

Carbon Career & Technical Institute  
 Joint Operating Committee Agenda  
**Regular Meeting**  
**July 18, 2024**

I. Call to Order - Chairman

II. Salute to the Flag

III. Roll Call

	Present	Absent
Mr. Gerald Strubinger, Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Heather Neff, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Alyson Krawchuk, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Renee DeMelfi, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Michelle Allen, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Francine Kluck, Adult Education Site Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Sean Gleaves, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Kris Schaible, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Pat Leonzi, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Robert Presley, Superintendent of Record	<input type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Christina A. Graver, Secretary	<input type="checkbox"/>	<input type="checkbox"/>

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

V. **Approval of Addendum (if applicable)**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the inclusion of an Addendum to the July 18, 2024 Joint Operating Committee meeting agenda. Individual Addendum motions have been presented to and will be voted on by the Joint Operating Committee members in attendance, integrated among the agenda motions presented below.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**VI. Approval of Minutes**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the Minutes of the June 20, 2024 Regular Meeting. (Encl. 1)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**VII. Courtesy of the Floor to Visitors**

**VIII. Approval of Payment of Bills**

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 2)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk – Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IX. Administrative Reports**

- A. Director’s Report – Mr. David Reinbold, Administrative Director
  - Kevin Kuehner, SkillsUSA Advisor with student competitor Kyle Kuznicki (Lehighton ASD, Precision Machine Technology Senior)
- B. Principal’s Report – Mrs. Michelle Allen, Principal
- C. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
  - Reminder: CCTI will be serving free breakfast and lunches to all students for the 2024-2025 school year. This will be a trial for the 2024-25 school year.
  - 2023-2024 preliminary audit/financial results update.
  - Update on the 2025-2026 Budget:  
No overall increase is currently being forecast for the 2025-2026 Operating Budget year for the five Carbon County school districts.

- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- G. Superintendent of Record Report – Mr. Robert Presley, Jim Thorpe Area School District Superintendent

X. **Items of Business**

*Personnel*

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint Jeffrey Hazelton Carpentry Instructor at a step 10 salary effective July 19, 2024 per the current CCTI Education Association Employment Agreement.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk – Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the following individuals be employed for additional days (as indicated below), between July 19, 2024 and August 22, 2024:
  - Carly Rinda, Digital Marketing and Business Fundamentals Instructor – up to 3 days at her per diem rate for Curriculum Development
  - Donna McClain, Health Medical Instructor – up to 3 days at her per diem rate for Staff Development
  - Michael Garrant, Engineering Technologies/Technician and Robotics Advisor – up to 3 days (4 hours/day) for Robotics Camp

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

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk – Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the below listed individual be approved as substitute Custodial/Maintenance/Groundskeeper/Cleaner through August 2024 at the established rate, as follows:

Casey Hill

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following individuals as Building Substitute effective August 26, 2024 through the close of the 2024-2025 school year at the approved daily rate:

Jo Lynn Gazo  
Kenneth Reiter

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

E. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve a Joint Operating Committee Secretary annual stipend of \$1,500.00, effective July 1, 2024 through June 30, 2025.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to appoint Joseph L. Krushinsky, Jr. Adult Education GED Instructor at a rate of \$24.00/hour on an as needed basis through July 2025.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Education**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the purchase of the following Digital Marketing and Business Fundamentals online textbooks at a cost of \$2,895.00 through Business U LLC:

BusinessU Core Suite (1-year license)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the purchase of the following Engineering Technologies/Technician textbooks at a cost of \$4,594.39 through Goodheart-Willcox Publisher:

12	TXT Foundat Engineering \$ Tech (2025) @ 146.64 less 25% discount	1,319.76
12	WB Foundat Engineering & Tech (2025) @ 34.64 less 25% discount	311.76
12	BDL Electricity & Elec TX/WB (2021) @ 180.48 less 25 % discount	1,624.32
1	OIR Electricity & Elec 6YR Email (2021) @ 800.00 less 25% discount	600.00
1	OIR Foundat Engineer 6YR Email (2025) @ 800.00 less 25% discount	600.00

Note: Additional charge of \$138.55 for shipping & handling.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Budget & Finance**

- A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that the student lunch price for a second lunch for the 2024-2025 school year be established as follows:

Students: Type A - \$2.75

Adults: \$5.00

Note: All students will receive a free breakfast and lunch for the 2024-2025 school year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- B. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ that Zimmerman’s Dairy (Lehighton, PA) be retained as the CCTI Milk/Juice Supplier for the 2024-2025 school year. Prices for milk and juice shall remain the same as quoted for the 2023-2024 school year. Milk prices are established by the PA Milk Marketing Board.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- C. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following out of county tuition rates (non-Special Education) for the 2024-2025 school year:

Half Year - Half Day	\$ 5,175	(\$ 57.50 per day)
Half Year - Full Day	\$10,350	(\$115.00 per day)
Full Year - Half Day	\$10,350	(\$ 57.50 per day)
Full Year - Full Day	\$20,700	(\$115.00 per day)

Note: Rates reflect no increase from previous year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

- D. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to approve the following out of county tuition rates (Special Education) for the 2024-2025 school year:

Half Year - Half Day	\$ 6,075	(\$ 67.50 per day)
Half Year - Full Day	\$12,150	(\$135.00 per day)
Full Year - Half Day	\$12,150	(\$ 67.50 per day)
Full Year - Full Day	\$24,300	(\$135.00 per day)

Note: Rates reflect no increase from previous year.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

**Buildings & Grounds**

NONE

*Administrative*

A. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the hourly rate for substitute custodian/maintenance/groundskeeper/cleaner of \$15.50 effective July 1, 2024 through June 2025.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

B. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the revised CCTI Student & Parent Handbook, as presented.

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

C. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the purchase of 650 CCTI Student & Parent Handbooks at a cost of \$4,777.50.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the first reading of the following revised CCTI policies, as presented:

- #202 (PUPILS) - Eligibility of Non-Resident Students (Encl. 3)
- #204.1 (PUPILS) - Non-School Sponsored Education Trips or Tours (Encl. 4)
- #213 (PUPILS) - Assessment of Student Progress (Encl. 5)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

E. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to approve the following reviewed CCTI policies, as presented:

- #201.1 (PUPILS) - Student Orientation (Encl. 6)
- #203 (PUPILS) - Communicable Diseases (Encl. 7)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

F. MOTION by \_\_\_\_\_ SECONDED by \_\_\_\_\_ to accept the Acknowledgment and Waiver of Expulsion Hearing for student #8682.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Krawchuk - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Administrative Reports***

A. MOTION by \_\_\_\_\_, SECONDED by \_\_\_\_\_ to accept Administrative Reports from the following:

- a. Mrs. Michelle Allen, Principal (Encl. 8)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 9)
- c. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 10)

VOTE: YES - \_\_\_\_\_ NO - \_\_\_\_\_ ABSENT - \_\_\_\_\_ ABSTENTIONS - \_\_\_\_\_

XI. **Old Business**

XII. **New and Miscellaneous Business**

XIII. **Next Regularly Scheduled Meeting: Thursday – August 15, 2024**

XIV. **Adjournment**