

Carbon Career & Technical Institute
Joint Operating Committee Agenda

Regular Meeting
August 15, 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. Daniel Malloy, 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 August 15, 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 July 18, 2024 Regular Meeting. (Encl. 1)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

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

VIII. **Approval of Treasurer’s Reports (June & July 2024)**

A. MOTION by _____, SECONDED by _____ to approve the Treasurer’s Report for June 2024 showing a final balance of \$5,137,731.26 in the General Fund, and \$83,356.62 in the Student Activities Account. (Encl. 2)

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 Treasurer’s Report for July 2024 showing a final balance of \$5,088,298.97 in the General Fund, and \$83,828.93 in the Student Activities Account. (Encl. 3)

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. Approval of Payment of Bills

- A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 4)

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"/>

X. Administrative Reports

- A. Director's Report - Mr. David Reinbold, Administrative Director
- Donna McClain, HOSA Advisor
- 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. Adult Education Report - Ms. Francine Kluck, Adult Education Site Supervisor
- H. Superintendent of Record Report - Mr. Daniel Malloy, Weatherly Area School District Superintendent

XI. **Items of Business**

Personnel

- A. MOTION by _____, SECONDED by _____ to appoint Daniel Malloy, Weatherly Area School District Superintendent as Superintendent of Record for Carbon Career & Technical Institute through July 31, 2025 at the established per meeting stipend of \$150.00. Payment will be based on attendance at regularly scheduled Joint Operating Committee meetings (12 per year) and paid in full following the completion of the appointed term.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to accept the letter of resignation received from Jacquelyn Cole, English Teacher, effective July 22, 2024.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to assign Henry Woods the duties of an attendance officer, in order to fulfill PA magisterial guidelines for the 2024-2025 school year.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____, SECONDED by _____ that Dave Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2024-2025 school year.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- E. MOTION by _____, SECONDED by _____ to approve the following individuals as substitute part-time technology assistant (on an as-needed basis) at a rate of \$175.00/day for the 2024-2025 school year:

Jerome Brown, Jr.
Jeffry Nietz

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- F. MOTION by _____, SECONDED by _____ that the below listed individuals be approved to substitute for the 2024-2025 school year at the established rates, as follows:

Kyle Ahner - SHINE Driver*
Tara Apgar - Teacher, Instructional Aide, Health/Medical
James Curran - Instructional Aide, Custodial/Maintenance/Groundskeeper/
Cleaner*, Van/Bus Driver*
Reyna Desmarais - Chaperone*
Michele Dominic - Instructional Aide, School Nurse, Health/Medical
Jeffrey Donadi - SHINE Driver*

(con't)

Laura Foeller - Teacher, Instructional Aide
Deborah Foraker - Teacher, Instructional Aide
Jo Lynn Gazo - Clerical*
Jennifer Gonzalez - Chaperone*, Van/Bus Driver*, SHINE Driver*
Delmar Griggs - Teacher, Instructional Aide, Tutor, PT Integrated Math Instructor,
Chaperone*
John Gunsser - Tutor, Part-Time Integrated Math Instructor
Jeffrey Hazelton - SHINE Driver*
Amanda Henry - Chaperone*
Casey Hill - Clerical*, Custodial/Maintenance/Groundskeeper/Cleaner*
Margaret Kalogerakis - Teacher, Instructional Aide, Chaperone*, Clerical*
Debra Kunkel-Christman - Teacher, Instructional Aide, PT Integrated Math
Instructor, PT Integrated Reading Instructor, Chaperone*
Lisa Kennedy - Chaperone*
Kevin Kuehner - SHINE Driver*
Ashley Little - SHINE Driver*
Salvatore LoPresti - Custodial/Maintenance/Groundskeeper/Cleaner*
Tonimarie Macaluso - Instructional Aide, Teacher
Jacob McCloskey - Clerical*
Catherine McDonald - Tutor
Vasiliki (Bess) Mitsakos - Tutor
Jo Anne Mitzen - School Nurse
Martha Moyer - Teacher, Instructional Aide
Avery Miller - SHINE Driver*
Stephanie Miller - Teacher, Instructional Aide
Steven Nesler - SHINE Driver*
Jeffry Nietz - Administrative*
Leszek Pankowski - Instructional Aide
Robert Pathroff - Teacher, Instructional Aide
Jospeh Peters - Teacher
Robyn Plesniarski - Chaperone*
Stephanie Reese - Chaperone*
Marie Rosahac - Teacher
Hal C. Resh - SHINE Driver*
Elizabeth Schlecht - Instructional Aide, Tutor, Chaperone*, Van/Bus Driver*
William Shirar - Teacher, Instructional Aide
Susan Stermer - School Nurse
Joanne Swartz - Clerical*
Douglas Witt - Custodial/Maintenance/Groundskeeper/Cleaner*

Note: *through August 2025

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

G. MOTION by _____, SECONDED by _____ to appoint Francine Kluck Adult Education Site Supervisor and approve her agreement effective September 5, 2024 through September 4, 2025, as presented.

Note: At no cost to the CCTI Joint Operating Committee operating budget.

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 - Leighton	<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/adoption of the following Health/Medical textbooks at a approximate cost of \$7,500.00 through Goodheart-Willcox Publisher:

- OLS Intro Anatomy & Phys 6yr EM (2024)
- OIR Intro Anatomy & Phys 6yr EM (2024) Desk Copy
- OLS Soft Skills Work 6yr Email (2022)
- OIR Soft Skills Work 6yr Email (2022) Desk Copy
- OSC Essen Skil Health 6yr Email (2015)
- BDL Soft Skills Work TX/OLS6 (2022)
- BDL Essen Skil Health TX/OSC6 (2015)
- OIR Essen Skil Health 6yr Email (2015) Desk Copy
- OLS Intro Medical Term 6yr Email (2023)
- BDL Intro Medical Term TXT/OLS6 (2023)
- OIR Intro Medical Term 6yr Email (2023) Desk Copy
- BDL Intro Anatomy & Phys TX/OLS6 (2024)

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 - Leighton	<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 Transportation Contracts be approved with the following Contractors for 2024-2025, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2024-2025 - \$52.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District)
2024-2025 - \$102.00/day per bus

George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighton)
(Lehighton Area School District – Mid-Day Run)
2024-2025 - \$102.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2024-2025 - \$229.00/day per bus

Panther Valley School District (1 Panther Way, Lansford)
2024-2025 - \$96.00/day per bus

Weatherly Area School District (602 Sixth Street, Weatherly)
2024-2025 - \$140.00/day per bus

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Buildings & Grounds

- A. MOTION by _____, SECONDED by _____ to approve the Vape Detection Proposal (Proposal 6788-4-0) from Keystone Fire and Security (costars #040-E22-130) at a cost of \$14,753.

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

A. MOTION by _____ SECONDED by _____ to approve the first reading of the following policies, as presented:

- #105.1 (PROGRAMS) - Curriculum Review by Parents/Guardians and Students (Encl. 5)
- #120 (PROGRAMS) - Program Enrollment (Encl. 6)
- #800 (OPERATIONS) - Records Management (Encl. 7)
- #800.2 (OPERATIONS) - Electronic Signatures/Records (Encl. 8)
- #810 (OPERATIONS) - Transportation (Encl. 9)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

B. MOTION by _____ SECONDED by _____ to approve the second reading and adoption of the following revised CCTI policies, as presented:

- #202 (PUPILS) - Eligibility of Non-Resident Students (Encl. 10)
- #204.1 (PUPILS) - Non-School Sponsored Education Trips or Tours (Encl. 11)
- #213 (PUPILS) - Assessment of Student Progress (Encl. 12)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____ SECONDED by _____ to approve the following reviewed CCTI policies, as presented:

- #106 (PROGRAMS) - Guides for Planned Instruction (Encl. 13)
- #107 (PROGRAMS) - Adoption of Planned Instruction (Encl. 14)
- #803 (OPERATIONS) - School Calendar (Encl. 15)
- #804 (OPERATIONS) - School Day (Encl. 16)
- #805 (OPERATIONS) - Emergency Evacuation of Schools (Encl. 17)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

D. MOTION by _____, SECONDED _____ to approve the 2025 CCTI graduation ceremony, as follows:

- Tuesday, June 3, 2025
- 5:00 p.m.
- CCTI Field, under Tent
- Severe Weather Date: Wednesday, June 4, 2025
- Note: In the event of severe weather conditions on June 4, 2025, the ceremony will be moved to the Jim Thorpe Area High School auditorium at 5:00 p.m.. This has been approved by Jim Thorpe AHS.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

E. MOTION by _____, SECONDED _____ to establish the following substitute rates for the 2024-2025 school year:

- | | | |
|----|--|---------------|
| 1. | Day 1 through Day 9 | \$115 per day |
| | Day 10+ Cumulative | \$140 per day |
| | 15+ Consecutive Days
(in a Single Assignment) | \$160 per day |
| 2. | Building Substitute | \$150 per day |
| 3. | Teacher Aide | |
| | Day 1 through Day 15 | \$105 per day |
| | Day 16+ Cumulative | \$115 per day |
| 4. | Secretary | \$105 per day |
| 5. | Administrative | \$210 per day |

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 _____ to appoint the law firm of King, Spry, Herman, Freund & Faul LLC for specialized work for the 2024-2025 fiscal year on an as-needed basis at a rate to be negotiated.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Administrative Reports

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

- a. Mrs. Michelle Allen, Principal (Encl. 18)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 19 - to be distributed at meeting)
- c. Mrs. Francine Kluck, Adult Education Site Supervisor (Encl. 20)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. **Old Business**

XIII. **New and Miscellaneous Business**

XIV. **Next Regularly Scheduled Meeting: Thursday – September 19, 2024**

XV. **Adjournment**