

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**June 20, 2024**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - June 20, 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 6:09 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. David Reinbold, 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:           Members of the Public: Chrissie Houser, CCTI Parent; CCTI Staff: Eugene Colosimo, Guidance Counselor, Henry Woods, School Police Officer

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 Mrs. DeMelfi to approve the inclusion of an Addendum to the June 20, 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 - 3    NO - 0    ABSENT - 2    ABSTENTIONS - 0

Motion carried.

**Approval of Minutes**

- A. MOTION by Ms. Krawchuk, SECONDED by Mr. Strubinger to approve the Minutes of the May 16, 2024 Regular Meeting.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

**Courtesy of the Floor to Visitors**

NONE

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

- A. MOTION by Ms. Krawchuk, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for May 2024 showing a final balance of \$6,384,777.76 in the General Fund, and \$82,792.25 in the Student Activities Account.

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

Motion carried.

**Approval of Payment of Bills**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to approve Payment of Bills - General Fund and Other Accounts.

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

Motion carried.

## Administrative Reports

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

### A. Director's Report – Mr. David Reinbold, Administrative Director

- Eugene Colosimo, Guidance Counselor  
Mr. Colosimo shared the following:
  - Class of 2024 Plans (103)

60	workforce	58%
34	college (14 - 4 year)	33%
3	military	3%
6	tech/trade	6%
  
  - US Military Branches of the Class of 2024  
US Marines (3)
  
  - Post-Secondary Schools of the Class of 2024  
Bloomsburg University  
Delaware Valley University  
Drexel University (2)  
Johnson College  
Kutztown University (3)  
Lehigh Carbon Community College (16)  
Louisiana State University  
Northampton Community College (4)  
Nova Southeastern University (Florida)  
Ohio Technical College  
Pennsylvania Petroleum Association Technical Ed. Center  
Pennsylvania State University (2)  
Thaddeus Stevens College of Technology  
Universal Technical Institute (Exton, PA) (2)  
University of Northwestern Ohio (2)  
University of Pittsburgh
  
  - 2023-2024 Testing
    - Advanced Placement: Literature and Composition – 16 students
    - PSAT: 11 students (3 sophomores, 7 juniors, 1 senior)
    - SAT: 7 students (1 junior, 6 seniors)
    - NOCTI: 97 students (overall 90.63% competent or advanced; written 100% proficient or advanced; performance 90.63% competent or advanced)
    - NIMS: 7 students – 100% competent or advanced
    - Keystone Exams: Winter Wave:  
Algebra – 109 students, Biology – 63 students, Literature – 54 students
    - Keystone Exams: Spring Wave:  
Algebra – 176 students, Biology – 159 students, Literature – 154 students

- Positives:
  - Stepping Up Program:  
Administration and counselor continued to implement the positive behavior plan. Nominations are made by staff to recognize students that make the right choices, display positive behavior, or go above and beyond to help others in the school or community.
  - Hugh O' Brien Youth Leadership Conference sophomore nominations: Keira Peppard, Adam Gardiner.
  - Recruiting: Presentations to ninth grade students at all sending districts. Gave tours of CCTI to grade 8 and 9 students from sending districts. Students shadowed technical areas throughout the year. Individual tours for parents/students throughout the year.
  - Processed 192 applications to CCTI.
  - Continued to work with students and staff in retention efforts.
  - The school counselor is a member of the Student Assistance Team and Transition Team and participated in all meetings.
  - Attended and spoke at all Student of the Marking Period Breakfasts.
  - Presented at the Junior/Senior Information Night in September.
  - Presented information at all class meetings and new student orientation.
  - Coordinated dual enrollment with Lehigh Carbon Community College. Eighteen students took advantage of the dual enrollment grant this past year.
  - Administered the Preliminary Scholastic Aptitude Test and Advanced Placement test in the digital format for the second year.
  - Took a group of students to tour and attend department presentations at Lehigh Carbon Community College's Morgan Center in Tamaqua, PA.
  - Hosted Lehigh Carbon Community College to sponsor a FAFSA day and FAFSA evening for students and parents.
  - Hosted a stakeholder's meeting to review the new guidance plan in March. The stakeholder meeting included the following participants: Mr. Dave Reinbold, CCTI Administrative Director, Mrs. Michelle Allen, CCTI Principal, Mrs. Rachel Strucko, SHINE Director, Mr. Michael Wildoner, CCTI English Teacher, Ms. Genesis Reyes, Lehigh Carbon Community College Transition Coach, Mrs. Jessica Kohutka, Carbon Chamber & Economic Development, Member Relations Director, Mrs. JamiLynn Johannsen, CCTI parent, and John Demyanovich, Council Representative Millwrights Union - Regional Council of Carpenters.
  - Completed and submitted the Guidance Plan in the PDE portal in March. (3 Year Plan)
  
- Summer Schedule
  - Coordinate students that need summer school/credit recovery.
  - Prepare end of year report cards.
  - Send transcripts for graduated seniors to postsecondary schools and unions.
  - Work with IU for master schedule rollover.
  - Work on student course scheduling.
  - Screen transcripts of incoming students for proper credits.
  - Review Advanced Placement and Keystone Exam Scores.
  - Review students' cumulative credits toward graduation.
  - Work on new student files.
  - Process applications received through rolling admission.
  - Update the guidance website.
  - Plan postsecondary planning presentations for all grade levels.

- Future Goals
  - Continue to expand website links on the guidance section of the school website.
  - Assist with data analysis on National Student Clearinghouse.
  - To continue student participation in dual enrollment courses.
  - To increase student scholarship opportunities.
  - Expand and organize articulations with local postsecondary schools.
  - Continue to research online application process.
  - To schedule and implement a career fair in the spring.
  - To implement the new guidance plan during the next three years.
  - To attend the PACTA Conference for CTC school counselors.

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

A comprehensive School Safety and Security Report was presented to the Joint Operating Committee during Executive Session and discussed. At CCTI safety and security is taken seriously and is part of school-wide planning. CCTI is a certified ALICE school. Officer Henry Woods is a certified train-the-trainer. Throughout the year, CCTI staff are trained at meetings and online on what to do during an active shooter event. Parents and students have been kept updated as well through training and information posted on our CCTI website.

CCTI offers many trainings and presentations to staff and students' yearly, involving security and safety. For example, one of the important trainings offered to students is the Safe 2 Say Something anonymous tip line. CCTI's Safe 2 Say Something (S2SS) team has done an excellent job responding to all reported incidents during the school day, evenings, late evenings, early mornings, weekends and holidays.

CCTI addresses behavioral health and school climate in many ways. Behavioral health is addressed through Student Assistance Program (SAP), Transition Teams, the guidance and special education department, and relationships with outside agencies, such as Carbon Pike Monroe Counties Drug & Alcohol and Children & Youth.

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

- PA Division of Food - School Nutrition Program:  
CCTI will be applying for both the breakfast and lunch programs for the upcoming 2024-2025 school year.  
This will be a trial basis for the 2024-2025 school year.
- The Business Office is very busy preparing for end of fiscal year and upcoming audits.

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

**Graduates with IEPs**

Graduates with IEPs are provided a *Summary of Academic Achievement & Functional Performance (SAAFP)* document prior to graduation. The SAAFP document is a student-centered document that summarizes individual abilities, skills and needs. Its purpose is to provide information, community resources and recommendations that will aide with graduates' transition to adult living, learning and working. The SAAFP is designed specifically to assist students in identifying needed supports in postsecondary settings such as training centers, college, workplace and the community. It should help students better understand the impact of their disabilities and articulate individual strengths and needs, as well as supports that would be beneficial to them post-school life. The SAAFP is a means to assist in transferring responsibility to students as they independently advocate for their own needs.

Ms. Krawchuk asked for further explanation regarding the SAAFP. Mrs. Trovato shared that it does indeed allow the information to transfer to a 2 or 4-year facility, allowing the students to better advocate for themselves.

### **Homeless Regional Conference Highlights**

On May 15<sup>th</sup>, I attended this year's Homeless and Foster Regional Conference. Presenters, Jeffrey Zimmerman, Andrew Kuhl and Darci Berti provided updates regarding the number of reported homeless students in region 7, including refugee families and the challenges they face. They provided some recommendations, based on feedback they have received from region 7's monitoring data. Attendees received updated print materials to provide to families, and some recommendations for liaisons to consider in order to meet the needs of homeless and foster students, as well as their guardians and families. The information and updates were beneficial to increase my knowledge about homeless, foster and migrant challenges. See attached report for updates and highlights.

### **Preparing for the 2024-2025 School Year**

Summertime is a busy time of year to plan and prepare for the upcoming school year! Some items I will be working on as CCTI's Special Education Facilitator, Homeless Liaison, Gifted Support Teacher, Section 504 Plan Coordinator and case manager, Special Populations/Needs Coordinator, include the following: maintenance of office files, preparing and planning for new teacher and support personnel induction days, preparing special education documents and files for special education teachers, collaborating with Mrs. Allen to plan and prepare in-service trainings for teachers and support staff, develop case management for special education staff, renewing Section 504 Plans with families, reviewing/updating CCTI's special education and homeless webpages, inserting new special needs students' disability categories into Special Programs system, scheduling co-taught and support classes, participating in IEP meetings as scheduled, and participate in professional development sessions for increased effective strategies.

### **Ongoing Transition Meetings**

Open enrollment results in ongoing Transition meetings for applicants with special needs. CCTI strives to enroll new applicants as quickly as possible, so to aide in this practice, we ask district counselors to ensure all updated documents be sent with applications, along with a signed counselor's checklist.

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

- Capital Projects
  - Culinary Arts dishwasher replaced and fully operational
  - IT Server room air conditioning system replaced and upgraded to support current and future heat loads
  - Cafeteria video projection system replaced and updated to support current technologies
  - Harvest Café video projection and sound system replaced and updated to support current technologies
  - Probability and statistics cabinetry millwork received and installed (Mr. Anderson)
  - Engineering Technology Technician classroom furniture is ordered and awaiting delivery (Mr. Garrant)
  - School Fleet vehicle remain on order under municipal contract

- Operational Projects
  - Engineering Technology Technician technical area in process of reconfiguration, rewiring, and millwork removal
  - Health Medical Technical area in process of reconfiguration, rewiring, and millwork removal
  - Hazardous waste chemical removal scheduled
  - SDS/RTK book and electronic files updates completed
  - Fleet and general support for Non-Trad Camp completed
  - HVAC System preventative maintenance completed
  - 9 Classrooms have been scrubbed, striped and, reloaded including reconfiguration and millwork removal.
  - Emergency generator and transfer switch update and preventative maintenance completed

Mr. Walters shared that he feels this is a large list of accomplishments being only ten days into the summer and wanted to give credit to his staff for this accomplishment.

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

- Chromebooks - 1 to1 Chromebooks. Senior Chromebooks all collected. Ordering 150 new Chromebooks to replace some existing/expired and provide new to incoming students.
- 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.
- School Messenger – Database manual updates.
- CDT/ESL-WIDA/Keystones - Content server updates.
- Google Admin shared Calendars - Migrations underway.
- Preparation work for summer email migrations. Working on email migration to Google by July 1st.
- Adult Education - Pearson VUE server - Updates.
- Adult Education - Replace computer lab in the Modular and upgrade Outdoor wireless AP and wireless bridge.
- CCTI – Classrooms - Room cleaning disconnects and reconnects have begun.
- Engineering Technology - Working on entire lab updates.
- Continued daily technology support/service - For all of CCTI.

Mr. Rinda thanked Mr. Walters for orchestrating the cafeteria projector project, the wireless microphone project as well as the server air-conditioning project.

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

**Course Offerings Spring/Summer 2024**

Air Conditioning Fundamentals	ServSafe® Exam
Nurse Aide	Forklift
Pharmacy Technician	PA State Inspection Mechanic Certification
Welding Technology	GED Preparation Courses
Esthetician/Nail Tech	

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 or Carbon Career and Technical Institute – Adult Education.

**Outreach and Program Development Report**

- May 30- Safety Inspection class concludes
- June 5 - Welding class concludes with testing from WTTI
- June 5 - Nurse Aide Orientation
- June 6 - Community Outreach - Family Promise of Carbon County
- June 7 - CCTI Perkins Stakeholders Meeting
- June 11- GED CCTI Staff Program Improvement Team meeting
- June 12 - GED prison class concludes
- June 13- GED post testing
- June 25- GED CCTI Evening Class concludes
- June 27 - GED Day class concludes
- June 30- GED Grant completion 23-24
- July 1 - New GED grant starts and summer course offerings begin

**Alternative Education - Summer 2024 Credit Recovery**

- Currently accepting applications for alternative education and credit recovery. Contact Adult Education if any High School Guidance Counselors, Principals, or students who are interested or have a referral.
- Students can continue enrolling now for credit recovery and Alternative education for summer 2024.

Mr. Reinbold asked Mrs. Allen to share a bit about the non-traditional summer camp. Mrs. Allen stated that the 2-week camp, with 76 students in attendance ended successfully today. She will give a more detailed report with photos at next month’s Joint Operating Committee. Mr. Reinbold stated that the camp is funded through Perkins, the Carbon County Foundation, and SHINE.

**Items of Business**

*Personnel*

**Solicitor Appointed**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to appoint Robert T. Yurchak, Attorney at Law (Nesquehoning, PA), as the Joint Operating Committee Solicitor for the 2024-2025 fiscal year at a retainer of \$8,000 and \$120 per hour for extra work done. The annual retainer shall include those items specified in the Scope of Services and Compensation Agreement.

ROLL CALL VOTE:

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

Motion carried.



**Treasurer Elected**

- B. Election of CCTI Joint Operating Committee Treasurer for a one-year term – effective July 1, 2024 through June 30, 2025:  
Mr. Strubinger nominates Mr. Jeffry P. Deutsch for the office of CCTI Joint Operating Committee Treasurer, SECONDED by Ms. Krawchuk.

MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to close the nominations for the office of Treasurer.

Note: Jeffry P. Deutsch presently serves in this position.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

The Secretary casts the ballot electing as Treasurer.

**Secretary Elected**

- C. Election of CCTI Joint Operating Committee Secretary for a four-year term – effective July 1, 2024 through June 30, 2028:

Mr. Strubinger nominates Christina A. Graver for the office of CCTI Joint Operating Committee Secretary, SECONDED by Ms. Krawchuk.

MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to close the nominations for the office of Secretary.

Note: Christina A. Graver presently serves in this position.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

The Secretary casts the ballot electing as Treasurer.

**Tenure Status Granted**

D. MOTION by Ms. Krawchuk, SECONDED by Mrs. DeMelfi to grant the following individuals a “Professional Employee Contract” and tenure status:

Tammy Marshall – Cosmetology Instructor  
Maritza Reinbold – Graphic Design Instructor  
Phillip Strubinger – Social Studies/Special Education Teacher

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

Motion carried.

**Salary Adjustment Approved**

E. MOTION by Ms. Krawchuk, SECONDED by Mr. Strubinger that the 2023-2024 salary for the following individual be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Maya Kowalcyk, English Teacher  
\$49,400 – 2023-2024 Salary  
+ 1,100 – Master/M. EQU  
\$50,500 – Adjusted 2023-2024 Salary

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

Motion carried.

**Letter of Resignation Accepted**

F. MOTION by Ms. Krawchuk, SECONDED by Mr. Strubinger to accept the letter of resignation received from Jeffrey Hazelton, Carpentry Instructor, effective June 4, 2024.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

**Teacher Mentor Appointed**

G. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to appoint the following individual as Teacher Mentor for the 2024-2025 school year at the established stipend:

Kevin Kuehner\* (Robert Fehr, Welding Instructor)

Note: \*Replacing Jeffrey Hazelton, as previously approved.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

**Additional Days Approved**

H. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk that the following individual be employed for additional days (as indicated below) at the individual’s per diem rate, between June 21, 2024 and August 22, 2024:

- Julian Valentini, Social Studies/Special Education Teacher - 3 up to days

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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Clerical Substitutes Approved**

I. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk that the below listed individuals be approved as clerical substitute through August 2024 at the established rate, as follows:

Jo Lynn Gazo  
Casey Hill  
Margaret Kalogerakis  
Jacob McCloskey

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

**Threat Assessment Team Approved**

J. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to approve the revised Threat Assessment Team for the 2024-2025 school year to conform with Pennsylvania Public School Code Article XIII-E:

- Dave Reinbold, Administrative Director Michelle Allen, Principal
- Christine Trovato, Facilitator of Special Education Ken Walters, Supervisor of Buildings and Grounds Rebecca Schaeffer, School Nurse
- Eugene Colosimo, Guidance Counselor
- Jeffry Nietz, Mental Health/Behavior Assistant
- Nate Rinda, Director of Technology
- Henry Woods, School Police/Resource Officer

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

**Student Support Coordinator Appointed**

K. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to appoint Diane Hyjurick, Student Support Coordinator, effective August 22, 2024 for the 2024-2025 school year.

Note: Funded through Perkins grant.

ROLL CALL VOTE:

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

Motion carried.

**Continued Employment Approved**

L. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to continue the employment of Ms. Angelique Yaich as Instructor for the Carbon Alternative High School Diploma Program – 32 hours/week, 200 days, AM and PM Class Sessions, with those fringe benefits as required by law and appropriate health care coverage, at the rate of \$36.00/hour. For the school term 2024-2025 the employee shall contribute toward health care expenses, as outlined in the approved CCTI Education Support Agreement.

Note: There will be no deduction from the CCTI General Fund.

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

Motion carried.

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

**Occupational Advisory Committee Members Approved**

M. to approve the Occupational Advisory Committee members, as presented.

**Adult Education Individuals Approved**

N. to approve the following individuals effective July 1, 2023 through June 30, 2024:

- Tonia Schaeffer as Adult Education GED Instructor @ \$24.00 per hour\* Donna
- Valent as Adult Education GED Aide @ \$16.50 per hour\*
- Deborah Enterline as GED Examiner @ \$20.00 per hour

Note: \*GED Grant Funded.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

## ***Education***

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

### **Textbook Purchase Approved**

- A. to approve the purchase of the following Health Medical textbooks at a cost of \$1,701.86 through Hartman Publishing, Inc.:
- 15 WB 4E (COMBO) Hartman's Nursing Assistant Care: Long-Term Care and Home Care (\$20.00 each, less 20% discount)
  - 20 TB (MedAssist) Hartman's Medical Assisting The Basics (\$62.50 each, less 20% discount)
  - 20 WB (MedAssist) Workbook to Hartman's Medical Assisting The Basics (\$25.00 each, less 20% discount)

Note: Additional charge of \$61.86 for shipping & handling.

### **Textbook Purchase Approved**

- B. to approve the purchase of the following Health Medical textbooks at a cost of \$2,923.80 through CENGAGE Learning:
- 4 DHO Health Science, 9<sup>th</sup> Student Edition (\$152.00 each)
  - 20 K12 MindTap for DHO Health Science, 9<sup>th</sup> (1-year access) (\$37.00 each)
  - 1 DHO Health Science, 9<sup>th</sup> Instructor Companion Website (\$99.00 each)
  - 4 Comprehensive Medical Terminology for Health Professions (\$117.75 each)
  - 1 Instructor's Companion Website for Schroeder/Ehrlich/Schroeder/Ehrlich's Comprehensive Medical Terminology for Health Professions (FREE)
  - 20 Comprehensive Medical Terminology for Health Professions, 1<sup>st</sup> K12 MindTap (1-year access) (\$37.00 each)

Note: Additional estimated charge of \$265.80 for shipping & handling.

**Textbook Purchase Approved**

C. to approve the purchase of the following Social Studies textbooks at a cost of \$5,477.94 through Houghton Mifflin Harcourt:

- 135 2018 United States Government Student Edition (\$8.35 each)
- 3 2018 United States Government Teacher Edition (\$189.75 each)
- 135 Social Studies High School Collection Student Digital License (includes access to American History Survey, United States Government, Economics, Global Geography, African American History & Confronting Racism) (\$26.00 each)
- 3 Social Studies High School Collection Teacher Digital License, 1 year (cost \$150.00 each; no charge)

Note: Additional charge of \$271.44 for shipping & handling.

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

Motions carried.

**Chromebook Purchase Approved**

D. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to approve the purchase of 150 Chromebooks (HP Newest Chromebook Laptop, 14 inch display, Intel Celeron N4120 Processor, 8GB RAM, 128 GB eMMC, Intel UHD Graphics 600, WiFi, Bluetooth, Backlit, Keyboard, Chrome OS, Modern Gray) at a cost of \$37,492.50.

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

Motion carried.

**License Purchase Approved**

E. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to approve the purchase of 150 Google Chrome OS Management Console License at \$31.00 each for a total cost of \$4,650.00.

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

Motion carried.

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

**Agreements of Affiliation Approved**

F. that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be renewed and executed for the 2024-2025 Fiscal Year, as presented:

- Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA
- Office of Dr. Jayendra Patel, Jim Thorpe, PA
- Heritage Hill Senior Community, Weatherly, PA
- Maple Shade Meadows Senior Living, Nesquehoning, PA
- The Summit Nursing and Rehabilitation Center at St. Luke's, Lehighton, PA

**Agreements of Affiliation Approved, Adult Education Program**

G. that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Department PA- Approved Certified Nurse Aide Training Program be renewed and executed for the 2024-2025 Fiscal Year, as presented.

- Mahoning Valley Nursing and Rehabilitation Center, Lehighton, PA
- Fellowship Manor, Whitehall, PA



**Educational Trip Approved**

H. that eighteen (18) senior Auto Service & Technology, Autobody/Collision & Repair Technology, and Precision Machine Technology students attend an educational trip to Maple Grove Raceway Park, Mohnton, PA on September 13, 2024 to participate in the NHRA (National Hot Rod Association) YES (Youth and Education Services) Program. Harold Resh, Auto Service & Technology Instructor, Stephen Nesler, Autobody/Collision & Repair Technology Instructor, Kevin Kuehner, Precision Machine Technology Instructor, and Angela Sablich, Science Teacher will chaperone this event.

Note: This will be the fourth year attending this educational event. "The NHRA Youth & Education Services (YES) Program was founded in 1989. It is the only full-time education program in motorsports that provides quality programs and activities for schools and youth organizations nationwide. Not only is the YES Program FREE, it focuses on the importance of goals and continued education, while allowing students to learn about and explore various career opportunities. The program will show students how S.T.E.M. (Science, Technology, Engineering, and Math) is applied to both, real world situations and NHRA Drag Racing, which they will have the opportunity to see live at the track!" There is no cost to the CCTI Joint Operating Committee.

**Occupational Advisory Minutes Approved**

I. to approve the Occupational Advisory Committee minutes, as presented.

**GED Testing Program Operation Approved**

J. to grant approval to operate a GED testing program for the 2024-2025 school year at the CCTI school site.

**Operator Consortium Member Duties Continued**

K. to continue duties as an Operator Consortium member of PA CareerLink Carbon County.

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

Motions carried.

**Attorney Retained**

- L. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk RESOLVED, that the Joint Operating Committee, approve to retain Attorney Robert Frycklund for the purpose of prosecuting student #8752 in expulsion proceedings.

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

Motion carried.

**Waiver Accepted**

- M. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to accept the Acknowledgement and Waiver of Expulsion Hearing for student #8825.

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

Motion carried.

**Budget & Finance**

**Authorization Approved**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to authorize the Administrative Director to approve bills for payment from June 1 - June 30, 2024, the close of the 2023-2024 fiscal year.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motions carried.

**Buildings & Grounds**

NONE

*Administrative*

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

**Second Reading and Adoption of Policies**

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

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

**Revised Position Descriptions Approved**

- B. to approve the following revised position descriptions, as presented:

Mental Health/Behavior Assistant

**Revised Perkins Position Descriptions Approved**

- C. to approve the following revised Perkins position descriptions, as presented:

Student Success Coordinator  
Student Support Coordinator

**Professional Agreement Approved**

- D. to approve the Professional Agreement between the Carbon Career & Technical Institute Joint Operating Committee and Dr. Jeffrey Nietz, as presented.

**Discovery Streaming Contract Approved**

- E. to enter into a contract with Carbon Lehigh Intermediate Unit #21 to provide the complete Discovery Streaming Digital Video Library owned by Discovery Education, Inc. for a period of one (1) year beginning July 1, 2024 at a total cost of \$750.00.

**Smart Futures Purchase Approved**

- F. to approve the purchase of the 2024-2025 subscription to Smart Futures at a cost of \$3,000.00.

Note: Subscription includes unlimited access to SmartFutures.org resources for all students.

**SmartPass Purchase Approved**

- G. to approve the purchase of the 2024-2025 subscription (July 1, 2024-June 30, 2025) to SmartPass One at a cost of \$3,222.00.

Note: Final cost includes a discount of \$1,710.00.

**Perkins Grant Submission Approved**

H. to grant permission to apply for the Perkins grant for the 2024-2025 school year.

**CCTI Annual School Safety and Security Report 2023-2024 Approved**

I. to approve the CCTI Annual School Safety and Security Report 2023-2024, as presented.

**Facility Usage Approved**

J. to grant permission to the CLIU #21 for use of a designated instructional area(s) to operate Life Skills Support Classes at the CCTI facility for the 2024-2025 school year.

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

Motions carried.

**Agreement Approved**

K. MOTION by Mr. Strubinger SECONDED by Ms. Krawchuk to approve the Agreement between the Carbon Career & Technical Institute Joint Operating Committee and Henry Woods, as presented.

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

Motions carried.

**Contract Proposal Approved**

L. to approve the CCTI Education Association contract proposal, as presented.

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

Motions carried.

### ***Administrative Reports***

A. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk 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 - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

### **Old Business**

NONE

### **New and Miscellaneous Business**

A. MOTION by Mr. Strubinger SECONDED by Ms. Krawchuk to acknowledge receipt of the conference report submitted by Christine Trovato, Facilitator of Special Education after attending the Spring Homeless and Foster Regional Conference May 15, 2024.

VOTE: YES - 3 NO - 0 ABSENT - 2 ABSTENTIONS - 0

Motion carried.

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

### **Adjournment**

Ms. Krawchuk moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:12 PM.

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Christina A. Graver  
Joint Operating Committee Secretary