

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Regular Meeting**  
**April 15, 2025**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - April 15, 2025** 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 6:06 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-Boschen, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Renee DeMelfi, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Thomas Connors, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input checked="" 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"/>
Mr. Kenneth Jacoby, III, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Daniel Malloy, 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: CCTI Staff: Maya Kowalczyk, English Teacher, Newspaper & Publishing Club Advisor, Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA Advisor, Henry Woods, School Police Officer

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

**Approval of Minutes**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the Minutes of the March 20, 2025 Regular Meeting.

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

Motion carried.

## Courtesy of the Floor to Visitors

NONE

## Approval of Treasurer's Report (March 2025)

- A. MOTION by Ms. Neff, SECONDED by Mr. Connors to approve the Treasurer's Report for March 2025 showing a final balance of \$6,916,104.34 in the General Fund, and \$107,888.47 in the Student Activities Account.

### ROLL CALL VOTE:

Mr. Connors - Weatherly  
Ms. Neff - Leighton  
Mrs. Schaible - Palmerton  
Mr. Strubinger - Jim Thorpe  
Mrs. DeMelfi - Panther Valley

Yes	No	Absent	Abstain
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

## Approval of Payment of Bills

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

### ROLL CALL VOTE:

Mr. Connors - Weatherly  
Ms. Neff - Leighton  
Mrs. Schaible - Palmerton  
Mr. Strubinger - Jim Thorpe  
Mrs. DeMelfi - Panther Valley

Yes	No	Absent	Abstain
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

## Administrative Reports

- A. Director's Report - Mr. David Reinbold, Administrative Director
- a. Maya Kowalczyk, Newspaper & Publishing Club Advisor
- 3rd Annual Newspaper Club Field Trip:**
- On Monday, April 7th, our staff of The Buzz (CCTI Newspaper) attended the LCCC Journalism Conference. We were able to learn about a variety of topics, from listening to an interview with a blind ESU college student who's on his way to becoming a sports media journalist and all of the challenges he faces, to a keynote speaker, Ben Stemrich, discussing the importance of the media industry and what his career has looked like, to the editor of the Morning Call (Crissa DeBree) giving tips on writing the best journalism, and also presenters like the Pizzafellas podcasters teaching students the ins and outs of podcasting, and also Ayan Shah (editor-in-chief of the Emmaus High School newspaper) who talked about his experiences and about how to best market your school newspaper. Our students

gained much from this trip. They networked with other students and even with some of the presenters.

### **Second Annual Talent Show:**

11 of our students performed in the second annual CCTI Talent Show on Friday, March 11th. The show included six singers (one of whom sang in his native Romanian language!), a glockenspiel (bells) performance, a full four-piece band, and a drum solo. I love organizing this event mostly because I have the privilege of seeing students do something that they are extremely passionate about and I get to help them work through their fears of performing in front of others by holding rehearsals in which we support one other and give each other feedback and suggestions on how to improve. By the time it comes to perform at the show, students are at their best, giving it their all, smiling and enjoying their time performing in front of their peers, even though they are nervous. This is a huge life lesson and will help them with communication skills in any avenue they pursue in their future. Here is a link to our own IT girl and Yearbook Adviser JamiLynn Johannsen's photographs that she took of our event: <https://flic.kr/s/aHBqjC8yZG>

### **AP Literature & Composition Course and AP Seminar Reader:**

This is my third full year teaching AP and I am proud to say that my students have a 50% or higher passing rate, which is an achievement. My students are currently gearing up to take their exam the first week of May with intensive reading, writing, discussion, and studying in preparation for this challenging test. Each year that I have been here, we have rewarded our students with a trip to New York City to see a Broadway play, and this year is no different. We will be seeing Hadestown, an adaptation of the Greek myth of Orpheus and Eurydice, set in a post-apocalyptic Depression-era world - to jazz, blues, and folk-influenced music. We are very excited. I am also excited to share that I have been invited to be a Reader for the AP Seminar Course this spring, which is not the same course I teach, but is a 10th grade course designed to prepare students for the AP Language and Literature courses. I am excited to do this as I will become more adept at scoring and will review hundreds of student essays, learning from lead scorers who are all in the realm of teaching AP. This will further enable me to teach students how to better improve their own writing and critical thinking.

#### **b. Kevin Kuehner, SkillsUSA Advisor**

Mr. Kuehner spoke about the winners who attended the SkillsUSA State Competition but also wanted to highlight all of the students that put themselves out there, taking themselves out of their comfort zone and giving the competition their all even if they don't place in their particular competition. He thanked the staff for all of the work they put into preparing the students, reminding the committee that the competitions are not just about technical skills, they include softs skills, as well. He thanked Ms. Kowalczyk for her assistance again this year with resumes. He also thanked administration, including the Business Office, and the Technology Department for all of their assistance. He stated that again the students were well behaved and were able to network and learn new skills and see what other students are doing from other schools.

Mr. Reinbold also thanked Lehigh Valley Health Network, Lehighton who gave a tour shared many of their safety protocols, assisting a health and safety team prepare for their competition.

- B. Principal's Report – Mrs. Michelle Allen, Principal  
All information is necessary for CCTI to process the application, if missing, the application will be held or placed on the wait list.

15 students from Drafting & Design Technology, Welding, Electrical Distribution and Engineering Technology are currently working in the state-of-the-art facility of the LCCC Mobile Manufacturing Lab at CCTI. This lab provides our students with hands-on experience and practical training in various aspects of manufacturing and industrial automation. This program aims to cultivate interest in careers within advanced manufacturing.

Mr. Rinda shared photos as well as a news clip from Newswatch 16 highlighting this program.

This past school year, I have worked closely with our student success coordinator, the guidance department and our transition team on our initiative for improving student attendance. We met with students early and often, and communicated more with the parents, which has led to a decline in excessive absenteeism. Currently, we only have 5 students with 20 or more days absent this year, a significant improvement from the 121 students in 2022-2023 and the 30 students in 2023-2024.

And finally, I would like to thank the Board for the opportunity to serve as principal of CCTI for the past three years. This experience has offered me an even greater appreciation of this school, the staff, students and their families. I am very proud to have been part of building successful careers for our students' futures.

Mr. Rinda shared pictures provided by JamiLynn Johannsen, Yearbook Advisor of the following:

DECA State Competition  
Engineering Night  
SkillsUSA State Competition  
Talent Show

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- No official report this evening but thanked Mrs. Allen for all of her efforts over the past few years at CCTI.
- 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 - 77 students  
Students with 504 Service Plans - 28 students  
ELL students - 3 students  
Homeless/Unaccompanied - 2 students

### **Student Highlights**

CCTI's Carpentry students, Autumn Green (11<sup>th</sup> grade Panther Valley), Chloe Klotz (11<sup>th</sup> grade Palmerton), and Molly Kislán (12<sup>th</sup> grade Weatherly), along with their instructor, Mr. Walter O'Donnell, have collaborated with Jim Thorpe Area School District to design and craft a sign for the district's special needs' student-run thrift shop. The sign will be displayed at the entrance

of the shop. This is an amazing example of our students displaying “Service Above Self”.

### **LCCC’s Special Needs Transition Fair**

Lehigh Carbon Community College (LCCC) is offering the annual “Next STEP Transition Fair” on May 29<sup>th</sup> from 9-1 at the main campus. This is offered for students who may have an interest in exploring college with supports, meeting local agencies that help support students/families after HS, and hearing from students who are participating in the SEED program. Students will leave with information and resources from agencies such as, but not limited to, The Arc of Lehigh & Northampton counties, Keystone Autism Services Vocational Initiative, the Office of Vocational Rehabilitation, Disability Rights PA, Via of the Lehigh Valley, to name some. The goal of this resource fair is to provide high school students, parents, and teachers with information on educational programs, community service providers, employment options, transportation resources, and other services available to them or their students as they plan for their future after high school.

### **Updates**

Students with IEPs and 504 Plans will receive the accommodations which are listed in their IEP/504 plan, based on their needs, when administered state assessments (Keystones, NOCTI).

Transition meetings for applicants with an IEP or 504 Service Plan have commenced. In preparation for Transition meetings, all documents are reviewed by CCTI’s Special Education Director, summarized into note sheets, and provided to technical instructors prior to meetings, so they have some initial information about the applicant, and they can prepare their own questions in order to gain insight into the student’s disability, strengths, needed supports and services.

Mrs. Trovato completed her report by thanking Mrs. Allen and sharing how much she’s enjoyed working with her.

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

- **Raptor Emergency Management Implementation**  
The next phase of implementation is the GO LIVE, scheduled to occur following staff training on June 4<sup>th</sup>.  
The communication system was successfully tested during a fire drill today. This test provided valuable feedback, which will be shared with the vendor during the June 4<sup>th</sup> training.
- **Vape Detector Installation**  
A project kickoff meeting was held on April 9<sup>th</sup>.  
Overall Project Timeline: April 14 – May 2  
April 14 – Onsite Work Began  
April 28 – Remote Work Begins  
May 2 – CCTI Project Review & Acceptance  
May 5 – Official Go Live
- **Collaborative Drainage Project**  
Easement agreements are currently with Jim Thorpe Borough. We are awaiting fully executed copies to be returned.

- Exterior Entrance Concrete Stairway Replacement

Corra Concrete was the only contractor to:

- Provide a valid COSTARS number
- Submit a reference letter
- Offer the lowest quote

Based on these factors and previous discussions, the project has been placed on the agenda for approval tonight.

Work is scheduled to begin on July 14<sup>th</sup>.

- Dust and Smoke Collection Systems (Welding and Carpentry Technical Areas)

The current units, installed in 2004 and 2008, are nearing end-of-life. They have required frequent repairs in recent years, and we will continue maintenance as needed.

The estimated replacement cost is approximately \$200,000 per unit.

These systems are included in the capital plan which is approved every 6 months, and I have begun preliminary discussions regarding their eventual replacement.

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

- Google Admin Console - Mass updates to 3<sup>rd</sup> party apps and permissions. Account cleanup and security features also reviewed/modified.
- Website - Continued updates and modifications to the website.
- Adult Education - Pearson VUE computer lab updates.
- Raptor - Working and assisting on implementations.
- Virtual Reality (VR) - Working on mobile VR station to use in multiple technical areas.
- Wireless Access Points - Mass firmware updates.
- Digital Marketing - Lab OS updates.
- Continued daily technology support/service - For all of CCTI.
- eSports update: just completed an 8 week season. Out of 121 teams, finished with a 6-2 regular season record. Went on to playoffs with 31 other teams.
- Mr. Rinda also thanked Mrs. Allen for her eSports advocacy and all she's done for the school through her tenure at CCTI.

Mr. Reinbold thanked Mrs. Allen and shared how well things ran with her on the administrative team.

Mrs. DeMelfi thanked Mrs. Allen as both a member of the Joint Operating Committee but also as a parent. She stated that Mrs. Allen was always available to her and wished her the very best in her future endeavors.

## Items of Business

### *Personnel*

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

### **Family Medical Leave Approved**

- A. to retroactively approve the amended intermittent Family Medical Leave time for employee #3254, December 6, 2024 through December 14, 2025.

### **Family Medical Leave Approved**

- B. to retroactively approve intermittent Family Medical Leave time for employee #0198, April 15, 2025 through April 14, 2026.

### **Substitute Approved**

- C. that the below listed individual be approved to substitute for the 2024-2025 school year, as follows:

Tiffany Lucas – Volunteer/Chaperone\*

Note: \*through August 2025

### **Adult Education Instructor Approved**

- D. to approve the following individual as Adult Education Instructor on an as needed basis, at a salary of \$26.00 per hour effective April 16, 2025 through April 2026:

Harold Resh

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

Motions carried.

### ***Education***

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

### **Transportation Approved**

- A. to retroactively approve the use of a school bus to transport students to and from Hershey, PA for SkillsUSA state competition at a cost of \$768.00.

### **Educational Trip Approved**

- B. that fourteen (14) Digital Marketing & Business Fundamentals students attend a trip to the Harrisburg Senators Stadium, Harrisburg, PA and Hershey Outlets, Hershey, PA May 7, 2025. The trip will be chaperoned by Carly Rinda, Digital Marketing & Business Fundamentals Instructor and Casey Hill, Instructional Aide.

## Educational Trip Approved

- C. that six (6) National Technical Honor Society students attend a trip to the Bronx Zoo, Bronx, NY May 27, 2025. The trip will be chaperoned by Sue Ann Gerhard, National Technical Honor Society Advisor.

### ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Mrs. Schaible – Palmerton	<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

## Building & Grounds

### Concrete Replacement Approved

- A. MOTION by Mrs. Schaible, SECONDED by Ms. Neff to authorize the expenditure of \$20,000 to Corra Concrete for the replacement of an exterior concrete staircase and two (2) concrete sidewalk slabs at the front entrance of the school. This approval is based on Corra Concrete's submission of the lowest quote and their provision of a COSTARS number and reference letter.

### ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<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"/>
Mrs. Schaible – Palmerton	<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***

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

### **Policies Adopted**

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

- #233 (PUPILS) – Suspension and Expulsion
- #235 (PUPILS) – Student Rights and Responsibilities
- #235.1 (PUPILS) – Surveys
- #237 (PUPILS) – Electronic Devices
- #247 (PUPILS) – Hazing
- #302 (ADMINISTRATIVE EMPLOYEES) – Employment of Administrative Director
- #303 (ADMINISTRATIVE EMPLOYEES) – Employment of Administrators

### **Policies Reviewed**

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

- #310 (ADMINISTRATIVE EMPLOYEES) – Abolishing a Position
- #312 (ADMINISTRATIVE EMPLOYEES) – Evaluation of Administrative Director
- #313 (ADMINISTRATIVE EMPLOYEES) – Evaluation of Administrative Employees
- #314 (ADMINISTRATIVE EMPLOYEES) – Physical Examination
- #316 (ADMINISTRATIVE EMPLOYEES) – Nontenured Employees
- #319 (ADMINISTRATIVE EMPLOYEES) – Outside Activities
- #320 (ADMINISTRATIVE EMPLOYEES) – Freedom of Speech in Non-school Settings
- #321 (ADMINISTRATIVE EMPLOYEES) – Political Activities

### **First Reading Policies Approved**

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

- #314.1 (ADMINISTRATIVE EMPLOYEES) – HIV Infection
- #317 (ADMINISTRATIVE EMPLOYEES) – Conduct/Disciplinary Procedures
- #322 (ADMINISTRATIVE EMPLOYEES) – Gifts
- #323 (ADMINISTRATIVE EMPLOYEES) – Tobacco Use

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

Motions carried.

## Administrative Reports

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

- a. Mrs. Michelle Allen, Principal
- b. Mrs. Christine Trovato, Facilitator of Special Education
- c. Ms. Francine Kluck, Adult Education Site Supervisor

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

Motion carried.

## Old Business

Mrs. Schaible shared the Palmerton Area School District's view of the current CCTI budget status and the Palmerton ASD thoughts as to how the sending districts could come to agreement for approval. A discussion by members present, continued.

## New and Miscellaneous Business

NONE

**Special Meeting:**  
**Next Regularly Scheduled Meeting:**

**Thursday - April 24, 2025**  
**Thursday - May 15, 2025**

## Adjournment

Mrs. Schaible moved, seconded by Mr. Connors, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:28 PM.

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Christina A. Graver  
Joint Operating Committee Secretary