

# Carbon Career & Technical Institute Joint Operating Committee Minutes

## Regular Meeting April 18, 2024

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - April 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 Vice-Chairman, Ms. Heather Neff, at 6:07 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Heather Neff, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Alyson Krawchuk, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Renee DeMelfi, Chairman	<input type="checkbox"/>	<input checked="" 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 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. 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 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: Savannah Klotz, Auto Service & Technology Senior (Palmerton ASD), Kyle Kuznicki, Precision Machine Technology Junior (Lehighton ASD), Makenna Montefour, Digital Marketing & Business Fundamentals Junior (Jim Thorpe ASD), Makayla Scott, Precision Machine Technology Junior (Lehighton ASD); Members of the Public: Anne Scott, Parent; CCTI Staff: Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, John Rogers, Auto Service & Technology Instructional Aide, Harold Resh, Auto Service & Technology Instructor, Henry Woods, School Police Officer; Media Representation: Jim Logue, Times News, and Drew Snowberger, TV-13 Representative

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

**Approval of Minutes**

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Leonzi to approve the Minutes of the March 21, 2024 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 Ms. Krawchuk, 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. Krawchuk - Palmerton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Approval of Treasurer's Reports (March 2024)**

- A. MOTION by Mr. Leonzi, SECONDED by Mr. Strubinger to approve the Treasurer's Report for March 2024 showing a final balance of \$7,299,006.42 in the General Fund, and \$94,257.45 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"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehigh	<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

- a. Harold Resh, Auto Service and Technology (AST) Instructor, Mr. John Rogers, Auto Service & Technology Instructional Aide with students Savannah Klotz, Auto Service & Technology Senior (Palmerton ASD) shared the following AST happenings as well as her personal experiences across her years at CCTI:
  - Five (5) AST Seniors finished with advanced on the pre-NOCTI exam.
  - The following AST students placed in the top three at the SkillsUSA District competition:
    - 1st place Automotive Maintenance & Light Repair - Bruce McFarland (Junior, Jim Thorpe ASD)
    - 1st place Freshmen Action Skills - Ella Sittler (Freshman, Lehigh Valley ASD)
    - 1st place Senior Job Interview - Angelika Gines (Senior, Panther Valley SD)
    - 3rd place Automotive Service Technology - Damon Eckhart (Junior, Palmerton ASD)
  - In early December two senior girls, Angelika Gines and Savannah Klotz (Senior, Palmerton ASD) were chosen to compete in the Greater Lehigh Valley Auto Dealers Association (GLVADA) competition. They competed on February 9, 2024 finishing 2nd out of 5 total schools throughout the Greater Lehigh Valley Area.
  - Also in December, five (5) seniors took the Pennsylvania Auto Association online written test where twenty-seven (27) Career and Technical Schools including one hundred thirty-seven (137) seniors competed. Two AST seniors, Lillian Heydt (Senior, Jim Thorpe ASD) and Austin Knight (Senior, Weatherly ASD) scored in the top 10 and were invited to compete against 9 other schools in Hershey PA on February 22, 2024.
  - Two (2) senior girls, Savannah Klotz and Lillian Heydt competed at the SkillsUSA State Competition in Opening and Closing Ceremonies and earned 3rd place along with their team from CCTI.
  - AST had seniors compete and win in the DECA Competition and one go the state competition.
  - Savannah plans to attend the University of Northwestern Ohio pursuing a Bachelor's Degree in Motorsports Marketing with an Associates Agree in Automotive Training.
  - Mr. Rogers introduced himself and shared a bit of his background as well as what he does in the classroom on a daily basis at CCTI. He came to CCTI with close to 40 years of experience in the automotive trade area. He shared how much he enjoys working at CCTI, with Mr. Resh, and with the students.

- b. Kevin Kuehner, SkillsUSA Advisor with students Kyle Kuznicki, Precision Machine Technology Junior (Lehighon ASD), Makenna Montefour, Digital Marketing & Business Fundamentals Junior (Jim Thorpe ASD), and Makayla Scott, Precision machine Technology Junior (Lehighon ASD)

- SkillsUSA State Competition

Mr. Kuehner thanked the members of the Joint Operating Committee for allowing CCTI students to participate in the state level of competition for SkillsUSA in Hershey, PA. He reported that competition ended with the following medalists:

3<sup>rd</sup> place, Bronze Medal Recipients:

Opening & Closing Ceremonies -

The team of: Jordyn Drumbore (Cosmetology Senior, Panther Valley SD)  
Lily Dickson (Carpentry Junior, Palmerton ASD)  
Savannah Klotz (Auto Service & Technology Senior, Palmerton ASD)  
Carlos Lopez Rodriguez (Cosmetology Senior, Lehighon ASD)  
Owen Rakos (Electrical Distribution & Automation Junior, Palmerton ASD)  
William Trach (Electrical Distribution & Automation Senior, Lehighon ASD)

2<sup>nd</sup> place, Silver Medal Recipients:

Computer Programming -

Noah Bryfogle (Computer Information Technologies Junior, Palmerton ASD)

Chapter Display -

The Team of: Gracie Heintzelman (Digital Marketing & Business Fundamentals Senior, Panther Valley SD)  
Makenna Montefour (Digital Marketing & Business Fundamentals Junior, Jim Thorpe ASD)  
John Puzzetti (Carpentry Junior, Weatherly ASD)

CNC Programming -

Makayla Scott (Precision Machine Technology Junior, Lehighon ASD)

1<sup>st</sup> Place, Gold Medal Recipient:

Precision Machining -

Kyle Kuznicki (Precision Machine Technology Senior, Lehighon ASD)

Kyle's first place finish has earned him a spot at the National Competition in Atlanta, GA.

Makenna shared some general information about the competition in which she competed with her teammates. Chapter Display showcases a theme. This year's theme being "No Limits." After creating a plan, the final project was a rocketship.

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

The team has been working diligently on processing our applications for the 2024-2025 school year. When a student is interested in attending CCTI, they are to complete the application found on our website or in our Student Handbook. The application will then be sent to their guidance department where it is reviewed, and documents are attached. CCTI needs the following information sent with each application:

- Attendance report.
- Discipline report.
- Report card/current grades.
- Prior years report cards or transcript.
- PSSA and Keystone score reports.
- All special education reports.
- Immunization records.
- Signatures of school counselor and parent.

All information is necessary for CCTI to process the application, if missing, the application will be held or placed on the wait list.

Many events are taking place as the year progresses such as:

- Cooperative Education Recognition Breakfast
- NOCTI testing
- HOSA Blood Drive
- Variety of Educational Field Trips
- Bring Your Child to Work Day
- DECA National Competition (4/26)
- Teacher Appreciation Week
- Keystone Exams
- NIMS Exams
- CCTI Talent Show (5/9)
- Prom (5/10)
- Senior Awards (5/22)
- CCTI Field Day
- CCTI Graduation (5/31)
- Last day of school – 5/31
- SkillsUSA National Conference (6/24)
- HOSA National Conference (6/25)

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

- Update on 2024-2025 Budget:  
2024-2025 CCTI budget is approved.  
No increase in the previous eleven years.  
No increase for the foreseeable future.
- 2023-2024 payments by five participating school districts:  
All five districts are paid up in full for the year 2023-2024 school year.  
Districts will not receive any further billings for 2023-2024.

- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

**CCTI's Special Population Numbers**

CCTI's current special population numbers: 95 students with IEPs or 504 Service Plans (71 IEPs; 24- 504 plans), 8 with Medical Action Plans, 1 Gifted IEP student, 4 English Language Learners, 0 Homeless students and 1 Foster student.

**Updates**

Special Education teachers will be providing a list of required Keystone accommodations to CCTI's Guidance Counselor, for students with IEPs and 504 Plans, prior to spring testing.

Transition meetings for applicants with an IEP or 504 Service Plan have commenced. In preparation for Transition meetings, all documents are reviewed by CCTI's Special Education Director, summarized into note sheets, and provided to technical instructors prior to meetings, so they have some initial information about the applicant, and they can prepare their own questions in order to gain insight into the student's disability, strengths, needed supports and services.

**Application Packet Requirements**

CCTI provides district counselors with a Cover Sheet, which lists all the documents needed for applications to be determined complete and ready for processing. From our special education department standpoint, complete special education documents include: the most recent IEP document, an Evaluation report, and if applicable, the Positive Behavior Support Plan. To prepare for Transition meetings, the most recent documents are needed prior to meetings. In addition, the most updated grades, attendance, and discipline reports are needed to be able to determine whether the applicant meets CCTI's Admission requirements, will be accepted or placed on a waitlist. A complete application packet results in timely processing of documents so applicants and their families can be notified sooner about "Acceptance" or "Wait List" status.

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

- Occupational Advisory Committee (OAC) meetings have concluded.
- Capital Plan updated and on agenda for approval this evening.

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

- Chromebooks - 1 to1 Chromebook. All students have a Google Chromebook serviced and maintained by the CCTI Technology Department.
- Google Administrative Console - Mass updates to 3<sup>rd</sup> party apps and permissions. Account cleanup and security features reviewed as well.
- Website - Continued updates and modifications to the website.
- School Messenger – Database manual updates.
- CDT/ESL-WIDA/Keystones - Keystone Spring Exam preparation.
- Google Administrative Shared Calendars - Migrations underway.
- NOCTI Exams - Technical preparation for Online NOCTI Exams.
- Prep-work for Summer email Migrations.
- Adult Education Pearson VUE Server – Updates.
- Web Filtering - Security features reviewed/modified.
- SkillsUSA - Provided on-site technical support and technology to all in need.
- Continued Daily Technology Support/Service - For all of CCTI.

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](http://www.carboncti.org/adult-education); schedule available. Follow our happenings on Facebook [@cctiadulted](https://www.facebook.com/cctiadulted) or [Carbon Career and Technical Institute – Adult Education](https://www.facebook.com/CarbonCareerandTechnicalInstitute).

**Outreach and Program Development Report**

- April 2- Safety Inspection class concluded/all students passed
- April 2- GED orientation
- April 4- Carbon County Prison GED orientation
- April 4 – Spring Occupational Advisory Committee
- April 8 – CCTI GED Prison class started
- April 15 - Nurse Aide Orientation
- April 16- GED CCTI Staff Program Improvement Team meeting
- April 11- GED orientation
- April 18- GED orientation
- April 24- Pearson Vue Testing Center open

**Employment Opportunities**

Carbon Career & Technical Institute is developing a pool of potential instructors for technical, business, and personal interest programs in the Adult Education Department. Individuals who are interested in teaching adult evening classes, please contact Francine Kluck.

**Items of Business**

*Personnel*

**Substitute Technology Assistant Approved**

- A. MOTION by Mr. Leonzi, SECONDED by Ms. Krawchuk that the below listed individual be approved as a substitute technology assistant (on an as needed basis) at a rate of \$175/day through August 2024:

Jerome (Joe) Brown

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

Motion carried.

### Additional Days Approved

B. MOTION by Mr. Strubinger, SECONDED by Mr. Connors that the following individuals be employed for additional days (as indicated below) at the individual's per diem rate, between June 5, 2024 and August 22, 2024:

- Maritza Reinbold, Graphic Design Instructor - up to 10 days preparing and printing of school related signage for CCTI and sending schools Jr. and Sr. high school, and graphic design work for handbooks and other promotional literature.
- Michele Klock, Cooperative Education/School Improvement Coordinator - up to 15 days supervising a number of secondary and other students at cooperative education placements, as well as developing additional placements for our students within and outside Carbon County
- Eugene Colosimo, Guidance Counselor - up to 25 days updating the Guidance Plan, assisting with the coordination of summer student enrollments from the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties as assigned by the Principal and the Administrative Director
- Ashleigh Rehrig, Culinary Arts Instructor - up to 5 days
- Salvator LoPresti, Culinary Arts Instructional Aide - up to 5 days
- Alexandria Ventrella, Culinary Arts Instructional Aide - up to 5 days  
Time will be devoted to preparing for cafeteria production services for the next school year
- Rebecca Schaeffer, School Nurse - up to 5 days  
To ensure all immunizations are up to date.
- Robert Fehr, Welding Instructor - up to 3 days
- Michael Garrant, Engineering Technologies/Technician Instructor - up to 3 days
- Larissa Genetti, Science Teacher - up to 3 days
- Amy Guth, Science Teacher - 3 up to days
- Richard Stettler - up to 3 days  
Newly appointed teachers/curriculum/staff development.

NOTE: All days will be scheduled with prior approval of the Principal.

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"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.



**Non-Traditional Summer Camp Instructors Approved**

D. MOTION by Ms. Krawchuk, SECONDED by Mr. Connors that the below listed individuals be approved as Non-Traditional Summer Camp instructors at an hourly rate of \$30.00 and assistants at an hourly rate of \$25.00:

- |                    |                      |
|--------------------|----------------------|
| Jeffrey Hazelton   | Joshua Reif          |
| Kevin Kuehner      | Hal C. Resh          |
| Salvatore LoPresti | Harold Resh          |
| Tammy Marshall     | Rebecca Schaeffer    |
| Stephen Nesler     | Richard Stettler     |
| Ashleigh Rehrig    | Alexandria Ventrella |

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

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

**Adult Education Instructor Approved**

D. to approve the following individual as Adult Education Instructor on an as needed basis, at a salary of \$25.00 per hour effective April 19, 2024 through April 2025:

Harold Resh

**Administrative Director Appointed**

E. to appoint David Reinbold CCTI Administrative Director, per the agreed upon contract between the CCTI Joint Operating Committee and David Reinbold.

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"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehigh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried.

**Education**

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

**Revised Attendance Date Approved**

- A. to approve the revised attendance date of Tuesday, May 28, 2024 for the previously approved motion (03/21/2024 JOC Approval) as follows:  
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**

- B. that twenty-four (24) Digital Marketing & Business Fundamentals students attend the 2024 Tourism Day Summit: The Magic of Hospitality May 22, 2024 at the Kalahari Resorts & Conventions, Pocono Manor, PA. Carly Rinda, Digital Marketing & Business Fundamentals Instructor and Casey Hill, Instructional Aide will chaperone this event.

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"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motions carried

**SkillsUSA National Competition Attendance Approved**

- C. MOTION by Ms. Krawchuk, SECONDED by Mr. Connors that one (1) SkillsUSA student attend the SkillsUSA National Competition June 24 - June 29, 2024 in Atlanta, GA in the amount of \$3,721.80 to cover the cost of registration, transportation, and lodging. Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor will chaperone this event.

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"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried

**HOSA International Leadership Conference (Competition) Attendance Approved**

D. MOTION by Mr. Leonzi, SECONDED by Mr. Strubinger that three (3) Health Medical students attend the HOSA International Leadership Conference (competition) June 25 – June 30, 2024 in Houston, TX. Donna McClain, Health Medical Instructor/HOSA Advisor will chaperone this event.

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"/>
Mr. Leonzi – Panther Valley	<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"/>
Ms. Neff – Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

*Budget & Finance*

**2024-2025 Proposed Operating Budget for the CCTI Adult Education Program Approved**

A. MOTION by Mr. Leonzi, SECONDED by Mr. Strubinger to approve the 2024-2025 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$130,986.

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

Motion carried.

**2024-2025 Proposed Operating Budget for the Carbon Alternative High School Diploma Program Approved**

B. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve the 2024-2025 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$330,000.

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

Motion carried.

**Tuition Rate for the Carbon Alternative High School Diploma Program Approved**

C. MOTION by Ms. Krawchuk, SECONDED by Mr. Strubinger to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$11,000 per year for the 2024-2025 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$55.00.

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

Motion carried.

**CCTI Capital/Instructional Equipment Plan Approved**

D. MOTION by Mr. Leonzi, SECONDED by Mr. Connors to approve the current CCTI Capital/Instructional Equipment Plan, as presented.

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"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Receipt of Resolutions Acknowledged**

E. MOTION by Mr. Strubinger, 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***

NONE

*Administrative*

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

**Second Reading and Adoption of Policy Approved**

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

#007 (JOINT OPERATING COMMITTEE PROCEDURES) - Distribution

**First Reading of Policy Approved**

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

#204 (PUPILS) - Attendance

#815B (OPERATIONS) - Social Media

#006 (JOINT OPERATING COMMITTEE PROCEDURES) - Meetings

**Reviewed Policies Approved**

C. to approve the updated review date of the following listed 000 policies (JOINT OPERATING COMMITTEE PROCEDURES) to April 18, 2024:

000 - Policy/Procedure/Administrative Regulations

001 - Name and Classification

002 - Authority and Powers

003 - Functions

004 - Membership

004.1 - School Building Authority

004.2 - Employment Limitations

005 - Organization

006.1 - Attendance at Meetings via Electronic Communications

011 - Joint Operating Committee Governance Standards/Code of Conduct

**CCTI SHINE Non-Traditional Summer Camp Approved**

D. to approve CCTI SHINE Non-Traditional Summer Camp to be held at CCTI June 10-13 and June 17-20, 2024 from 8:00 a.m. to 2:00 p.m. for 5<sup>th</sup> through 8<sup>th</sup> grade students.

**Agreement with CLIU #21 Approved**

- E. to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium if available and offered for the 2024-2025 fiscal year.

Note: Sweet, Stevens, Katz & Williams, LLP is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service typically falls between \$560.00 and \$800.00 based on the number of participants.

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"/>
Mr. Leonzi - Panther Valley	<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"/>
Ms. Neff - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Motion carried.

**Old Business**

NONE

**New and Miscellaneous Business**

NONE

**Next Regularly Scheduled Meeting: Thursday – May 16, 2024**

### **Adjournment**

Ms. Krawchuk moved, seconded by Mr. Leonzi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:51 PM.

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Christina A. Graver  
Joint Operating Committee Secretary