

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**October 17, 2024**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - October 17, 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 6:05 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Heather Neff, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Alyson Krawchuk, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Renee DeMelfi, Chairman	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. April Walters, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Daniel Malloy, Superintendent of Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Staff: Tara Benyo, Student Success Coordinator, Henry Woods, School Police Officer; Media: James Logue, Jr, 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 Ms. Neff, SECONDED by Mr. Strubinger to approve the inclusion of an Addendum to the October 17, 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

**Approval of Minutes**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Krawchuk to approve the Minutes of the September 19, 2024 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

**Courtesy of the Floor to Visitors**

NONE

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

- A. MOTION by Ms. Neff, SECONDED by Ms. Krawchuk to approve the Treasurer’s Report for September 2024 showing a final balance of \$5,508,370.98 in the General Fund, and \$94,433.84 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 - Lehighnton	<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 Ms. Neff 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 - Lehighnton	<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

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

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

a. Tara Benyo, Student Success Coordinator

Mrs. Benyo introduced herself by sharing the following:

- born and raised on a small horse farm in Bethlehem, graduated from Moravian Academy, BA in Sociology from Lehigh University. Married with 2 boys in 7th & 8th grade at LB Morris in Jim Thorpe, they are both on the football team. I live in town and my husband and I opened Hairy Guys Brewing last year in Jim Thorpe on Center Street.
- Had a 20+ year career as a retail store manager starting in specialty retail (Bath & Body Works, Children's Place, etc.) then spent 14 years as a store manager at T-Mobile, have a love of technology and teaching people how to use it effectively.
- Have always had a passion for helping people achieve their goals, this was my favorite part of managing my staff over the years in retail.
- Now I am able to apply those skills with the students at CCTI and I couldn't be happier.
- Right now I am getting to know the students and figuring out how I can help them succeed. I am part of the transition team, soon to be on the SAP team, as well as managing attendance and the Wednesday after school activities. I am taking students to job fairs and LCCC post-secondary exploration.
- I am quickly noticing the students who need someone to talk to and try to engage them and get them talking.
- Overall, I am excited to be a part of the support team at CCTI and make an impact with student success.

Mrs. Benyo currently has three (3) educational trip scheduled for students – two (2) job fairs at Lehigh Carbon Community College (LCCC) and one career exploratory event at LCCC

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

This month, Mr. Colosimo started his recruitment efforts with our 5 sending districts. He visited each sending school along with a technical instructor and students to introduce our school and the programs that are offered. Course Handbooks were distributed to all guidance counselors to share with interested students, these handbooks can also be found on our CCTI website. We have continued our recruitment efforts with our annual Open House on October 16th .

Last evening's Open House was attended by many prospective and current students. The community resources and involvement were also well attended and received by all. Our teachers had many engaging activities and displays throughout the building to showcase our school. Our next planned recruitment opportunity will be the 9th grade tours in November. Thank you to the Joint Operating Committee members who joined us last evening.

Continuing our outreach to our 5th grade students, a group of instructors will be visiting Penn Kidder on Tuesday. Along with talking about CCTI, they will be sharing information about Electrical, Auto Service, Drafting, and Engineering with hands-on demonstrations. We are planning to visit L.B. Morris and the other schools this year.

This past Tuesday, CCTI welcomed Dialed Action Sports for an exciting action-packed assembly for all our students. BMX riders performed awesome tricks while sharing messages of

bicycle safety and antibullying. Students and staff enjoyed this assembly, and the creative way to reach students. One of the riders was a 15-year-old Palmerton resident, the youngest stunt rider on their team.

In recognition of Breast Cancer Awareness month, CCTI will be holding a variety of activities. The student body along with the faculty will be holding a color run and pink-out on October 23<sup>rd</sup> and a variety of services to collect money to donate for this worthy cause.

Mrs. Allen distributed copies of the preview edition of *The Buzz*, CCTI's school newspaper.

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- Update on 2023-2024 (6/30/2024) financial audit.
  - Update on the 2025-2026 Operating Budget/CTE Budget Meetings:  
No overall increase for the 2025-2026 CCTI Operating Budget year for the five Carbon County School Districts.

Mrs. DeMelfi thanked Mr. Deutsch for all of the hard work he's done over the years for all of the sending districts. Mr. Deutsch appreciated the gratitude but said that it is a team effort including staff staying within proposed budgets.

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

**2024-2025 Special Population Update**

CCTI's special population projected numbers are as follows.

Students with IEPs - 83 students

Students with 504 Service Plans - 26 students

ELL students - 3 students

Homeless/Unaccompanied - 3 students

**Enrollment, Recruitment and Retainment**

CCTI practices open enrollment which means, we accept applications ongoing throughout the school year. As long as there are seats available in particular technical programs and applicants meet CCTI's Admission policy, our team works to place applicants in chosen programs. For students with IEPs and 504 Plans, a Transition meeting is scheduled, and the IEP/504 team discusses appropriate placement, including whether half or full time best meets the student's needs.

CCTI uses recruitment and retainment strategies to enroll and maintain students. Mr. Colosimo, Guidance Counselor, technical program instructors, students and members of the Administrative team visit supporting districts and provide a presentation informing students about our school, various programs and supports available. Throughout the school year, CCTI offer sending districts opportunities to bring students to tour and shadow technical programs. This year, technical instructors will continue visiting districts to interact with elementary students. Guidance Departments at all districts have received booklets that contain information about each technical program. CCTI offers an Open House annually.

Some strategies to retain students include but are not limited to: Students meet with Guidance and the Coordinator of Special Needs to elicit information regarding why the students is dissatisfied; students are administered Career Interest Inventories; students are offered opportunities to shadow other technical programs.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Buildings and Grounds
- Mr. Walters commended his staff for the fantastic job they did last evening during the school’s open house.
  - He also stated that administration is currently working on updates to the capital plan which will be shared with the Joint Operating Committee next month for approval.
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- Chromebooks 1 to 1 - All CCTI students have a Chromebook. All new student accounts created.
  - Google Admin Console - Mass updates to 3rd 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.
  - Adult Education - Pearson VUE server updates.
  - Smart Futures - Product implementation underway. Teacher startup training during in-service.
  - SmartPass - System up and running with continued updating and support. Kiosk stations in every classroom.
  - Continued daily technology support/service - For all of CCTI.

Mr. Rinda shared an eSports update including this evening’s 3-0 CCTI Hornets Rocket League Team win against the Berwick Dawg Pound Rocket League Team.

- G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- Course Offerings Fall 2024**
- Air Conditioning Fundamentals
  - Nurse Aide
  - Pharmacy Technician
  - Welding Technology
  - Esthetician/ Nail Technology
  - ServSafe® Exam
  - Forklift
  - PA State Inspection Mechanic Certification
  - GED Preparation Courses

Program descriptions, orientations, and start dates are available at [www.carboncti.org/adult-education](http://www.carboncti.org/adult-education); schedule available. Follow our happenings on Facebook @cctiadulted or Carbon Career and Technical Institute – Adult Education.

**Outreach and Program Development Report**

- October 8 – GED CCTI Staff Program Improvement Team meeting  
Lehigh Carbon Community College
- October 10 - 2024 Carbon PA CareerLink Job Fair Nesquehoning
- October 11 – Nurse Aide Orientation
- October 14 – ServSafe Exam
- October 15- GED Orientations
- October 16 – CCTI Open house

- October 22 – Welding Training begins

### **PA Safety Inspection Class – October 22, 2024**

This program includes classroom preparation and test to be a licensed PA State Inspection Mechanic. Candidates must possess a valid driver’s license in the class certification sought. Certification is contingent upon successful completion of the entire program: twelve hours of theory plus written exam and a one-hour tactical test scheduled by the instructor at a later date. Must be 18 years of age and have a valid (PA) photo driver’s license presented at registration. Successful candidates in Class I cars may also test for Class II – Motorcycles, Class III – Trucks over 17,000 pounds, trailers over 10,000 pounds and buses, Class IV Reconstructed vehicles inspector and/or writer. Pre-requisite: This course is designed for experienced technicians; prior knowledge in the field or hands-on experience required.

Tuition:

Class I w/ Overview Tools Instruction – \$190

Class II, III, IV writer and/or inspector- \$45 per test

Specialty Tool Class Comprehensive – 3 hours \$40

### **Employment Opportunity - Part Time Evening GED Instructor**

#### **Summary**

Evening GED instructor needed to deliver instruction within our grant funded classes. Instructor reports to the Adult Education Site Supervisor.

#### **Essential Duties and Responsibilities**

- Instructs GED courses either in person, hybrid, or online in accordance with CCTI standards and grant/contract specifications where appropriate
- Assists in formulating instructional program and aids in curriculum development and improvement
- Maintains a portfolio of work on each student
- Completes professional development training in accordance with LCCC standards and grant
- Maintains clear records on programs, both for students and program review
- Provides Instruction in accordance with CCTI standards and grant/contract specifications where appropriate
- Plans teaching strategies and activities that are appropriate for adult learners
- Provides linkage for students to progress from one educational program to another
- Aids in meeting special needs of students
- Counsels and advises students on an as-needed basis
- Conducts standardized testing (post) on each student
- Motivates and encourages students
- Keeps current on adult education by attending conferences and meetings
- Performs other duties as assigned by the site supervisor

#### **Qualifications**

Bachelor's degree in Education or appropriate field. Experience working with a diversity of people in an educational setting. Ability to exercise independent judgment and to work cooperatively in stressful situations.

**To Apply**

Please send letter of interest, resume, and transcripts via email to Francine Kluck, Adult Education Site Supervisor at fkluck@carboncti.org. If you have any questions, please contact 570-325-3682 x1517.

Mr. Reinbold took a moment to share some photographs of activities currently taking place at CCTI including safety trainings in technical areas, tutoring, club activities, a recent assembly, as well as last evening’s open house activities.

He updated the members on After School activities – there has been a total of 232 sign-ups so far.

He also shared information about the newly installed vape detectors and the success of the system thus far. Grant monies will allow more to be added to technical bathrooms, as well.

H. Superintendent of Record report – Mr. Daniel Malloy, Weatherly Area School District Superintendent

Mr. Malloy thanked the school for their fiscal responsibility to the districts regarding their students, over the years.

He also showed appreciation for last evening’s open house and all that CCTI’s staff and administration does for the district students in attendance.

Mrs. DeMelfi took a moment to thank the CCTI staff and administration. She shared that she is in a unique position as she’s not only a member of the Joint Operating Committee but also she is a parent of a student currently attending. She said throughout the evening at the open house she heard nothing but positives regarding the cleanliness of the school the technology throughout, how the school functions and runs, as well as the programs offered. She said she heard many prospective parents and students asking questions. She stated that she is happy to be a part of this.

**Items of Business**

*Personnel*

**Tenure Granted**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to grant the following individual a “Professional Employee Contract” and tenure status:

Brandi Schmoyer – Physical Education/Health 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 - 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.

## **Substitutes Approved**

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

Brandi Hoffman – Teacher, Instructional Aide  
Katherine Kamm – Teacher, Instructional Aide  
Kai Mele – English Tutor

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

## ***Education***

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

### **Educational Trip Approved**

- A. that four (4) Health Medical students attend the 2024 Fall Advisor and Local Chapter Officer Workshop October 18, 2024 at the Wyndham Lancaster Resort in Lancaster, PA. Donna McClain, Health Medical Instructor will attend and chaperone this event.

### **Educational Trip Approved**

- B. that nine (9) Health Medical students attend a trip to Wilkes University November 1, 2024 in Wilkes-Barre, PA. Donna McClain, Health Medical Instructor will chaperone this event.

### **Educational Trip Approved**

- C. that five (5) Culinary Arts students attend a trip to the Pennsylvania College of Technology December 6, 2024 in Williamsport, PA. Ashleigh Rehrig, Culinary Arts Instructor will chaperone this event.

### **Homebound Instruction Approved**

- D. that homebound instruction be approved for student #8573 for 5 hours per week beginning October 17, 2024 for up to ninety (90) days, as needed.



**Educational Trip Approved**

- E. that Tammy Marshall, Cosmetology Instructor, Heather Cassidy, Cosmetology Instructional Aide, Donna McClain, Health Medical Instructor, and Dean John (D.J.) Wychulis, Health Medical Instructional Aide chaperone nineteen (19) Cosmetology and twenty-one (20) Health Medical students on a field trip to the Mütter Museum, Philadelphia, PA November 13, 2014.

Note: Expenses for the trip are included in the 2024-2025 General Fund Travel Budget.

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 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"/>

Motions carried.

**Budget & Finance**

NONE

**Buildings & Grounds**

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

**Receipt of Letter Acknowledged**

- A. to acknowledge receipt of the August 5, 2024 letter from the Borough of Jim Thorpe, re: 13<sup>th</sup> Street Area Stormwater, Jim Thorpe.

**Receipt of Proposal Acknowledged**

- B. to acknowledge receipt of the August 13, 2024 proposal from Terraform Engineering, LLC, re: CCTI Stormwater Improvements.

**Meeting Proposal Approved**

- C. that a representative from CCTI, the CCAVTS (CCTI) Authority Solicitor, the CCTI Joint Operating Committee Solicitor, and a representative from Terraform Engineering, LLC attend a meeting with a representative(s) from the Borough of Jim Thorpe. This meeting would be to discuss cost sharing of the 13<sup>th</sup> Street Area Stormwater concern in response to their letter dated August 5, 2024.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

*Administrative*

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

**Second Reading & Adoption of Policies Approved**

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

- #108 (PROGRAMS) - Adoption of Textbooks/Courseware
- #203.1 (PUPILS) - HIV Infection
- #206 (PUPILS) - Student Transfers
- #250 (PUPILS) - Student Recruitment
- #810.1 (OPERATIONS) - Drug/Alcohol Testing - Covered Drivers
- #813 (OPERATIONS) Other Insurance

**Reviewed Policies Approved**

B. to approve the following reviewed CCTI policies, as presented:

- #121 (PROGRAMS) - Field Trips
- #127 (PROGRAMS) - Assessment of Educational Program
- #130 (PROGRAMS) - Homework

**First Reading of Policies Approved**

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

- #103 (PROGRAMS) - Discrimination Based on Sex (Title IX) - Students and Staff
- #114 (PROGRAMS) - FLEX Program
- #115 (PROGRAMS) - Business/education Partnerships
- #117 (PROGRAMS) - Homebound Instruction
- #122 (PROGRAMS) - Curricular Activities/Extra Curricular Activities
- #125 (PROGRAMS) - Adult Education
- #132 (PROGRAMS) - Alternate Diploma Program

**Agreement Approved**

D. to approve the Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Administrators (Act 93), as presented.

**Agreement Approved**

E. to approve the Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Business Administrator, as presented.

**Agreement Approved**

F. to approve the Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Director of Technology, as presented.

**Fundraiser Approved**

G. to the following CCTI school activity/fundraiser:

Designer Purse Bingo, March 7, 2025 in the CCTI Cafeteria

Note: Snow date of March 14, 2025. Proceeds to benefit all CCTI CTSO's (Career & Technical Student Organizations).

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 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"/>

Motions carried.

**Conference Attendance Approved**

H. MOTION by Ms. Krawchuk, SECONDED by Ms. Neff that Donna McClain, Health Medical Instructor attend Penn State Outreach 33<sup>rd</sup> Annual Conference - Strategies: Educational Excellence for Health Care Providers Educators November 13-15, 2024 at Wyndham Garden State College.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

***Administrative Reports***

A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger to accept Administrative Reports from the following:

- a. Mrs. Christine Trovato, Facilitator of Special Education
- b. Mrs. Francine Kluck, Adult Education Site Supervisor

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

**Old Business**

NONE

**New and Miscellaneous Business**

NONE

Before the meeting adjourned, Ms. Krawchuk shared that she serves as the Assistant Dean, Arts, Humanities, and Social Sciences at Northampton Community College and is happy to share that she has been in contact with Mr. Jeremy Pease, CCTI's Drafting and design Technology Instructor regarding an upcoming visit with his students.

**Next Regularly Scheduled Meeting:            Thursday – November 21, 2024**

**Adjournment**

Ms. Neff moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:55 PM.

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Christina A. Graver  
Joint Operating Committee Secretary