - Pearson Vue Testing Center open
- February 13 - GED CCTI Staff Program Improvement Team meeting
- February 15 - GED orientation
- February 22 - GED orientation
- February 27 - PennDot Inspection training

PA Safety Inspection Class – February 27, 2024

This program includes classroom preparation and test to be a licensed PA State Inspection Mechanic. Candidates must possess a valid driver's license in the class certification sought. Certification is contingent upon successful completion of the entire program: twelve hours of theory plus written exam and a one-hour tactical test scheduled by the instructor at a later date. Must be 18 years of age and have a valid (PA) photo driver's license presented at registration. Successful candidates in Class I cars may also test for Class II – Motorcycles, Class III – Trucks over 17,000 pounds, trailers over 10,000 pounds and buses, Class IV Reconstructed vehicles inspector and/or writer. Pre-requisite: This course is designed for experienced technicians; prior knowledge in the field or hands-on experience required.

Tuition:

Class I w/ Overview Tools Instruction – \$190

Class II, III, IV writer and/or inspector- \$45 per test

Specialty Tool Class Comprehensive – 3 hours \$40

Alternative Education | Credit Recovery

The CCTI Alternative High School Diploma Program offers a chance for individuals to earn a high school diploma at a self-guided pace; morning and/or evening sessions in the modular building. Students graduate when they have met the requirements. Students also complete 9 credits of co-op.

The CCTI Credit Recovery Program gives high school students who have failed a class the opportunity to redo coursework or retake a course through alternate means – and thereby avoid failure and earn academic credit. With an open rolling enrollment, credit recovery in most cases start in CCTI’s summer-school programs, but students can enroll throughout the year. This gives Carbon County high school students the ability to recover credit from courses they have failed during the regular school year.

Currently accepting applications for alternative education and credit recovery. Contact Adult Education if any High School Guidance Counselors, Principals, or students who are interested or have a referral.

Mr. Reinbold reminded the members of the recent 339 - Technical Assist Visit where CCTI received no corrective actions. He wanted to publicly thank all of the staff members at CCTI who contributed requested information for the audit, specifically the teaching staff and instructors. One of the members conducting the visit shared that this was the first time in eight (8) years and 100 audits that she saw no corrective actions. Mr. Reinbold further shared that this is the 2nd or 3rd time CCTI has received a review with no corrective actions. Audits are performed every three (3) years.

Items of Business

Personnel

Unpaid Leave Approved

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve up to eight (8) weeks of unpaid leave for employee #3250, effective on or around March 2, 2024.

Note: Within the 8-week allotted time period, employee will first exhaust all remaining sick and personal days accrued to date.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Education

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

Exam Fee Contribution Approved

- A. that CCTI contribute an amount not to exceed \$98 (total cost) toward AP exam fees for eligible students testing within the 2023-2024 school year, and that CCTI contribute an amount not to exceed \$18 per exam fee for students taking the PSAT exam within the 2024-2025 school year.

Note: College Board provides a \$36.00 fee reduction per AP exam for eligible students with financial need. Schools are expected to forgo their \$9.00 rebate for these students, resulting in a cost of \$53.00 per exam.

Educational Trip Approved

- B. that sixteen (16) AP (Advanced Placement) English students attend *Wicked* at the Gershwin Theater, New York, NY on May 15, 2024, chaperoned by Maya Kowalcyk, English Teacher, Jacqueline Cole, English Teacher, and one (1) additional approved chaperone, at a cost of \$4,145 to include tickets and transportation.

Senior Class Trip Approved

- C. that approximately seventy (70) CCTI Senior students attend Knoebel’s Amusement Resort, Elysburg, PA on May 23, 2024, chaperoned by seven (7) approved chaperones, at a cost of approximately \$3,400 to include tickets and transportation.

2025 Junior/Senior Prom Approved

- D. to approve the Junior/Senior 2025 Prom to be held at Blue Mountain Resort on Friday, May 9, 2025 at an estimated cost of \$9,000.

Note: Cost is based on 150 guests attending.

Homebound Instruction Approved

- E. that homebound instruction be approved for student #8871 for 5 hours per week from February 7, 2024 through February 23, 2024.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

Resolutions Acknowledged

- A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger to acknowledge receipt of the Resolution pertinent to the 2024-2025 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$9,305,429 as follows:

Jim Thorpe Area School District

Yes - 7, No - 0, Absent - 2, Abstentions - 0 - **Approved**

Lehighon Area School District

Yes - 8, No - 0, Absent - 1, Abstentions - 0 - **Approved**

Panther Valley School District

Yes - 9, No - 0, Absent - 0, Abstentions - 0 - **Approved**

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Buildings & Grounds

NONE

Administrative

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

Policy First Reading Approved

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

#118 (PROGRAMS) - Capstone Cooperative Education

Revised 2023-2024 CCTI Student/Teacher Calendar Approved

- B. to approve the revised 2023-2024 CCTI Student/Teacher Calendar, as presented.

Note: The revision includes two (2) Flexible Instruction Days (FID) and two (2) snow days (01/19/2024 & 02/13/2024) with make-up days of 03/28/2024 & 04/02/2024.

2024-2025I Student/Teacher Calendar Approved

- C. to approve the 2024-2025 CCTI Student/Teacher Calendar, as presented.

Electronic Signature Approved

- D. to authorize Dave Reinbold, Interim Administrative Director to electronically sign “any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education” as stated by Resolution.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

Administrative Reports

- A. MOTION by Mr. Connors, SECONDED by Mr. Strubinger to accept Administrative Reports from the following:
- a. Mrs. Michelle Allen, Principal
 - b. Mrs. Christine Trovato, Facilitator of Special Education
 - c. Mrs. Francine Kluck, Adult Education Site Supervisor

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting: Thursday – March 21, 2024

Adjournment

Ms. Neff moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:05 PM.

Christina A. Graver
Joint Operating Committee Secretary