

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
June 19, 2025

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – June 19, 2025** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by the Chairman, Mrs. Renee DeMelfi, at 6:03 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Heather Neff, Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Alyson Krawchuk-Boschen, Member	<input checked="" type="checkbox"/>	<input 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"/>
Principal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input checked="" 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"/>
Ms. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: Members of the Public: Sandra Kohutka, Senior Class Advisor, Donna McClain, Health Medical Instructor/HOSA Advisor, Henry Woods, School Police Officer; Media: Jim Logue, Times News

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

Approval of Minutes

- A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Mr. Strubinger to approve the Minutes of the May 15, 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 (May 2025)

- A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger to approve the Treasurer's Report for May 2025 showing a final balance of \$6,273,368.01 in the General Fund, and \$93,881.45 in the Student Activities Account.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen – 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.

Approval of Payment of Bills

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

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen – 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.

Administrative Reports

- A. Director's Report – Mr. David Reinbold, Administrative Director
a. Donna McClain, Health Medical Instructor/HOSA Advisor

Donna shared the following:

What is HOSA?

HOSA – Health Occupations Students of America – is a national student organization that promotes career opportunities in the healthcare industry and enhances the delivery of quality health care. As part of the program, students participate in competitive events that challenge their knowledge, skills, and leadership in various health science areas.

This year, we took 26 students to the HOSA competition, accompanied by myself and two parent chaperones. Students competed either individually or in groups. We're proud to announce that one student earned 9th place in Phlebotomy, and one group achieved 10th place in the CERT (Community Emergency Response Team) competition – an impressive accomplishment!

Next year, the HOSA conference will be held in Hershey, Pennsylvania, and we're already looking forward to another successful experience!

We are proud to share the accomplishments of our Health/Medical Program Seniors for the Class of 2025. This year, 8 students successfully graduated from the program, demonstrating strong dedication and academic achievement.

Of those graduates:

- 7 students earned their Certified Nursing Assistant (CNA) credentials
- 6 students passed the Certified Clinical Medical Assistant (CCMA) exam

We are also pleased to report that 100% of our graduating students plan to continue their education at the collegiate level, pursuing careers in various healthcare fields.

These outcomes reflect the hard work of our students, the support of our faculty, and the continued relevance of our career and technical education programs in preparing students for success in the healthcare industry.

Donna shared information about this year's pinning ceremony as well as a roundup up the future plans of her graduated seniors.

b. Sandra Kohutka, Senior Class Advisor

Sandi thanked the members of the Joint Operating Committee and the administration for all of their support for the senior class of 2025. She then shared the following:

The senior class had a very busy year starting with ordering shirts for their class photo.

I organize and chase after the seniors most of the fall to get them to order their cap & gowns, and we also hold class officer elections. Once the calendar turns to their Graduating year, the class officers and I start planning Prom. This past May, Prom was held at Blue Mountain Resort in Palmerton. The Junior and Senior students and their guests had a fun night walking the "Red Carpet" into their Hollywood Themed Prom!

The senior class trip to Knoebel's was a bit wet and rainy, however the seniors made the most of their day at the park. They even voted to stay until the end of the day after I met with them at 1:00, to see if they wanted to call it a day and get home a little early.

Lastly, Graduation Day! What a beautiful day it was. The weather was gorgeous, and everything went according to all the planning and practice. I really enjoy seeing the pride of accomplishment on the senior's faces as they walk up to accept their diplomas.

Thank you again to all of you, and for allowing me the privilege to be the Senior Class advisor. I really love doing this because it keeps me in touch with the students. Since I transitioned to the business office 2 years ago, I am not in the classroom with the students, so this allows me to still be a part of their senior experience.

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

- The Business Office is preparing to close out the 2024-2025 fiscal accounting year and loading the upcoming 2025-2026 departmental budgets and purchase orders.
- Update on the 2024-2025 Audit:

The CCTI Business Office is beginning to gather the necessary financial information required by our auditors for the 6/30/2025 audit. The 2024-2025 audit should be completed by early fall.

- C. Building and Grounds Report – Mr. Ken Walters, Supervisor of Building and Grounds
- Exterior Entrance Concrete Stairway Replacement
The project was previously reviewed and is proceeding as planned, with work scheduled to begin on July 14.
 - Parking Lot Maintenance
Crack filling, driveway sealcoating, parking lot sealcoating, and line striping are on the agenda for approval this evening.
Weather permitting, crack filling will take place over the weekend of June 28–29.
Weather permitting, parking lot sealing will follow a staged approach from July 19–22.
 - CCTI Summer Cleaning & Floor Refinishing
Work is progressing as planned, consistent with the update provided during last month’s meeting.
 - Window cleaning is scheduled for July 14 throughout the facility.
 - Industrial Kitchen hood cleaning is scheduled for July 21.
 - Hazardous waste pick-up is scheduled for July.
 - Capital Plan Additions
A motion is on tonight’s agenda to add three items to the capital plan:
 - Meter Certification Kit for Auto Service & Technology and a Programmable Logic Controller for Engineering Technology/Technician, both recommended by the Occupational Advisory Committees.
 - A Proofing Cabinet for Culinary Arts, added due to age and equipment failure. Although it was temporarily repaired and restored, the equipment has reached the end of its usable life according to industry standards.
 - Auto Lift Inspection Update
One automotive lift failed inspection due to concrete cracking at its floor mounting location. Excavation and concrete replacement for this section is scheduled from June 28 to July 28. The lift will be reinstalled in coordination with the installation of two new replacement lifts, previously approved under a grant.
 - Outdoor Courtyard Walkway Roof Repair
The roof over the outdoor courtyard walkway was repaired under our extended roof warranty, established a few years ago.
The area was scraped and dried, followed by the application of a three-course system with Burma fabric embedded between layers of tar around the entire perimeter.
 - Fire Safety System Recertifications
 - Fire alarm system (PM) recertified for the 2025–2026 school year.
 - Kitchen and paint booth extinguishing systems recertified for the 2025–2026 school year.
 - Fire extinguishers recertified for the 2025–2026 school year.
 - Additional Updates
 - TIG welders and wiring materials have been received, and installation is currently underway.
 - New student tables will be delivered and installed in Cosmetology on June 24.
- D. Technology Report – Mr. Nate Rinda, Director of Technology
- Google Admin Console - Mass updates to 3rd 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.
 - Summer Room cleanup - Reconnecting classrooms post-summer cleanup.
 - Summer camp technology preparation - Chromebooks available for camp and special logins created for Graphic Design.

- Summer projects - Next process ordering new staff computers Chromebooks and Promethean boards.
- Continued daily technology support/service - For all of CCTI.

Mr. Reinbold shared some general information about the summer camp currently taking place at CCTI for 5th through 8th grade students. The camp has 70 students who are rotating through 11 technical areas. Several high school students have volunteered their time to assist with the camp. Tomorrow is the last day. He will share more information about this camp at the July meeting.

Mrs. DeMelfi shared words of praise to Mr. Woods (School Police Officer) for the great job at graduation with parking cars and shuttling individuals to the field. He was appreciative and explained that this was due to a large team of individuals working well together.

Items of Business

Personnel

CCTI JOC Solicitor Appointed

- A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Mr. Strubinger to appoint Robert T. Yurchak, Attorney at Law (Nesquehoning, PA), as the Joint Operating Committee Solicitor for the 2025-2026 fiscal year at a retainer of \$8,000 and \$120 per hour for extra work done.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen – 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.

CCTI JOC Treasurer Appointed

- B. Election of CCTI Joint Operating Committee Treasurer for a one-year term – effective July 1, 2025 through June 30, 2026:

Mr. Strubinger nominates Jeffry P. Deutsch for the office of CCTI Joint Operating Committee Treasurer, SECONDED by Mr. Connors.

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

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

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

Motion carried.

The Secretary casts the ballot electing as Treasurer.

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

Letter of Resignation Accepted

- C. to accept the letter of resignation from Kevin Sowa, Math Teacher, effective August 5, 2025.

Letter of Resignation Accepted

- D. to accept the letter of resignation from Ashley Little, Instructional Aide, effective June 30, 2025.

Mental Health/Behavior Assistant Appointed

- E. to appoint Kristin Deritis, Mental Health/Behavior Assistant for a period of up to 140 days effective August 1, 2025 for the 2025-2026 school year at a daily rate of \$250.00.

Note: This position will be partially funded through the PCCD grant.

Clerical Substitutes Approved

- F. 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

Threat Assessment Team Approved

- G. to approve the Threat Assessment Team for the 2025-2026 school year to conform with Pennsylvania Public School Code Article XIII-E:

Dave Reinbold, Administrative Director
Michele Connors, Principal
Christine Trovato, Facilitator of Special Education
Ken Walters, Supervisor of Building and Grounds
Rebecca Schaeffer, School Nurse
Eugene Colosimo, Guidance Counselor
Kristin Deritis, Mental Health/Behavior Assistant
Nate Rinda, Director of Technology
Henry Woods, School Police/Resource Officer

Student Support Coordinator Appointed

- H. to appoint Diane Hyjurick, Student Support Coordinator, effective August 22, 2025 for the 2025-2026 school year.

Note: Funded through Perkins grant.

Continued Employment of Carbon Alternative High School Diploma Program Instructor Approved

- I. to continue the employment of Ms. Angelique Yaich as Instructor for the Carbon Alternative High School Diploma Program – 32 hours/week, 200 days, a.m. and p.m. Class Sessions, with those fringe benefits as required by law and appropriate health care coverage, at the rate of \$37.00/hour. For the school term 2025-2026 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.

Workshop Attendance Approved

- J. to approve the attendance of the following individuals for the STEELS (Science, Technology & Engineering, Environmental Literacy & Sustainability) Workshop to be held at CCTI June 27 & 30, 2025 at a rate of \$30/hour:

Stephen Anderson, Math Teacher
Scott Bartholomew, Special Education/Science Teacher
Michael Garrant, Engineering Technology Instructor
Amy Guth, Science Teacher
Donna McClain, Health Medical Instructor
Harold Resh, Auto Service & Technology Instructor
Angela Sablich, Science Teacher

Note: The workshop is grant funded and at no cost to the CCTI Joint Operating Committee.

Additional Days Approved

- K. that the following individual be employed for three (3) additional days, 6 hours per day prior to June 30, 2025* at a rate of \$30/hour for curriculum development:

Larissa Genetti, English Teacher
Jeremy Pease, Drafting & Design Technology Instructor
Walter O'Donnell, Carpentry Instructor

Note: This time is grant funded and at no cost to the CCTI Joint Operating Committee.

*Mr. O'Donnell will complete his days prior to August 21, 2025.

Additional Days Approved

- L. that the following individuals be employed for additional days (as indicated) at the individual's per diem rate, between June 9, 2025 and August 20, 2025:
- Michele Klock, Cooperative Education/School Improvement Coordinator – up to 10 days
Supervising a number of secondary and other students at cooperative education placements, as well as developing additional placements for our students within and outside of Carbon County
 - Eugene Colosimo, Guidance Counselor – up to 15 days
Updating the Guidance Plan, assisting with the coordination of summer student enrollments from

the five districts, class scheduling, parent/student conferences, communicating with key personnel in the five sending districts, and other duties assigned by the Principal and Administrative Director

- Ashleigh Rehrig, Culinary Arts Instructor – up to 3 days
 - Salvatore LoPresti, Culinary Arts Instructional Aide – up to 3 days
 - Alexandria Ventrella, Culinary Arts Instructional Aide – up to 3 days
- Time will be devoted to preparing for cafeteria production for the next school year
- Rebecca Schaeffer, School Nurse – up to 3 days
- Ensure all immunizations are up-to-date and attend 504 Plan meetings

Advisor Salaries Approved

M. to approve the following salaries for advisor/mentor positions for the 2025-2026 school year:

DECA Advisor - \$2,300
DECA Assistant Advisor - \$1,600
HOSA Advisor - \$2,300
SkillsUSA Advisor - \$2,300
SkillsUSA Assistant Advisors (2) - \$1,600 each
eSports Advisor - \$2,300
Interact Rotary Club Advisor - \$2,300
National Technical Honor Society Advisor - \$2,300
SADD/Aevidum Advisor - \$2,300
Senior Class Advisor - \$2,300
Student Council Advisor - \$2,300
Underclass Advisor (Freshmen, Sophomore, Junior – combined) - \$2,300
Yearbook Advisor - \$2,300
Student Publishing Club (Newspaper) Advisor - \$2,300
Robotics Club Advisor - \$2,300

Advisors Approved

N. to approve the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors, as needed at the established rates for the 2025-2026 school year:

DECA Advisor – Carly Rinda
DECA Assistant Advisor – Scott Bartholomew
HOSA Advisor – Donna McClain
SkillsUSA Advisor – Kevin Kuehner
SkillsUSA Assistant Advisors (2) – Heather Cassidy & Maya Kowalczyk
eSports Advisor – Nate Rinda
Interact Rotary Club Advisor – Margaret Kalogerakis
National Technical Honor Society Advisor – Sue Ann Gerhard
SADD/Aevidum Advisor – Jacob McCloskey
Senior Class Advisor – Sandra Kohutka
Underclass Advisor (Freshmen, Sophomore, Junior – combined) – Brandi Schmoyer
(cont.)

Teacher Mentors Approved

- O. to appoint the following individuals as Teacher Mentor for the 2025-2026 school year at the established stipend:

Stephen Nesler (Walter O'Donnell, Carpentry Instructor)
Jeremy Pease (HVAC Instructor)
Angela Sablich (Science Teacher)
Tammy Marshall (Mark Barthel, Graphic Design Instructor)
Michael Wildoner (Grace Crouthamel, English Teacher)
Philip Strubinger (Larissa Genetti, English Teacher)

Occupational Advisory Members Approved

- P. to approve the Occupational Advisory Committee members, as presented.

Adult Education Personnel Approved

- Q. to approve the following individuals effective July 1, 2025 through June 30, 2026:

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.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen – 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"/>

Motions carried.

Education

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

Homebound Instruction Approved

- A. that homebound instruction be retroactively approved for student #9075 for 5 hours per week from May 7, 2025 through June 3, 2025.

Agreements of Affiliation Renewed

- B. 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 2025-2026 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
The Manor at St. Luke's Village, Hazleton, PA
The Pavilion at St. Luke's Village, Hazleton, PA

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements are identical.

Agreements of Affiliation Renewed

- C. 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 2025-2026 Fiscal Year, as presented.

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

Note: For the purpose of review, only one agreement (Mahoning Valley Nursing and Rehabilitation Center) is provided. Each of the remaining Agreements is identical.

Educational Trip Approved

- D. that eight (8) senior Auto Service & Technology students attend an educational trip to Maple Grove Raceway Park, Mohnton, PA on September 12, 2025 to participate in the NHRA (National Hot Rod Association) YES (Youth and Education Services) Program. Harold Resh, Auto Service & Technology Instructor and Angela Sablich, Science Teacher will chaperone this event.

Note: This will be the fifth 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 Committee Minutes Approved

- E. to approve the Occupational Advisory Committee minutes, as presented.

GED Testing Program Operation Approved

- F. to grant approval to operate a GED testing program for the 2025-2026 school year at the CCTI school site.

Operator Consortium Member Duties Continuation Approved

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

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen – 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"/>

Motions carried.

Budget & Finance

Budget Resolutions Acknowledged

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to acknowledge receipt of the Resolution pertinent to the 2025-2026 Proposed Operating Budget for the Carbon Career & Technical Institute calling for receipts and expenditures in the amount of \$9,584,132 as follows:

Jim Thorpe Area School District

Yes – 6, No - 0, Absent – 3, Abstentions – 0 – **Approved**

Lehighnton Area School District

Yes – 7, No - 0, Absent – 2, Abstentions – 0 – **Approved**

Palmerton Area School District

Yes – 1, No - 7, Absent – 1, Abstentions – 0 – **Disapproved**

Panther Valley School District

Yes – 7, No - 2, Absent – 0, Abstentions – 0 – **Approved**

Weatherly Area School District

Yes – 6, No - 1, Absent – 2, Abstentions – 0 – **Approved**

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

Motion carried.

MOTION by Mrs. Krawchuk-Boschen, SECONDED by Mr. Strubinger that the following motions be approved:

Authorization Approved

- B. to authorize the Administrative Director to approve bills for payment from June 1 - June 30, 2025, the close of the 2024-2025 fiscal year.

Engineering Technologies/Technician Purchase Approved

- C. to approve the purchase of a MecLab System for the Engineering Technology/Technicians technical area at a cost of \$11,581.35 to include shipping and handling.

Note: This item is included in the Capital Plan and is partially funded through the Perkins Grant.

Graphic Design Purchase Approved

- D. to approve the purchase twenty-four (24) Apple 2024 iMac All-in-One Desktop Computers for the Graphic Design Technical area at a total cost of \$41,259.

Note: These items are included in the Capital Plan.

Computer Purchase Approved

- E. to approve the purchase of forty (40) Lenovo ThinkCentre All-in-One Desktop Computers for teacher/instructor use at a total cost of \$32,799.60.

Note: These items are included in the Capital Plan.

Chromebook Purchase Approved

- F. to approve the purchase of one hundred fifty (150) Lenovo Flagship Chromebooks for student use at a total cost of \$31,800.

Note: These items are included in the Capital Plan.

Equipment Additions Approved

G. to add the following equipment items to the current CCTI Capital Plan:

- Meter Certification Kit, \$12,000 – Auto Service & Technology
- Programmable Logic Controllers (2), \$7,000 – Engineering Technology/Technician
- Proofing Cabinet (Replacement), \$10,000 – Culinary Arts

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen – 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"/>

Motions carried.

Building & Grounds

Expenditure Authorized

- A. MOTION by Ms. Neff, SECONDED by Mrs. Krawchuk-Boschen to authorize the expenditure of \$46,765 to Premier Sealcoating for asphalt crack sealing, asphalt road and parking lot sealing, and line striping of the school's exterior asphalt areas.

Note: This approval is based on Premier Sealcoating submitting the lowest quote and providing a valid COSTARS contract number. The work is scheduled to be completed between July 7 and July 31, 2025

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen – 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.

Administrative

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors the CCTI Principal be appointed Title IX Investigator for the Carbon Career & Technical Institute.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Krawchuk-Boschen – 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.

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

Law Firm Appointed

- B. to appoint the law firm of King, Spry, Herman, Freund & Faul, LLC for specialized work for the 2025-2026 fiscal year on an as- needed basis, as presented.

Contract Approved

- C. 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, 2025 at a total cost of \$900.00.

Purchase Approved

- D. to approve the purchase of the 2025-2026 SmartFutures District License at a cost of \$2,000.00.

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

Purchase Approved

- E. to approve the purchase of the 2025-2026 SmartPass Pro Plan, Flex, and ID cards Pro at a cost of \$3,222.00

Note: Plan includes detected encounters, emergency mode, missed class time, and parent accounts. Final cost includes a discount of \$1,624.50.

Grant Application Permission Approved

- F. to grant permission to apply for the Perkins grant for the 2025-2026 school year.

Life Skills Instructional Area Approved

- G. 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 2025-2026 school year.

Second Reading and Policy Adoption

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

#324 (ADMINISTRATIVE EMPLOYEES) – Personnel Files
#337 (ADMINISTRATIVE EMPLOYEES) – Vacation
#351 (ADMINISTRATIVE EMPLOYEES) – Drug & Substance Abuse
#404 (PROFESSIONAL EMPLOYEES) – Employment of Professional Employees
#451 (PROFESSIONAL EMPLOYEES) – Drug & Substance Abuse

Reviewed Policies Approved

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

- #404.1 (PROFESSIONAL EMPLOYEES) – Recruitment and Selection of Professional Personnel
- #406 (PROFESSIONAL EMPLOYEES) – Employment of Summer School Staff
- #409 (PROFESSIONAL EMPLOYEES) – Assignment and Transfer
- #410 (PROFESSIONAL EMPLOYEES) – Abolishing a Position
- #412 (PROFESSIONAL EMPLOYEES) – Evaluation of Professional Employees

First Reading Policies Approved

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

- #413 (PROFESSIONAL EMPLOYEES) – Evaluation of Temporary Professional Employees
- #414 (PROFESSIONAL EMPLOYEES) – Physical Examination
- #414.1 (PROFESSIONAL EMPLOYEES) – HIV Infection

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Krawchuk-Boschen – 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"/>

Motions carried.

Administrative Reports

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

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

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

Motion carried.

Old Business

NONE

New and Miscellaneous Business

- A. MOTION by Mrs. Krawchuk-Boschen SECONDED by Ms. Neff to acknowledge receipt of the conference report submitted by Maya Kowalcyk, English Teacher after attending the House of Delegates (HOD) PSEA Convention May 16-17, 2025.

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

Motion carried.

Next Regularly Scheduled Meeting: Thursday – July 17, 2025

Adjournment

Mr. Connors moved, seconded by Mrs. Krawchuk-Boschen, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:47 PM.

Christina A. Graver
Joint Operating Committee Secretary