

# Carbon Career & Technical Institute Joint Operating Committee Minutes

## Regular Meeting May 16, 2024

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - May 16, 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 6:07 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 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 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 type="checkbox"/>	<input checked="" 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. 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:           Members of the Public: Frank Mertz, Jim Thorpe Resident; CCTI Staff: John Gunsser, CCTI Tutor, Debra Kunkel-Christman, CCTI Substitute, Amy Guth, Science Teacher, Jeremy Pease, Drafting & Design Technology Instructor/CCTI Education Association President, Ashleigh Rehrig, Culinary Arts Instructor, Julian Valentini, Social Studies/Special Education Teacher, 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**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the inclusion of an Addendum to the May 16, 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 Mr. Strubinger to approve the Minutes of the April 18, 2024 Regular Meeting.

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

Motion carried.

**Courtesy of the Floor to Visitors**

NONE

**Approval of Treasurer’s Reports (April 2024)**

- A. MOTION by Ms. Neff, SECONDED by Mr. Connors to approve the Treasurer’s Report for April 2024 showing a final balance of \$7,085,161.81 in the General Fund, and \$92,133.77 in the Student Activities Account.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Schaible - 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.

## 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"/>
Mrs. Schaible - 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

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

Mr. Reinbold introduced the following individuals who shared their background and the role they play at CCTI:

- New Teachers
  - Amy Guth, Science Teacher
    - Began teaching at CCTI in October 2023.
    - Has a physics and astronomy background.
    - Worked with the Discovery Channel Telescope in Arizona.
    - Graduate of CCTI and East Stroudsburg University.
    - Has attained two (2) Bachelor's Degrees in Science.
    - Currently planting sunflowers with her students to provide to each student and staff member, going on salamander and snake hunts on the property, doing solar observations, and testing.
    - Planning to have a telescope in the classroom next year to use in all of the science fields to do daytime sun observations, and possibly an open house to have students assist the public in nighttime observations.
    - Also has a plan in the works for a Physics and Field Biology trip in the 2024-2025 school year to East Stroudsburg University to experience firsthand the science labs, telescopes, and planetarium, among other things, and include research and scholarship opportunities.
  - Ashleigh Rehrig, Culinary Arts Instructor
    - First year as Instructor after serving 8 years as an instructional aide in the Culinary Arts technical area.
    - 2009 graduate of CCTI (formerly CCAVTS).
    - Continued schooling at the Restaurant School for Pastry followed by several years in the pastry industry.
    - Mrs. Allen said that Ashleigh is doing an excellent job with the cafeteria lunch menu, teaching her students to use fresh ingredients and cook/bake from scratch.
  - Julian Valentini, Social Studies Teacher/Special Education Caseworker
    - First year teaching/serving as case worker.
    - Previously substituted at CCTI for one year followed by a year serving as an instructional aide at the school.
    - Stated that CCTI has an incredible community of individuals willing to help as

he was and continues to learn at the school.

- Teaches Modern History and takes advantage of integrating the technical areas. For example, students will research the history of their particular technical area and present and/or create videos.
  - Julian is a published author, as well. He has written a science fiction book titled *Defiant*.
  - Mrs. Trovato shared that Julian has really hit the ground running. He is a fast learner and clearly communicates in IEP meetings. She said CCTI is glad, and lucky to have him.
- Substitute
    - Deb Kunkel-Christman
      - Worked for the IU 33 years ago within CCTI (formerly CCAVTS) and fell in love with the school.
      - Special Education teacher for 30 years, retired.
      - Now substitutes at CCTI after being retired for two years and realizing how much she missed the students.
      - Shared that the teachers she substitutes for are very well prepared with lesson plans, etc. available to her when they are out unexpectedly.
      - She feels CCTI is a wonderful place for students to learn to be able to one day make a positive footprint in our community and beyond.
      - She finds the students at CCTI to be focused and are willing to teach her what they have learned and what they will be doing in the future. For example, creating robots through coding, marketing techniques, drawing using grid marks, bending and shaping conduit, discussing literary techniques, magazine layouts, preparing the restaurant for community members and preparing school lunches every day.
      - She loves to integrate math into their learning. For example, fractions and decimals when balancing a tire.
      - She said that what it takes to make the school work as well as it does is the Joint Operating Committee Members, the administrators, the teachers, the instructional aides, and the custodial/maintenance staff – “it takes a village.”
  - Tutor
    - John Gunsser
      - Serving his 63<sup>rd</sup> year in the classroom. He’ll be 85 next month.
      - He said that CCTI is a family all working together for a common goal.
      - He works side by side with students sometimes one-on-one, sometimes two-on-one. He feels more schools should incorporate this extra layer of learning. It’s a program that CCTI should be very proud of.
      - The teachers at CCTI that he works with are great.

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

I am pleased to report that 100% of our seniors scored advanced or competent on the written portion of the NOCTI and NIMS exams this year, which is an outstanding achievement. Over 91% of our students scored advanced or competent in the overall NOCTI assessment. This is quite an accomplishment since the state average is 79%, CCTI, class of 2024, is among the best in the state.

I would like to take this opportunity to recognize all our teachers and instructional aides for their work in preparing our students for these state tests. They do an outstanding job every

year.

Mr. Colosimo, Dr. Nietz, Mrs. Trovato, and I have been working together on scheduling for the 2024-2025 school year. The acceptance letters for new students are planned to be mailed to students and school districts tomorrow.

Mr. Colosimo, Dr. Nietz, and I implemented a new automated scheduling system through Power School with our current students which proved to be a very efficient upgrade.

Mr. Reinbold said that as of now, all current students have been scheduled for classes for the 2024-2025 school year. Only new students will need to be scheduled.

He also shared that incentives were offered for testing such as Dorney park passes with parking passes as well as miscellaneous gift cards. Students who attained a certain level of success through test scores were entered into a drawing for the prizes.

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

- Update on 2024-2025 Budget:  
2024-2025 CCTI budget is approved.  
2024-2025 CCTI budget was submitted and approved by the PA Dept of Education.  
No increase to the five participating school districts for the foreseeable future.

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 (70 IEPs; 24- 504 plans; 1 Gifted), 8 with Medical Action Plans, 4 English Language Learners, 0 Homeless students and 1 Foster student.

**Updates**

Special Education teachers provided a list of required Keystone accommodations to CCTI's Guidance Counselor, for students with IEPs and 504 Plans.

Transition meetings for applicants with an IEP or 504 Service Plan have concluded. Thank you to our supporting district representatives, applicants, families and CCTI's Technical Instructors for your participation in these meetings. Team members offered valuable information about students' strengths, areas of need, supports needed and allowed CCTI to share information about technical programs and our school. We look forward to working with students and families in the upcoming school year.

Mr. Reinbold said that Mrs. Trovato is doing a great job with her team. Each new student is scheduled for and attends a transition meeting prior to entering.

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

- Chromebooks - 1 to1 Chromebooks. All students have a Google Chromebook serviced and maintained by the CCTI Technology Department.
- Google Admin 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.
- SchoolMessenger - Database manual updates.
- CDT/ESL-WIDA/Keystones - Keystone Spring Exams have begun. Online testing process working well.

- Google Admin shared Calendars - Migrations underway.
- Preparation - work for summer email migrations.
- Adult Education - Pearson VUE server - Updates.
- Continued daily technology support/service - For all of CCTI.

**Items of Business**

*Personnel*

**Additional Days Approved**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff that the following individual be employed for additional days (as indicated below) at the individual’s per diem rate, between June 5, 2024 and August 22, 2024:

William Sorokin, HVAC Instructor - up to 3 days

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"/>
Mrs. Schaible – 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.

**Paraprofessional Mentors Reaffirmed**

- B. MOTION by Ms. Neff, SECONDED by Mr. Connors to reaffirm the following individuals as Paraprofessional Mentor at the established rate of \$500 for the 2023-2024 school year, as indicated below:

Heather Cassidy (Rainbeau Currier)  
 Heather Cassidy (Dean John Wychulis)  
 JamiLynn Johannsen (Ashley Little)  
 Walter O’Donnell (Jacob McCloskey), pro-rated from 10/19/2023  
 Walter O’Donnell (Alexandria Ventrella), pro-rated from 10/19/2023  
 Hal C. Resh (Joshua Reif), pro-rated from 10/19/2023  
 Hal C. Resh (Casey Hill), pro-rated from 12/20/2023  
 John Rogers (Salvatore LoPresti)  
 Kevin Wagner (Libby Smith) – pro-rated 09/22/2023 through 11/20/2023  
 Kevin Wagner (Avery Miller), pro-rated from 01/03/2024

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Schaible – 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.

**Teacher Mentors Reaffirmed**

C. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to reaffirm the following individuals as Teacher Mentor at the established rate of \$1,000 for the 2023-2024 school year, as indicated below:

- Scott Bartholomew (Julian Valentini, Special Education/Social Studies Teacher)
- Michael Baumgardt (William Sorokin, HVAC Instructor)
- Jacquelyn Cole (Carly Rinda, Digital Marketing & Business Fundamentals Instructor)
- Jeffrey Hazelton (Robert Fehr, Welding Instructor)
- Maya Kowalczyk (Amy Guth, Science Teacher)
- Tammy Marshall (Ashleigh Rehrig, Culinary Arts Instructor)
- Jeremy Pease (Michael Garrant, Computer Information Technologies Instructor)
- Maritza Reinbold (Donna McClain, Health Medical Instructor)
- Harold Resh (Richard Stettler, Electrical Distribution and Automation Instructor)
- Angela Sablich (Donna McClain, Health Medical Instructor/Larissa Genetti, Science Teacher), Pro-rated for 2 months

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Schaible - 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.

**School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed**

D. MOTION by Mrs. Schaible, SECONDED by Ms. Neff to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2023-2024 school year, as indicated below and based on the job description:

- DECA Advisor - Carly Rinda (\$2,300)
- DECA Assistant Advisor - Scott Bartholomew (\$1,600)
- HOSA Advisor - Donna McClain (\$2,300)
- SkillsUSA Advisor - Kevin Kuehner (\$2,300)
- SkillsUSA Assistant Advisor - Heather Cassidy (\$1,600)
- SkillsUSA Assistant Advisor - Kevin Sowa (\$1,600)
- eSports Advisor - Nate Rinda (\$2,300)
- Interact Rotary Club Advisor - Margaret Kalogerakis (\$2,300)
- National Technical Honor Society - Sue Ann Gerhard (\$2,300)
- SADD/Aevidum Advisor - Rebecca Schaeffer (\$2,300)
- Senior Class Advisor - Sandi Kohutka (\$2,300)
- Student Council - Jacquelyn Cole (\$2,300)
- Underclass Advisor - Brandi Schmoyer (\$2,300)
- (con't)

Yearbook Advisor - JamiLynn Johannsen (\$2,300)

Robotics Club Advisor - Michael Garrant (\$2,300)

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

**Advisor/Mentor Salaries Approved**

E. MOTION by Mr. Strubinger, SECONDED by Mrs. Schaible to approve the following salaries for advisor/mentor positions for the 2024-2025 school year:

- DECA Advisor - \$2,300
- DECA Assistant Advisor - \$1,600
- HOSA Advisor - \$2,300
- SkillsUSA Advisor - \$2,300
- SkillsUSA Assistant Advisors (2) - \$1,600 ea.
- eSports Advisor - \$2,300
- Interact Rotary - \$2,300
- National Technical Honor Society - \$2,300
- SADD/Aevidum - \$2,300
- Senior Class Advisor - \$2,300
- Student Council - \$2,300
- Underclass Advisor (Freshmen, Sophomore, Junior - combined) - \$2,300
- Yearbook - \$2,300
- Student Publishing Club (Newspaper) Advisor - \$2,300
- Robotics Club Advisor - \$2,300

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

**Homebound Instructor Hourly Rate Approved**

F. MOTION by Mrs. Schaible, SECONDED by Ms. Neff to approve the hourly rate for Homebound Instructor for the 2024-2025 school year on an as-needed basis at \$50.00.

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

Motion carried.



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

**Teacher Mentor Stipend Approved**

G. to approve the Teacher Mentor stipend of \$1,000.00 for the 2024-2025 school year.

**Paraprofessional Mentor Stipend Approved**

H. to approve the Paraprofessional Mentor stipend of \$500.00 for the 2024-2025 school year.

**Substitute Van/Bus Driver Hourly Rate Approved**

I. to approve the hourly rate for substitute van/bus driver of \$25.00 effective July 1, 2024 through June 2025.

**School-Wide Co-Curricular Activities and Student Club/Organization Advisors/Mentors Approved**

J. to approve the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors/Mentors, as needed at the established rates for the 2024-2025 school year:

DECA Advisor – Carly Rinda  
DECA Assistant Advisor – Scott Bartholomew  
HOSA Advisor – Donna McClain  
SkillsUSA Advisor – Kevin Kuehner  
SkillsUSA Assistant Advisors – Heather Cassidy, Kevin Sowa  
eSports Advisor – Nate Rinda  
Interact Rotary Club Advisor – Margaret Kalogerakis  
National Technical Honor Society – Sue Ann Gerhard  
Robotics Club Advisor – Michael Garrant  
SADD/Aevidum Advisor – Jacob McCloskey  
Senior Class Advisor – Sandi Kohutka  
Student Council – Ashley Little  
Underclass Advisor – Brandi Schmoyer  
Yearbook Advisor – JamiLynn Johannsen  
Student Publishing Club Advisor – Maya Kowalcyk

**Teacher Mentors Appointed**

K. to appoint the following individuals as Teacher Mentor for the 2024-2025 school year at the established stipend:

Harold Resh (Richard Stettler, Electrical Distribution and Automation Instructor)  
Jeffrey Hazelton (Robert Fehr, Welding Instructor)  
Tammy Marshall (Ashleigh Rehrig, Culinary Arts Instructor)  
Jeremy Pease (Michael Garrant, Engineering Technologies/Technician Instructor)  
Scott Bartholomew (Julian Valentini, Special Education/Social Studies Teacher)  
Angela Sablich (Larissa Genetti, Science Teacher)  
(con't)

Maya Kowalczyk (Amy Guth, Science Teacher)  
Angela Sablich (Donna McClain, Health Medical Instructor)

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

Motions carried.

**Additional Day Approved**

L. MOTION by Mr. Strubinger SECONDED by Mr. Connors to approve one (1) additional day of common planning time for up to six (6) teachers for developing integrated lessons.

Note: Individuals will be paid at their per diem rate.

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

Motion carried.

**CCTI EA Contract Proposal Approved**

M. MOTION by Ms. Neff SECONDED by Mr. Strubinger to approve the CCTI Education Association contract proposal, 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"/>
Mrs. Schaible - 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.

*Education*

**Permission to Notify CCTI Employees Approved**

A. MOTION by Mrs. Schaible, SECONDED by Ms. Neff to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a "reasonable assurance" their position will be available to them again when school re-opens in August 2024.

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

Motion carried.

*Budget & Finance*

**Receipt of Resolutions Acknowledged**

A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff 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**

**Lehigh Area School District**

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

**Palmerton Area School District**

Yes - 7, No - 1, 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.

**Depositories Approved**

B. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2024-2025 Fiscal Year:

Mauch Chunk Trust Company

General Fund Account, Activities Fund Account, Payroll Account, CD Purchases

PLGIT (Pennsylvania Local Government Investment Trust)

House Building Renovation Account, Capital Projects Account, Scholarship Trust

Fund, General Fund, CCTI Foundation Account, CCTI Building

Renovation/Expansion fund)

INVEST (PA Treasurer Program for Local Governments)

General Fund

Jim Thorpe National Bank

General Fund, CD Purchases

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

Motion carried.

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

**Cooperative Arrangements for Purchasing Permitted**

- C. to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2024-2025 fiscal year through the following:

Carbon Lehigh IU #21  
Central Susquehanna IU #16

**National School Lunch Program Participation Permitted**

- D. to grant permission to participate in the National School Lunch Program including the Community Eligibility Provision (CEP) and the U.S.D.A. Commodities Program for the 2024-2025 school year.

**Section 125 Flexible Plan Benefits Plan Amended**

- E. to amend the Section 125 Flexible Plan Benefits Plan, effective July 1, 2024 to continue the Medical Plan Cash Opt-Out Election of \$400.00 per month (waive Family Medical Plan) and \$300.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years.

**Auditor Appointed**

- F. to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2024-2025 fiscal year, effective July 1, 2024, at an annual fee of \$21,500.

Note: The audit covers CCTI, as well as the school foundation and authority.

**Compulsory Student Accident Insurance Purchase Approved**

- G. that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2024-2025 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at an estimated cost not to exceed \$2,173.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past seventeen years.

**ROLL CALL VOTE:**

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Schaible - 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.

***Buildings & Grounds***

NONE

***Administrative***

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

**Title IX and Section 504 Coordinator Appointed**

- A. that the Administrative Director be appointed Title IX and Section 504 Coordinator for the Carbon Career & Technical Institute, effective May 17, 2024.

**Second Reading and Adoption of Policies Approved**

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

- #006 (JOINT OPERATING COMMITTEE PROCEDURES) – Meetings
- #204 (PUPILS) – Attendance
- #815B (OPERATIONS) – Social Media

**First Reading of Policies Approved**

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

- #100 (PROGRAMS) – Comprehensive Planning
- #101 (PROGRAMS) – Philosophy of Education/Mission Statement

**Reviewed Policies Approved**

- D. to approve the updated review date of May 16, 2024 to the following policies:

- #102 (PROGRAMS) – Academic Standards
- #105 (PROGRAMS) – Curriculum Development

**Memorandum of Understanding Approved**

- E. to approve the Memorandum of Understanding with the Jim Thorpe Police Department, per the Pennsylvania Department of Education Safe School Reporting regulations and CCTI JOC Policy 218.1, as presented.

**Reviewed Policies Approved**

- F. to approve the updated review date of the following listed 900 policies (COMMUNITY) to May 16, 2024:

- 901 – Public Relations Objectives  
(con't)

- 902 – Publications Program
- 903 – Public Participation in JOC meetings
- 904 – Public Attendance at School Events
- 905 – Citizen Advisory Committees
- 906 – Public Complaints
- 907 – School Visitors
- 908 – Relations with Parents/Guardians
- 909 – Municipal Government Relations
- 910 – Community Engagement
- 911 – News Media Relations
- 912 – Education Foundation
- 913 – Non-school Organizations/Groups/Individuals
- 914 – Relations with Intermediate Unit
- 915 – relations with Booster Organizations
- 916 – Volunteers
- 917 – Parental/Family Involvement

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

Motions carried.

### *Administrative Reports*

- A. MOTION by Mrs. DeMelfi, 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

Motion carried.

### **Old Business**

Mrs. DeMelfi took a moment to share that because of her absence from last month’s meeting due to a family emergency, she missed the opportunity to congratulate Mr. Reinbold on his appointment (again) to Director of CCTI. She thanked Ms. Neff for stepping up through her role as Vice-Chairman and running the meeting in her absence. She went on to thank Chris for all that she does, the teachers and staff, the yearbook staff and its advisor JamiLynn Johannsen, the Solicitor, Attorney Robert Yurchak, Henry Woods, School Police Officer, and everyone for everything they are doing and have done to make the 2023-2024 school year such a great year. She is happy to congratulate everyone for a great year and thanks all for their continued support.

### **New and Miscellaneous Business**

NONE

**Next Regularly Scheduled Meeting: Thursday – June 20, 2024**

### **Adjournment**

Mr. Strubinger moved, seconded by Mrs. DeMelfi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:58 PM.

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Christina A. Graver  
Joint Operating Committee Secretary