

Carbon Career & Technical Institute
Joint Operating Committee Minutes

Regular Meeting
May 15, 2025

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - May 15, 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 6:11 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 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"/>
Principal	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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: Angela Friebohn, Palmerton ASD Superintendent, Dan Heaney, Palmerton ASD Assistant Superintendent for Academic Programs & Technology, Ryan Kish, Palmerton ASD Assistant Superintendent for Finance and Facilities, William Knepper, Weatherly ASD School Board Member, Danielle Paules, Palmerton ASD School Board Member, Earl Paules, Palmerton ASD School Board President; CCTI Staff: Mark Barthel, Graphic Design Instructor, JamiLynn Johannsen, Assistant to the Director of Technology/Student Support Services/Yearbook Advisor, Walter O'Donnell, Carpentry Instructor, 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. Schaible, SECONDED by Mr. Henry to approve the Minutes of the April 15, 2025 Regular Meeting.
- VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0
- Motion carried.
- B. MOTION by Mrs. Schaible, SECONDED by Mr. Strubinger to approve the Minutes of the May 1, 2025 Special Meeting.
- VOTE: YES - 5 NO - 0 ABSENT - 0 ABSTENTIONS - 0
- Motion carried.

Courtesy of the Floor to Visitors

- Mrs. Angela Friebolin, Superintendent of Palmerton Area School District introduced herself and her executive team, Dr. Dan Heaney, Assistant Superintendent for Academic Programs & Technology and Mr. Ryan Kish, Assistant Superintendent for Finance and Facilities. She stated that with this year’s CCTI Budget being recently approved, she and her team are open to discussion regarding their thoughts on CCTI’s budget and budget process for next year.
- Mr. Earl Paules, Palmerton Area School District Board President spoke to the JOC regarding his ideas on CCTI’s fund balance.

Approval of Treasurer’s Report (April 2025)

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the Treasurer’s Report for April 2025 showing a final balance of \$6,420,669.12 in the General Fund, and \$107,840.79 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"/>
Ms. Neff - Leighton	<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.

Approval of Payment of Bills

- A. MOTION by Ms. Neff, 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"/>
Ms. Neff - Lehighnton	<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 Reports

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

- a. Walter (Wally) O'Donnell, Carpentry Instructor

Mr. O'Donnell introduced himself as the new carpentry instructor.

He shared that this is his 10th year working at CCTI. Prior to his appointment as the carpentry instructor, he served as the carpentry instructional aide.

He has over 40 years' experience in the trade with ties to the valley. His dad was from Nesquehoning and his mom was from Seek (Coaldale). He followed in his father's footsteps as a carpenter.

He thanked the members of the Joint Operating Committee for the opportunity to fill this position and shared that he loves his job at CCTI.

Mr. Reinbold reiterated that our instructional aides (as Wally was for nine years at the school) are very well-versed in their technical area often coming with industry experience.

- b. Mark Barthel, Graphic Design Instructor

Mark shared the following:

Mark VG Barthel - New Graphic Design Instructor shadowing under Mrs. Reinbold for remainder of the 2024 - 2025 school year, teaching Summer Career Academy June 16th through 20th. Primary Graphic Design Teacher for the 2025 - 2026 school year.

Education: Lehighnton AHS graduate 2007. San Jose, CA 2006 NYLF (National Youth Leadership Forum) for Design & Technology. Post-secondary: New England Institute of Art in Boston, MA for Photography & Digital Media Production. B.S., Multimedia Production (Music Recording Technology & Digital Communications) from Lebanon Valley College in Annville, PA (2012).

Brief Background: Project Manager at Advertising Agency (Mosaic Interactive in Bethlehem, PA). Web Developer for PenTeleData in Palmerton, PA. Owner/Operator of VYN George Media, LLC (Audio/Video/Design/Development/I.T./Surveillance). Other Accolades: Eagle Scout, ASCAP (American Society of Composers, Authors and Publishers) member, Classically & Jazz Trained Guitarist, Co-wrote & Released four records under two different projects.

Program Update / Transition Progress: Smooth training and co-teaching for both A & B classroom Graphic Design groups. First formal evaluation in the books! Program of Study integration & alignment on course. Advanced students: Integration of video/audio production projects along

with certifications of applicable Adobe programs.

Mrs. DeMelfi complimented Mr. Barthel based on comments she has received from her daughter who is currently in his class.

- B. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
Nothing new to report this month.

Mrs. DeMelfi thanked Mr. Deutsch for all of his work through the budget process.

- C. 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

Transition Meetings

Transition meetings are coming to a conclusion for applicants with IEPs and Section 504 Plans. Meeting participants included students, parents, district representatives, Technical Instructors and Special Education Directors from supporting districts and CCTI. Technical Instructors provided valuable information about technical programs, their expectations and requirements. Applicants, their parents, and district representatives offered information about students' strengths, areas of need and needed supports and services.

CCTI's Math Camp Information

Invitations to attend CCTI's summer Math Camp have been mailed. CCTI's Math camp will be offered from June 16-19th and 23rd-26th from 9-12:00 for 9th and 10th grade students. Transportation and a light snack will be provided.

Graduates with IEPs

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

Keystone Accommodations

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).

Mr. Reinbold thanked Mrs. Trovato for all of her work through the transition meetings, stating how beneficial they are to the school and to the students.

Mrs. Trovato thanked the district Special Education Directors and Administrators as well as the

students, their parents, and the technical instructors.

D. Building and Grounds Report – Mr. Ken Walters, Supervisor of Building and Grounds

1. Raptor Emergency Management Implementation

- The next implementation phase is the GO LIVE, scheduled to occur following staff training on June 4th.

2. Vape Detector Installation

- This project is completed and ready to GO LIVE upon notification.

3. Collaborative Drainage Project

- The easement agreement between Jim Thorpe Borough and CCTI is fully executed, with a project start date of July 7th.
- The additional easement agreement involving Jim Thorpe Borough, CCTI, and the residential property owner is currently with Jim Thorpe Borough. We are awaiting the return of fully executed copies.
- Several questions from the property owner were addressed with input from the solicitor. Our responses have been sent, and I will share those details as the JOC members desire.

4. Exterior Entrance Concrete Stairway Replacement

- Work is scheduled to begin on July 14th.
- The project was previously reviewed and is proceeding as planned.

5. Parking Lot Crack Filling, Driveway Sealcoating, Parking Lot Sealcoating, and Line Striping

- Premier Sealcoating, a COSTARS vendor based in Allentown, provided multiple quotes for these services, totaling \$46,765.
- I recommend placing a motion on the June agenda for approval, with work scheduled for July and staged as required.

6. CCTI Summer Cleaning & Floor Refinishing

The goal of this project is to restore cleanliness, hygiene, and visual appeal to instructional and administrative spaces, with a focus on safety and durability for the upcoming academic year.

Scope of Work:

- Comprehensive cleaning of classrooms, labs, offices, and common areas
- Disinfection of restrooms and high-touch surfaces
- Furniture removed for access
- Surfaces cleaned and disinfected
- Windows, ledges, and light fixtures dusted
- Floors stripped, resealed, and waxed
- Carpets vacuumed and shampooed
- Electronics wiped down and desks sanitized
- Tile floors refinished using a multi-step process
- Decorative enhancements (e.g., floor decals, paintwork) in high-visibility areas
- Fixtures scrubbed and disinfected
- Floor drains flushed and sanitized
- Tile floors deep-cleaned and sealed, where applicable

- E. **Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor**
Course Offerings - Spring 2025 Air Conditioning Fundamentals
Nurse Aide
Pharmacy Technician
Welding Technology
ServSafe® Exam
Forklift
PA State Inspection Mechanic Certification
GED Preparation Course

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

Outreach and Program Development Report

- May 1 – Safety Inspection Class begins
- May 2 – Carbon PA CareerLink Career Fair - Carbon County Plaza
- May 12 – Pocono Workforce/CareerLink Operator Meeting
- May 13 – GED orientation
- May 20 – Adult Evening Nurse Aide Pinning Ceremony
- May 28 – Pearson Vue Testing Center open

Grant Report – GED Classes

- Adult Education managed and facilitated GED Adult Literacy classes this academic school year via zoom, day, and evening options available for students. Classes were also held at the Carbon County Correctional Facility. Enrollment will continue throughout the summer. This grant year concludes June 30, 2025.

CCTI Adult Evening Employment Opportunities – Fall 2025

Carbon Career & Technical Institute is developing new programs for the Adult Evening classes. Instructors needed for technical, business, and personal interest programs in the Adult Education Department. Course offerings could include, but not limited to Building Maintenance, Carpentry, Electrical and more. Individuals who are interested in teaching adult evening classes, please contact Francine Kluck, Adult Education Site Supervisor, at 570-325-3682 x 1517 or fkluck@carboncti.org.

- F. **Superintendent of Record Report – Mr. Daniel Malloy, Weatherly Area School District Superintendent**
Mr. Malloy had nothing new to report at this meeting.

Mr. Reinbold distributed an observation chart that records teacher/instructor observations throughout the school year. All non-tenured teachers receive two (2) observations, while tenured teachers/instructors receive at least one (1). He also shared the walk-through chart, showing all walk-throughs that have been completed for teachers, instructors, and instructional aides.

He also shared the following information regarding NOCTI (National Occupational Competency Testing Institute – a mandatory exam given to all students after completing their career and technical program) and NIMS (National Institute for Metalworking Skills – a mandatory end of program test for precision machine technology students):

Based on the most recent data, the state average for the percent of advanced and competent NOCTI and NIMS scores is 82. The state expectation/goal was 85%. This year CCTI had 93% advanced and competent NOCTI/NIMS scores. Clearly well above the state average and expectations.

The state expectation/goal for the percentage of students who earn industry certifications is 73. According to last year's data 84% of CCTI students earned some type of industry certification. Again, CCTI is well above state standards. He expects the number to be higher this year.

In addition, Mr. Reinbold shared our current attendance status. Two years ago, over 100 students had twenty (20) plus days absence. Last year after putting many facets in place and following through, this number dropped to approximately 30. This year that number is currently down to sixteen (16) students with 20+ absences. He credited the students, the parents, the teachers/instructors, as well as administration. He gave additional credit to Mrs. Michelle Allen, former Principal and Mrs. Tara Benyo, Student Success Coordinator for their work on this initiative.

The following upcoming event dates were shared:

- Senior Awards – May 21, 6:00 p.m.
- Senior Class Trip – May 22
- Field Day – May 23
- Graduation – June 3, 5:00 p.m.

Items of Business

Personnel

Teacher Mentors Reaffirmed for Payment

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to reaffirm the following individuals as Teacher Mentor at the established rate of \$1,000 for the 2024-2025 school year, as indicated below:

Harold Resh (Richard Stettler, Electrical and Distribution Automation Instructor)
Tammy Marshall (Ashleigh Rehrig, Culinary Arts Instructor)
Jeremy Pease (Michael Garrant, Engineering Technologies/Technicians)
Scott Bartholomew (Julian Valentini, Social Studies/Special Education Teacher)
Angela Sablich (Larissa Genetti, Science Teacher)
Maya Kowalczyk (Amy Guth, Science Teacher)
Angela Sablich (Donna McClain, Health Medical Instructor)
Kevin Kuehner (Robert Fehr, Welding Instructor)

(cont.)

Michael Wildoner (Grace Crouthamel, English Teacher)
Stephen Nesler* (Walter O'Donnell, Carpentry Instructor)
Jeremy Pease* (Hal C. Resh, HVAC Long-Term Substitute)

Note: *Pro-rated (03/20/2025)

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 - Leighton	<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.

School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed for Payment

- B. MOTION by Ms. Neff, SECONDED by Mr. Strubinger to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2024-2025 school year, as indicated below and based on the job description:

DECA Advisor – Carly Rinda (\$2,300)
DECA Assistant Advisor – Scott Bartholomew (\$1,600)
HOSA Advisor – Donna McClain (\$2,300)
SkillsUSA Advisor – Kevin Kuehner (\$2,300)
SkillsUSA Assistant Advisor – Heather Cassidy (\$1,600)
SkillsUSA Assistant Advisor – Kevin Sowa (\$1,600)
eSports Advisor – Nate Rinda (\$2,300)
Interact Rotary Club Advisor – Margaret Kalogerakis (\$2,300)
National Technical Honor Society – Sue Ann Gerhard (\$2,300)
SADD/Aevidum Advisor – Jacob McCloskey (\$2,300)
Senior Class Advisor – Sandra Kohutka (\$2,300)
Student Council Advisor – Ashley Little (\$2,300)
Underclass Advisor – Brandi Schmoyer (\$2,300)
Yearbook Advisor – JamiLynn Johannsen (\$2,300)
Student Publishing Advisor – Maya Kowalczyk (\$2,300)
Robotics Club Advisor – Michael Garrant (\$2,300)

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 - Leighton	<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.

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

Hourly Rate for Homebound Instructor Approved

- C. to approve the hourly rate for Homebound Instructor for the 2025-2026 school year on an as-needed basis at \$50.00.

Teacher Mentor Stipend Approved

- D. to approve the Teacher Mentor stipend of \$1,000.00 for the 2025-2026 school year.

Paraprofessional Mentor Stipend Approved

- E. to approve the Paraprofessional Mentor stipend of \$500.00 for the 2025-2026 school year.

Hourly Rate for Substitute Van/Bus Drivers Approved

- F. to approve the hourly rate for substitute van/bus driver of \$25.00 effective July 1, 2025 through June 2026.

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

Motions carried.

Education

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

Chaperone Approved

- A. to approve Sue Ann Gerhard, Main Office Assistant as the second chaperone (to accompany Kevin Kuehner, SkillsUSA Advisor) for the SkillsUSA National Competition June 23 – 28, 2025 in Atlanta, GA.

Note: All fees have been accounted for to include this second chaperone in the originally approved motion of May 1, 2025.

Credentia Skills Test Attendance Approved

- B. that seven (7) Health Medical senior students attend The Pavillion at St. Luke’s Village May 20, 2025 in Hazleton to complete their Credentia Skills Test. Donna McClain, health Medical Instructor will chaperone this event.

Note: Students will depart at 7:00 a.m. and return at approximately 5:00 p.m.

Reasonable Assurance Notification Granted

- C. to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a “reasonable assurance” their position will be available to them again when school re-opens in August 2025.

Homebound Instruction Extension Approved

- D. that an extension of homebound instruction be approved for student #8756 for 5 hours per week from March 10, 2025 through March 17, 2025.

Bladder Scanner Purchase Approved

- E. to approve the purchase of a Bladder Scanner for the Health Medical technical area a total cost of 11,957.86.

Note: This item is included on the Capital/Instructional Equipment Plan and will be purchased through the Equipment Grant.

Flat Top Downdraft Table Purchase Approved

- F. to approve the purchase of a Flat Top Downdraft Table for the Welding technical area a total cost of \$15,350.

Note: This item is included on the Capital/Instructional Equipment Plan and will be purchased through the Equipment Grant.

Replacement Lifts Approved

- G. to approve the purchase of replacement Lifts (1 & 2) for the Auto Service & Technology technical area a total cost of \$24,000.

Note: These items are included on the Capital/Instructional Equipment Plan and will be purchased through the Equipment Grant.

Student Combo Desk/Mannequin Workstations Approved

- H. to approve the purchase of six (6) Student Combo Desk/Mannequin Workstations for the Cosmetology technical area a total cost of 20,609.93.

Note: These items are included on the Capital/Instructional Equipment Plan and will be purchased through the Equipment Grant.

Welders Purchase Approved

- I. to approve the purchase of three (3) Tig 275 Ready-Pak Welders for the Welding technical area a total cost of \$31,701.00.

Note: Will be included on the Capital/Instructional Equipment Plan and will be purchased through the Equipment Grant.

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

2025-2026 Proposed Operating Budget for the CCTI Adult education Program Approved

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the 2025-2026 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$131,486.

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

Motion carried.

2025-2026 Proposed Operating Budget for the Carbon Alternative High School Diploma Program Approved

- B. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the 2025-2026 Proposed Operating Budget for the Carbon Alternative High School Diploma Program, calling for receipts and expenditures in the amount of \$330,000.

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

Motion carried.

Tuition Rate for the Carbon Alternative High School Diploma Program Approved

- C. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve the Tuition Rate for the Carbon Alternative High School Diploma Program at the rate of \$11,000 per year for the 2025-2026 fiscal year.

Note: Tuition payments based on participation fund the program. The daily rate will be \$55.00. No increase from 2024-2025.

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

Motion carried.

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

Depositories Approved

- D. to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2025-2026 Fiscal Year:

Mauch Chunk Trust Company

General Fund Account, Activities Fund Account, Payroll Account, CD Purchases

PLGIT (Pennsylvania Local Government Investment Trust)

House Building Renovation Account, Capital Projects Account, Scholarship Trust Fund,

General Fund, CCTI Building Renovation/ Expansion fund)

INVEST (PA Treasurer Program for Local Governments)

General Fund

Jim Thorpe National Bank

General Fund, CD Purchases

Cooperative Arrangements for Purchasing Approved

- E. to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2025-2026 fiscal year through the following:

Carbon Lehigh IU #21

Central Susquehanna IU #16

National School Lunch Program Participation Approved

- F. to grant permission to participate in the National School Lunch Program including the Community Eligibility Provision (CEP) and the U.S.D.A. Commodities Program for the 2025-2026 school year.

Flexible Benefits Plan Approved

- G. to approve the Section 125 Flexible Plan Benefits Plan, effective July 1, 2025 to continue the Medical Plan Cash Opt-Out Election of \$400.00 per month (waive Family Medical Plan) and \$300.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years. There is no increase from 2024-2025.

Auditor Approved

- H. to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2025-2026 fiscal year, effective July 1, 2025, at an annual fee of \$21,500.

Note: The audit covers CCTI, as well as the school authority. There is no increase from 2024-2025

Student Accident Insurance Purchase Approved

- I. that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2025-2026 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at an estimated cost not to exceed \$2,295.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past eighteen years.

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.

Building & Grounds

NONE

Administrative

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

CLIU 21 Agreement Approved

- A. to enter into an agreement with Carbon Lehigh Intermediate Unit #21 (CLIU 21) for participation in the Technology in Education Legal Counsel Consortium if available and offered for the 2025-2026 fiscal year.

Note: Sweet, Stevens, Katz & Williams, LLP is offering this service on a consortium basis through CLIU 21. This service is designed to provide legal support in the complicated and ever-changing legal landscape that surrounds technology in an educational setting. The Technology Counsel Consortium provides proactive strategies, training and model policies designed to prevent digital-age problems that can lead to liability. The overall pricing for this valuable service typically falls between \$555.00 and \$768.00 based on the number of participants.

Policy Adoption Approved

B. to approve the second reading and adoption 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

Reviewed Policies Approved

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

- #325 (ADMINISTRATIVE EMPLOYEES) – Dress & Grooming
- #327 (ADMINISTRATIVE EMPLOYEES) – Management Team
- #334 (ADMINISTRATIVE EMPLOYEES) – Sick Leave
- #336 (ADMINISTRATIVE EMPLOYEES) – Personal Necessity Leave
- #342 (ADMINISTRATIVE EMPLOYEES) – Jury Duty
- #442 (PROFESSIONAL EMPLOYEES) – Jury Duty

First Reading Policies Approved

D. to approve the first reading 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

Title IX Decision Maker Appointed

E. that the CCTI Joint Operating Committee Solicitor be appointed Title IX Decision Maker for the Carbon Career & Technical Institute.

Revised 2025-2026 CCTI Carbon Alternative High School Diploma Program Calendar Approved

F. to approve the revised 2025-2026 CCTI Carbon Alternative High School Diploma Program calendar, as presented.

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.

Administrative Reports

A. MOTION by Mrs. Schaible, SECONDED by Mr. Connors 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

NONE

Next Regularly Scheduled Meeting:

Thursday – June 19, 2025

Adjournment

Mrs. Schaible moved, seconded by Mr. Connors, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:06 PM.

Christina A. Graver
Joint Operating Committee Secretary