

# Carbon Career & Technical Institute

## Joint Operating Committee Minutes

### Regular Meeting March 21, 2024

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - March 21, 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 6:24 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"/>
Ms. Alyson Krawchuk, Member	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Kris Schaible, Alternate Member	<input checked="" type="checkbox"/>	<input 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 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: Jalin Burns, Digital Marketing Junior (Palmerton ASD), Savannah Klotz, Auto Service & Technology Senior (Palmerton ASD); CCTI Staff: Michele Klock, Cooperative Education/School Improvement Coordinator, Jeremy Pease, Drafting & Design Technology Instructor/CCTI Education Association President, Carly Rinda, Digital Marketing & Business Fundamentals Instructor/DECA Advisor, Henry Woods, School Police Officer; Media Representation: Jim Logue, Times News, and TV-13 Representative

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 Ms. Neff to approve the inclusion of an Addendum to the March 21, 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.

## Letters of Appointment

- A. MOTION by Ms. Neff, SECONDED by Mr. Connors to acknowledge receipt of the Letter of Appointment for a Member of the Carbon Career & Technical Institute Joint Operating Committee (3-Year Term):

Palmerton Area School District – Ms. Alyson Krawchuk

Note: Ms. Krawchuk will be filling the unexpired term of Mr. Earl Paules through December 2024.

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

Motion carried.

- B. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to acknowledge the Appointment of Alternate Representative to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term):

Palmerton Area School District – Mrs. Kris Schaible

Note: Mrs. Schaible will be filling the unexpired term of Mrs. Danielle Paules through December 2024.

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

Motion carried.

**Election of Vice-Chairman**

Mr. Connors nominates Ms. Heather Neff for Vice-Chairman,  
SECONDED by Mrs. DeMelfi.

MOTION by Mr. Strubinger to close the nominations for and appoint Ms. Heather Nef as Vice-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"/>
Ms. Krawchuk - Palmerton	<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. 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.

(The Secretary casts the ballot electing Ms. Heather Neff as Vice-Chairman.)

**Approval of Minutes**

A. MOTION by Ms. Krawchuk, SECONDED by Mr. Strubinger to approve the Minutes of the February 15, 2024 Regular Meeting.

VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0  
Motion carried.

**Courtesy of the Floor to Visitors**

- Mr. Jeremy Pease, Drafting & Design Technology Instructor/CCTI Education Association President shared the following report:
    - Thank you to the JOC and Administration for the support of our school. The word “our” implies a sense of ownership and a belonging to something. Because of your stepping forward to serve on CCTI’s Joint Operating Committee, I know that you see this school as yours. Because of the Administrations choice to devote their work lives to serving here, it is apparent that they also see CCTI as theirs. Sometimes the members of our union and our sister union feel that it isn’t understood that we also have a buy in at this institution, which means that we deeply care about it as well. My biggest goal as CCTI’s Education Association President is to try to unify these 3 components of the team. We each have our separate reasons to exist and duties to attend to, but there has been a disconnect for far too long. Our students and parents have felt this disconnect for far too long. I am asking that we all up our dialogue, and more importantly, our listening and understanding of one another beyond assumptions based on distrust and past misdirection.
- To this end, I am offering my time and insight as a resource to both the JOC and Administration for any purpose where you might find it valuable. I have lead design teams within industry, taught at CCTI for 13 years, held several advisor positions within the school, and again, am currently the EA President...which gives me

perspectives that most of you will not have. But most importantly, I love our students and our community. I want our school to be a gem in Carbon County. I want future students, staff members, teachers and administrators to fight to come here and fight even harder to stay. I want to continue to invest in its progress forward. Speaking of progressing forward, with just over a year remaining in our current contract, the EA Negotiating Team has been putting together an Early Bird Contract Proposal for you to consider in the near future. For those unfamiliar, an Early Bird Contract Proposal typically has very few adjustments to the current contract to ease the transition from one to the next. We are hoping that you will find our proposal fair and acceptable so that we can move forward more quickly with our shared vision for continued and enhanced success at our school.

Our student successes this year at CCTI are evident and awesome, and there is much more to come! Susie Gerhard and Chris Graver are making sure that CCTI's student accomplishments are noted and advertised so that the community can celebrate our students. SkillsUSA, DECA, e-Sports, HOSA, and our Robotics Team have announced numerous competition victories, with many students moving toward state competitions! Our Career and Technical Service Organizations are meeting the needs of many of the citizens of Carbon County with their service projects! Many of our Technical areas are putting student skills on display by doing work within the community, both in the Cooperative Education Program and through local service projects. Our students, advisors, and instructors are reaching beyond our walls, and we are proud!

I truly hope that my heart for unifying and bettering our school is evident. Notice that I said "our" again. That was on purpose. Thank you to our students, parents, faculty, staff, and district representatives. And thanks to you all for listening!

Mrs. DeMelfi agreed that bridging the gap is imperative to share what our students and staff are achieving and accomplishing.

### Approval of Payment of Bills

- A. MOTION by Mr. Strubinger, 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"/>
Ms. Krawchuk - Palmerton	<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. 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 (February 2024)**

- A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for February 2024 showing a final balance of \$6,968,644.26 in the General Fund, and \$94,203.56 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. Krawchuk – Palmerton	<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. 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**

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

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

- a. Michele Klock, Cooperative Education/School Improvement Coordinator

**Cooperative Education Overview:**

- Qualified students are matched up with employers in their respective trade area.
- Students go to work during the school day when they would normally attend their technical class and earn credit for working in their field.

**Co-Op Student Requirements**

- Need to have completed 8 quarters (2 years) in technical program related to their job placement.
- Have the recommendation of their technical instructor.
- Must maintain good grades in all classes.
- Students need to demonstrate professional behavior and attendance habits.
- Students need to have a driver’s license and reliable transportation to and from work.

**Employer Requirements:**

- Employer must adhere to all labor laws and child labor laws.
- Pay at least minimum wage with deductions.
- Maintain Workers Compensation Insurance.
- Obtain criminal background & child abuse clearances if the student is under 18 years of age.

### **Co-Op Coordinator Role**

- Meet with employers and students, collect all required documentation.
- Visit each student and employer at the job site on a regular basis (minimum once per month).
- Monitor student performance at their placement on a regular basis.
- Provide assignments, maintain participants grades, track student work hours.
- Act as a liaison between employer, school, and parents.

### **2024 Cooperative Education Statistics**

- 51 Student participants from 13 technical programs (9 Juniors, 42 Seniors)
- 36 Employers from Carbon, Monroe, Luzerne, Schuylkill, Northampton, & Lehigh Counties
- 46% of Eligible Seniors (42 of 92 based on required time in program) participate in Co-Op
- Average Hourly Wage: \$14.00 / hr.
- Gross Co-Op wages earned in the 23-24 school year to date: \$220,703.00
- Alternative Ed / Diversified Occupations: 9 students currently participating.

#### **• Capstone Participants by School District**

- 6 Jim Thorpe SD
- 8 Panther Valley SD
- 15 Lehighton SD
- 7 Weatherly SD
- 15 Palmerton SD

#### **• Capstone Participants by Technical Area**

- 6 Auto Collision Repair
- 4 Auto Service Technology
- 4 Culinary Arts
- 1 Cosmetology
- 7 Carpentry
- 1 Drafting
- 2 Electrical Distribution & Automation
- 2 Graphic Design
- 2 Health Medical
- 7 HVAC
- 3 Marketing
- 8 Precision Machine Technology
- 4 Welding

Mr. Reinbold said that Mrs. Klock is doing a phenomenal job. Stating that 46% is the highest percentage we've ever seen, which is amazing.

Mr. Greaves shared that the company for which he works employs a CCTI Precision Machine student through the cooperative education program. He stated that the individual is knowledgeable, respectful and shows the quality of the education provided.

- b. Carly Rinda, Digital Marketing and Business Fundamentals Instructor/DECA (Distributive Education Clubs of America) Advisor with students Jalin Burns, Digital Marketing Junior (Palmerton ASD) and Savannah Klotz, Auto Service and Technology Senior (Palmerton ASD)
- DECA
    - Mrs. Rinda shared a PowerPoint presentation covering the following CCTI DECA updates:
      - Membership
 

40 total members from the following technical programs: Culinary Arts, Auto Service & Technology, Computer Information Technology, Cosmetology, Health/Medical Assistant/Aide, Digital Marketing and Business Fundamentals

Savannah shared that she joined DECA due to her plans to enter a marketing-based career, beginning with an education at the University of Northwestern Ohio. She said participating and competing validated her choice of direction and offered many networking opportunities.
      - Plan of Action
 

Local Speakers  
Role-Play Practice  
DECA Plus Curriculum  
School-wide support offered by teachers, instructors, and administration.  
Chapter Officers provided support to all new members.

Jalin, serving as Chapter Vice-President, shared how she personally assisted new DECA members who might not have any marketing background through some of the following:  
Tutoring  
Role-play Practice  
Calls to individuals to assist with logistics, etc.
      - CCTI DECA in the Community
 

The Hive Coffee Shop  
Bake Sale  
Spirit Week
      - Competitions/Competitors/Achievements
        - **District 7 Competition**

Lehigh Carbon Community College  
December 19, 2023  
Attendance: 22 students, 2 advisors

**Gold Medal Winners**  
Savannah Klotz – Automotive Service Marketing  
Automotive Service & Technology Senior (Palmerton ASD)  
Breydon Hand – Entrepreneurship  
Digital marketing & Business Fundamentals Senior (Leighton ASD)  
Jalin Burns – Hotel & Lodging Management Series  
Digital Marketing & Business Fundamentals Junior (Palmerton ASD)  
Makenna Montefour – Human Resource Management  
Digital Marketing & Business Fundamentals Junior (Jim Thorpe ASD)

### **Silver Medal Winner**

Jordyn Drumbore – Retail Merchandizing Series  
Cosmetology Senior (Panther Valley SD)

### **Bronze Medal Winner**

Sapphira Marcozzi – Job Interview  
Digital Marketing & Business Fundamentals Junior (Panther Valley SD)

- **State Competition**

Hershey, PA  
February 21-23, 2024  
Attendance: 21 students, 2 advisors

Top Finalist  
Jalin Burns

Medal Winer  
Breydon Hand – Triple Winner in Entrepreneurship

- **National Competition**

Anaheim, CA  
April 27-30, 2024  
Attendance: 2 students, 1 advisor

Competitor  
Jalin Burns – Hotel & Lodging Management Series

Leadership Academy  
Makenna Montefour

- B. Principal's Report – Mrs. Michelle Allen, Principal  
Applications from all districts have arrived. Thank you to all the districts for assisting your students with the applications for CCTI. Our staff has begun the beginning stages of processing the applications. We look forward to our incoming students in the fall.

As the Safety and Security Coordinator of CCTI, I attended a seven hour training on March 7<sup>th</sup> at IU20. Participants at this mandatory training were other school administrators, school superintendents, and school police officers, all of which hold the coordinator's position. The training included valuable tools to use for staff training and plenty of resources for our schools.

Our technical teachers are continuing to prepare our seniors for the NOCTI and NIMS tests being administered this spring. CCTI's goal is to have 100% of our students score advanced or proficient in both the written and practical tests.

National Technical Honor Society induction ceremony was held last evening. Six students were inducted into the society. Members are chosen based on their grades, good attendance, no discipline issues, and teacher recommendation. As a member, students are required to complete community service hours as well as many school-wide community service projects. Currently,



NTHS is sponsoring a collection of items for our Army Reservists overseas.

Mrs. Allen shared that during school lunches today, several deserving students received rewards due to impressive Keystone scores. There will also be a drawing to include the names of all students who pass all three (3) Keystone tests. The drawing will be for two (2) Dorney Park passes, including a parking pass. Mr. Reinbold added that students who achieved Advanced or Proficient in all three (3) tests were awarded with a lunch at Penn's Peak and will also be included in the drawing.

- C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator
- Update on 2024-2025 Budget:  
Brief update/approval status of the 2024-2025 CCTI 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: 100 students with IEPs or 504 Service Plans (74 IEPs; 26- 504 plans), 8 with Medical Action Plans, 1 Gifted IEP student, 4 English Language Learners, 0 Homeless students and 1 Foster student.

### **Updates**

Internal shadow experiences are offered to current CCTI students who may be interested in switching their technical program for the 2024-2025 school year. Offering shadowing experiences is a beneficial way to retain current CCTI students.

CCTI's CIT Engineering and Drafting instructors and students have teamed up to partner with the Intermediate Unit 21 to adapt ride on toys for children with physical disabilities. All teams and teachers participated in a Meet & Greet with students they are serving at the IU in Lehigh, then followed up with IU instructors to learn more about the needed adaptations for 4-5 students. CCTI students are invested in this project, are currently developing digital prototypes, and have met after school to discuss progress and next step planning. Monetary collections have taken place during student lunch periods and donations continue to be welcome and accepted. The collected money is going to be used to purchase materials and parts needed to adapt ride on toys. Donations are appreciated and accepted to CCTI's main office for "Bumper Buddy project".

### **Moving Forward**

Applications for the 2024-2025 school year were due March 1<sup>st</sup>. Transition Meetings will begin in April. Intake Meetings are required for students with IEPs and 504 plans. We offer meetings to English Language Learners too.

The purpose and goals of the Transition (Intake) meetings:

- a. To support students in the transition process going from one school to another (and the family too!)
- b. To enable the supporting district and CCTI teams to get meet to share and gain information about the student's strengths, areas of needed services & support, identify if supported classes are needed, discuss medical needs (if applicable), and attain parent input.
- c. To provide information about CCTI, school policies, technical programs, recommended and required skills, uniform and materials needed.
- d. To discuss, as a team, the appropriate programming for the student, based on his/her needs.

e. To review and revise documents as needed, to reflect the new setting and programming.

### **Post Secondary Resources/Information**

LCCC's Next Step Transition Resource Fair is scheduled for April 12th at LCCC. The goal of this fair is to provide high school students, parents, and teachers with information on educational programs, community service providers, employment options, transportation resources, and other services available to them or their students as they plan for their future after high school.

LCCC's SEED Program Application for the 24-25 Academic Year is due March 8, 2024. Applications are still being accepted. An information session is scheduled for April 10 at 6:00 and 6:30 at LCCC. See the link to learn more. <https://www.lccc.edu/student-experience/student-services/disability-educational-support-services/disability-services/success-engagement-education-determination-seed-program/>

E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds  
Mr. Walters spoke about the 3-year Capital Equipment Plan that is updated by administration regularly and approved semi-annually by members of the Joint Operating Committee. Last approval was November 2023 with the next being April or May. These approvals are done post OAC (Occupational Advisory Committee) meetings to include up-to-date occupational standards.

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

- 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 website.
- SchoolMessenger - Database manual updates.
- CDT/ESL-WIDA/Keystones - Keystone Spring Exam preparation.
- Google Administration Shared Calendars - Migrations underway.
- NOCTI Exams - Technical preparation work for upcoming testing.
- Preparation-work for summer email migrations.
- Continued daily technology support/service - For all of CCTI.
- He shared that in week 4 of 6, his Team 1 eSports team is currently undefeated.

G. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent  
Mr. Presley thanked the teachers, advisors and administration for continually sharing all of the information about what students are doing, including all of their successes. It is a testament to what everyone is doing at the school.  
He said that he is impressed with the number of students currently out on cooperative education. He is a great advocate of the program.  
Mr. Presley thanked the CCTI students who volunteered for Jim Thorpe's Title I Reading Night. Students did face painting and one even made balloon animals. He thanked them all and stated the event was a wonderful success.

Mr. Reinbold stated that four (4) CCTI teachers, each running their own station and Mrs. Klock, giving an overview of the school, presented recently to Panther Valley 5<sup>th</sup> grade students. This went very well and is a practice that CCTI will continue. The next school to host a presentation will be Lehighton, sometime in May. This will continue next year, with all five schools will receive presentations.

Mr. Reinbold spoke of one of CCTI's goals – to improve student attendance. Last year 110 students missed over 20 days (some missing up to 40 or 50 days). This year, only 11 students have missed over 20 days. He shared this is a true testament to the students, parents, staff, and administration, including Officer Henry Woods. He said one of the comments many employers make is that they need employees who will show up every day. CCTI is instilling this in students while still in school to carry over to employment.

Mr. Reinbold also included that CCTI continues to do 8<sup>th</sup> and 9<sup>th</sup> grade tours. Next year CCTI will reinstitute the 9<sup>th</sup> Grade Rotation Program, allowing 50 district students to enter as freshmen and rotate through three (3) different technical areas. This is helpful in recruiting students into the technical areas. Both the SHINE After School Program and the summer camps provide students with a first-hand look at what the technical areas provide.

## Items of Business

### *Personnel*

#### **Homebound Instructor Approved**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the following homebound instructor on an as needed basis, at the approved hourly rate:

Amy Guth, Science Teacher

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

Motion carried.

#### **Chaperone Approved**

- B. MOTION by Ms. Krawchuk, SECONDED by Mr. Connors that the below listed individual be approved as chaperone through August 2024:

Tiffany Lucas

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

Motion carried.

#### **Adult Education Instructor Approved**

- C. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the following individuals on an as needed basis at the hourly rate listed below, effective March 22, 2024 through March 2025:

- James Rex – Adult Education Welding Instructor, \$23.00/hour

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

Motion carried.

## Substitutes Approved

- D. MOTION by Mr. Strubinger, SECONDED by Mr. Connors that the below listed individuals be approved to substitute for the 2023-2024 school year at the established rates, as follows:

Ashley Little - SHINE Driver\*  
Avery Miller - SHINE Driver\*  
Hal C. Resh - SHINE Driver\*

Note: \*Through August 2024.

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

Motion carried.

## Education

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

### Educational Trip Approved (*Retroactively*)

- A. to retroactively approve the following:  
that eight (8) Drafting and Design Technology students attend a trip to the Pennsylvania College of Technology March 18, 2024 in Williamsport, PA. Jeremy Pease, Drafting and design Technology Instructor chaperoned this event.

Note: Trip included a campus tour with a focus on the Architecture and Engineering-related program areas.

### SkillsUSA State Competition Attendance Approved

- B. that forty-two (42) students attend the SkillsUSA State Competition April 3 - 5, 2024 in Hershey, PA at a cost of \$24,292.81 to cover the cost of registration and lodging. Kevin Kuehner, SkillsUSA Advisor, Heather Cassidy and Kevin Sowa, SkillsUSA Assistant Advisors, Maritza Reinbold, Graphic Design Instructor, Joshua Reif, Instructional Aide, and Nate Rinda, Director of Technology will chaperone this event.

### Field Trip Approved

- C. that eight (8) National Technical Honor Society (NTHS) students attend a trip to Hershey Park April 12, 2024 in Hershey, PA at a cost of \$1,512.90 to cover the cost of park admission and transportation. Sue Ann Gerhard, NTHS Advisor will chaperone this event.

### Educational Trip Approved

- D. that twenty (20) Graphic Design students attend a trip to Longwood Gardens April 15, 2024 in Kennett Square, PA. Maritza Reinbold, Graphic Design Instructor and two additional approved chaperones will chaperone this event.

**Journalism Conference Attendance Approved**

- E. that eighteen (18) students attend the Journalism Conference April 18, 2024 at Lehigh Carbon Community College in Schnecksville, PA. Maya Kowalcyk, English Teacher and Ashley Little, Instructional Aide will chaperone this event.

**Educational Trip Approved**

- F. that thirty-three (33) Cosmetology students attend the 2024 International Congress of Aesthetics and Spa event April 22, 2024 in Philadelphia, PA. Tammy Marshall, Cosmetology Instructor, Heather Cassidy, Cosmetology Instructional Aide, and Deborah Foraker, Approved Cosmetology Substitute will chaperone this event.

**DECA International Career Development Conference Attendance Approved**

- G. that two (2) students attend the DECA International Career Development Conference April 22 – May 1, 2024 in Anaheim, CA at a cost of approximately \$4,500.00 to assist with registration, transportation, lodging, and meal expenses. Carly Rinda, DECA Advisor will chaperone this event.

**Homebound Instruction Approved**

- H. that homebound instruction be approved for student #8883 for 5 hours per week from February 27, 2024 until medically cleared to return.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk – Palmerton	<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. 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**

- A. MOTION by Ms. Neff, SECONDED by Mr. Connors 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**

**Lehighton 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**

**Weatherly Area School District**

Yes - 6, No - 1, Absent - 2, Abstentions - 0 - **Approved**

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

Motion carried.

***Buildings & Grounds***

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

**Dump Truck Purchase Approved**

- A. to approve the purchase of a 2024 Ford F350 dump truck from Miracle Ford (costars #013-196) at a cost of \$74,239.47.

Note: This is the lowest of four RFP’s and includes the trade in of the vehicle it’s replacing.

**Student Van Purchase Approved**

- B. to approve the purchase of a 2024 Ford F350 student van from Rohrer School & Commercial bus sales at a cost of \$60,000

Note: This is the only response received of three RFP’s due to vehicle availability and includes the trade in of the vehicle it’s replacing.

**ROLL CALL VOTE:**

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk – Palmerton	<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. 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***

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

**Principal Permission Authorized**

- A. to authorize the Principal to name the CCTI 2024 Valedictorian and Salutatorian based on their class ranking through March 25, 2024.

**Second Reading and Policy Adoption Approved**

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

#118 (PROGRAMS) – Capstone Cooperative Education

**First Policy Reading Approved**

- C. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the first reading of the following revised CCTI policy, as presented:

#007 (JOINT OPERATING COMMITTEE PROCEDURES) – Distribution

**Position Descriptions Approved**

- D. to approve the following position descriptions for the Health Medical technical area:
  - Coordinator for Pennsylvania Department of Education CNA Program
  - RN Supervisor for the Health Medical/Certified Nurse Aide Program
  - Medical & Health Assistant/Certified Nurse Aide Instructor

**Agreement for Medical Services Approved**

- E. to approve the Agreement for Medical Services with St. Luke’s Physician Group, Inc., as presented.

**Agreement of Affiliation Approved**

- F. that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/ Certified Nurse Aide Program be approved, as presented:

St. Luke’s Pavilion

**2024-2025 CCTI Carbon Alternative High School Diploma Program Calendar Approved**

- G. to approve the 2024-2025 CCTI Carbon Alternative High School Diploma Program calendar, as presented.

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

Motions carried.

**Administrative Reports**

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

**Old Business**

NONE

## New and Miscellaneous Business

MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk that the following motions be approved:

- A. to acknowledge receipt of the conference report submitted by Harold Resh, Auto Service & Technology (AST) Instructor, after attending the Pennsylvania Automotive Association training held while attending the Skip Wagner Automotive Competition with two (2) of his AST students, February 22, 2024.
- B. to acknowledge receipt of the conference reports submitted by Harold Resh, Automotive Service & Technology Instructor and Stephen Nesler, Automotive Collision & Repair Instructor, after attending the Automotive Training Center (ATC) Instructor Seminar March 6, 2024.
- C. to acknowledge receipt of the conference reports submitted by Nate Rinda, Director of Technology, after attending the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 5-7, 2024 at the Hershey Lodge, Hershey, PA.

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

Motions carried.

**Next Regularly Scheduled Meeting: Thursday – April 18, 2024**

## Adjournment

Ms. Krawchuk moved, seconded by Mrs. DeMelfi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:25 PM.

---

Christina A. Graver  
Joint Operating Committee Secretary