

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Rescheduled Regular Meeting  
July 24, 2025**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – July 24, 2025** for a Rescheduled 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 6:03 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"/>
Ms. Michele Connors, 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. Erin Snyder, Alternate Member	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Christina A. Graver, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present: CCTI Staff: Eugene Colosimo, Guidance Counselor, Mr. Kevin Kuehner, Precision Machine Technology Instructor/SkillsUSA 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 Addendum**

- A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Mr. Strubinger to approve the inclusion of an Addendum to the July 24, 2025 Joint Operating Committee meeting agenda. Individual Addendum motions have been presented to and will be voted on by the Joint Operating Committee members in attendance, integrated among the agenda motions presented below.

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

Motion carried.

**Letter of Appointment**

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to acknowledge the following Appointment of an Alternate Representative to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term – December 2024 through December 2025):

Palmerton Area School District – Mrs. Erin Snyder\*

Note: \*Filling the unexpired term of Mrs. Kris Schaible

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

Motion carried.

**Approval of Minutes**

- A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Mr. Strubinger to approve the Minutes of the June 19, 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 (June 2025)**

- A. MOTION by Ms. Neff, SECONDED by Mr. Connors to approve the Treasurer’s Report for June 2025 showing a final balance of \$4,992,859.68 in the General Fund, and \$107,607.11 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 - Lehighnton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DeMelfi - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

## Approval of Payment of Bills

- A. MOTION by Mr. 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

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

- A. Director's Report – Mr. David Reinbold, Administrative Director
- Kevin Kuehner, SkillsUSA Advisor
- Mr. Rinda shared videos provided by SkillsUSA National Competition highlighting the CCTI student competitors receiving their medals for each of the following competitions:

Kyle Kuznicki, Precision Machine Technology Senior (Lehighton ASD)  
CNC 2-Axis Turner Programmer  
Bronze Medal

Jalin Burns, Digital Marketing & Business Fundamentals Senior (Palmerton ASD)  
Customer Service  
Bronze Medal

Savanna Marsteller, Graphic Design Senior (Jim Thorpe ASD)  
Kadence Tully, Graphic Design Junior (Palmerton ASD)  
Ashton Yost, Auto Service & Technology Senior (Palmerton ASD)  
Occupational Health & Safety, Multiple  
Bronze Medal

Mr. Kuehner explained that this is the first year that every student that participated from CCTI came home with a medal. He shared that students not only receive a medal for placing in competitions but also receive scholarships, tools, and/or monetary gifts. He further spoke of the opportunities our students have attending a career and technical school learning a trade and going out into the local workforce. The opening speaker at the National competition was Mike Rowe, who further reiterated this point.

Mr. Reinbold shared that Mr. Kuehner has had 6 students receive national medals throughout his career as a SkillsUSA advisor.

Mr. Reinbold read words shared by Sue Ann Gerhard, Administrative Assistant to the Principal who stepped in as a chaperone to attend the National Competition. She spoke of her positive experience and the opportunity technical schools provide high school students. "As our society

continues to evolve, we need skilled professionals to build, maintain, and innovate. Supporting programs like SkillsUSA is not just important – it's vital."

- Eugene Colosimo, Guidance Counselor  
Mr. Colosimo presented the following report:

Class of 2025 Plans (97 students)

57 Workforce	59%
33 College (21- four year)	34%
2 Military	2%
5 Tech/Trade	5%

United States Military Branches of the Class of 2025

US Marines 1

US Navy 1

Postsecondary Schools of the Class of 2025

Bloomsburg University  
Culinary Institute of America  
Delaware Valley University  
Digipen Institute of Technology  
East Stroudsburg University  
Harrisburg Area Community College  
Kutztown University (5)  
Lehigh Carbon Community College (6)  
Lebanon Valley College  
Marywood University  
Northampton Community College (5)  
Pennsylvania College of Technology (5)  
Pennsylvania State University (2)  
Universal Technical Institute (3)  
United States Aviation Academy  
University of Nevada Las Vegas  
University of Northwestern Ohio  
Worcester Polytechnic Institute

### 2024-2025 Testing

Advanced Placement Literature and Composition:

9 students

PSAT: 8 students (1 sophomore, 7 juniors)

SAT: 11 students (6 juniors, 5 seniors)

NOCTI: 88 students (written: 95.3 % competent or advanced, performance: 94.20 % competent or advanced, overall: 92 percent competent or advanced)

NIMS: 6 students (100% competent or advanced)

Keystone Exams: Winter and Spring Wave

### Stepping Up Program:

Administration and counselor continued to implement the positive behavior plan.

Nominations are made by staff to recognize students that make the right choices, display positive behavior, or go above and beyond to help others in the school or community.

Hugh O' Brien Youth Leadership Conference sophomore nominations: Stacy Bos, Cole Peto.

Recruiting: Presentations to ninth grade students at all sending districts. Gave tours of CCTI to grade 8 and 9 students from sending districts. Students shadowed technical areas throughout the year. Individual tours for parents/students throughout the year.

Processed 189 applications to CCTI.

Continued to work with students and staff in retention efforts.

The school counselor is a member of the Student Assistance Team and Transition Team and participated in all meetings.

Attended and spoke at all Student of the Marking Period Breakfasts.

Presented at the Junior/Senior Information Night in September.

Presented information at all class meetings and new student orientation.

Coordinated dual enrollment with Lehigh Carbon Community College.

Administered the Preliminary Scholastic Aptitude Test and Advanced Placement test in the digital format for the third year.

Chaperoned the Winter Dance and CCTI Prom.

Hosted numerous postsecondary schools, military recruiters, and employers for lunchroom visits and classroom presentations.

#### Summer Schedule

Coordinate students that need summer school/credit recovery.

Prepare end of year report cards.

Send transcripts for graduated seniors to postsecondary schools and unions.

Work with IU for master schedule rollover.

Work on student course scheduling.

Screen transcripts of incoming students for proper credits.

Review Advanced Placement and Keystone Exam Scores.

Review students' cumulative credits toward graduation.

Work on new student files.

Process applications received through rolling admission.

Update the guidance website.

Plan postsecondary planning presentations for all grade levels.

#### Future Goals

Continue to expand website links on the guidance section of the school website.

To continue student participation in dual enrollment courses.

To increase student scholarship opportunities.

Expand and organize articulations with local postsecondary schools.

To schedule and implement a career fair in the spring.

To implement the new guidance plan through March 2027.

Mrs. DeMelfi thanked Mr. Colosimo and asked that a thank you be passed along to Dr. Nietz for their work in forwarding transcripts in a timely manner to colleges, etc. for graduating students.

Mr. Connors commented on the high NOCTI/NIMS scores. Mr. Reinbold explained that the state expectation of students obtaining advanced and competent was 85%, the state average at completion was 83%. CCTI was at 100% for NIMS testing and 92% for NOCTI testing.

B. Principal's Report – Ms. Michele Connors, Principal

Ms. Connors presented the following report:

**Thank you for the Warm Welcome & Getting Started**

I began my position as the principal at CCTI on July 1st, and I was met with a warm welcome from all of the staff and administrators. I emailed the staff to introduce myself and received a few welcome emails in response. I also emailed a welcome message to the principals in all of the county's high schools and the Friends of CCTI organization and received warm welcomes in response from them as well. I've been speaking with all of the administrators and administrative assistants as well as our guidance counselor to help learn about our students, our school, and our greater school community. Mr. Reinbold gave me the grand tour of the building, and I have been walking around as much as possible to learn all the areas as well as I can before the students arrive.

**Preparing for the 2025-2026 School Year**

I've been working with Mrs. Trovato to prepare for the new student self-guided tours on August 14th, and I have been working to learn about and prepare for the new student open house on August 20th and our new teacher orientation and teacher in-service days on August 21st and 22nd.

**Working on My Entry Plan**

My entry plan includes a great deal of relationship building as I know that relationships are the most important element in building and sustaining a positive school culture. I'm hoping to meet and establish positive relationships with all CCTI staff and students, the Friends of CCTI organization, all school districts whose students attend CCTI, and our greater school community. Some strategies I plan to use include being in constant communication with our entire school community and being a consistent presence throughout school and school and community events. I'd also like to visit one school board meeting for all of our sending districts to introduce myself to their board members and any community members present. On July 15th, I met with the Friends of CCTI organization to learn about how they got started, the work they do, and what they hope to accomplish this year. It was inspiring to see and hear about their passion for our school and their desire to help all students.

I'm also hoping to prepare effective and engaging professional development for the upcoming teacher in-service days and continue to learn as much as I can about our school and greater school community.

Additionally, I've been working with Mrs. Gerhard to learn about the school activity and events calendar and what upcoming activities need to be prepared for.

Ms. Connors spoke briefly about the work that is currently going into the Comprehensive Plan. She is grateful to those teachers/instructors who participated in Monday's work session. The plan is due every three years putting the due date at March of 2026.

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

- Update on the 2024-2025 Audit
- Update on the 2026-2027 Budget

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

Mrs. Trovato presented the following report:

**Projected Special Population Enrollment**

CCTI anticipates the following Special Population enrollment numbers for the start of the 2025-2026 school year: students with IEPs- 82; students with 504 Service Plans- 25; students with GIEPs- 2; ELLs- 4 (2 under monitoring status); Homeless- 1

## **Camp Update**

Math Camp concluded Thursday, June 19<sup>th</sup>. Thank you to students who participated, teachers for providing meaningful instruction, parents/guardians for allowing their children to attend, culinary staff for providing tasty meals, and drivers for getting students safely to and from CCTI. Camp provided students the opportunity to review concepts and be exposed to technical program math concepts. Teachers administered a pre-test to gain knowledge of students' knowledge, concepts they remember and those they needed additional review. Students completed an exit survey and commented their favorite part of math camp included refreshing their memory of basic math concepts, learning new ways to solve problems, meeting new people, touring the building, and lunch!

## **Preparing for the 2025-2026 School Year**

Summertime is a busy time in order to prepare for the upcoming school year. Our administrative team has been conducting interviews to hire instructors, substitutes and support staff. Enrollment continues throughout the summer months, and I continue to schedule and facilitate Transition meetings for applicants with IEPs and 504 Service Plans. As CCTI's Special Needs Coordinator for Special Populations, I have been working on developing goals for the 2025-2026 school year, preparing for new staff induction days, start of the year staff meetings, participating in professional development webinars to keep current with special education topics and effective instructional practices, and anticipate supporting Ms. Connors for start of the year Inservice days. The maintenance of special education documents is an ongoing responsibility, and during the summer months, I review each special education/needs students' files to ensure documents are in compliance/accessible in the files and collect data regarding students' progress towards meeting their IEP goals. Special education teachers have been assigned new students to their case management and new student documents are prepared for case managers. I continue to communicate with families to renew 504 Service Plans. Scheduling co-taught classes and in class support personnel will take place during the month of July, with assistance from our Guidance Counselor. A review and update of CCTI's special education and homeless webpage will take place prior to the start of the school year.

## **Looking Forward**

New student tours and New Student Orientation Evening will be offered in August.

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

Mr. Walters presented the following report:

- **Exterior Entrance Concrete Stairway Replacement**  
Demolition began on July 14. The assumption was that the steps were between 12 and 18 inches in depth; however, demolition revealed the original 1966 steps and foundation beneath the pour-over steps, resulting in a depth of nearly 4 feet. The project remains on track for completion before the students' return.
- **Parking Lot Maintenance**  
Weather delays have significantly impacted the schedule. Crack filling, driveway sealcoating, and parking lot sealcoating are now expected to be completed by July 28. Line striping is scheduled for completion by August 4. The project remains on track for completion before the students' return.
- **CCTI Summer Cleaning & Floor Refinishing**  
Work is progressing as planned. Summer sanitizing has been completed for 85% of the school. Team is working very well together.



- **Auto Lift Inspection Update**

Four 4' x 4' concrete pads were excavated and poured. The concrete is currently curing, and the lifts are scheduled to be installed in the upcoming weeks. The project remains on track for completion before the students' return.

- **Additional Updates**

- **Welding Technology**

- New TIG welders were received and installed.
- A new downdraft table was received and installed.

- **Cosmetology:**

- New tables and chairs were received, assembled, and placed in the classroom.

- **Jim Thorpe Borough Drainage Project:**

- This project is currently on hold pending solicitor review of one agreement with the executor's lawyer.
- The Borough has been advised that if the project cannot begin before the first day of school, it will need to be postponed until next summer.

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

Mr. Rinda presented the following report:

- 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.
- Summer Room Cleanup - Reconnecting classrooms post summer cleanup. Thank you to the maintenance/cleaning staff for all of their work and assistance.
- Graphic Design - New lab ordered and starting to roll in now.
- 150 New Chromebooks are in and nearly finished.
- 40 New staff PCs are in and in process of setup.
- Engineering Technology Lab - Working on entire lab software updates and cleanup.
- Drafting - Working on entire lab software updates and cleanup.
- Continued daily technology support/service - For all of CCTI.

Mr. Rinda thanked JamiLynn Johannsen, Assistant and Dr. Jeffry Nietz for all of their hard work and assistance.

G. **Superintendent of Record Report – Mr. Daniel Malloy, Weatherly Area School District Superintendent**  
This will be Mr. Malloy's last meeting serving as Superintendent of Record.

He thanked everyone for allowing him to be a part of the process and said it was very nice to have insight into how CCTI educates the district students. He was grateful to be part of the graduation ceremony and said he appreciated working with everyone. He told Ms. Connors that he's already heard positive feedback regarding her from his administrative staff.

Mr. Connors and the members of the JOC thanked Mr. Malloy.

Mr. Reinbold shared the following:

- 5<sup>th</sup> grade presentations will continue at the sending schools this year. Technical staff and students will present at each of the 5 schools offering rotating stations for the students.
- CCTI has received approval of the Perkins Grant for \$174,000. The majority of these funds are utilized for salaries.
- He thanked the Carbon County Community Foundation for their donation of \$2,190 that will be utilized to offset costs of the summer camp next year. Sharon Alexander serves as the President as well as a member of the Friends of CCTI.

## **Items of Business**

### *Personnel*

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

### **Superintendent of Record Appointed**

- A. to appoint Jason Moser, Lehigh Area School District Superintendent as Superintendent of Record for Carbon Career & Technical Institute effective August 1, 2025 through July 31, 2026 at the established per meeting stipend of \$150.00. Payment will be based on attendance at regularly scheduled Joint Operating Committee meetings (12 per year) and paid in full following the completion of the appointed term.

### **Student Success Coordinator Reappointed**

- B. to reappoint Tara Benyo, Student Success Coordinator, effective August 21, 2025 for the 2025-2026 school year per the approved position description.

Note: Position is partially funded through the Perkins grant.

### **Building Substitutes Approved**

- C. to approve the following individuals as Building Substitute effective August 21, 2025 through the close of the 2025-2026 school year at the approved daily rate:

Brian McGinley  
John (Jay) Sabo

Note: Brian is a graduate of Jersey City University with a BA in English Literature. He also has an AAS Degree in Radio/TV from Northampton County Community College.

Jay is a graduate of East Stroudsburg University with a BS Degree in Arts/English and a Master's Degree in Science/Sports Management. Jay has over 12 years of teaching experience at Bethlehem Christian School, St. Joseph the Worker, and Lighthouse Christian Academy.

### **Academic Instructional Aide Appointed**

- D. to appoint Jo Lynn Gazo Academic Instructional Aide, effective August 21, 2025 at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Educational Support Personnel Association.

Note: Jo Lynn is a graduate of DeSales University and has PA Social Studies Teaching Certification. Jo Lynn has served as a long-term science and English substitute as well as a building substitute at CCTI.

### **New Teacher Orientation Approved**

- E. to approve a 2-day New Teacher Orientation to take place prior to August 21, 2025.

### **CCTI Career Academy Instructor Approved**

- F. that the below listed individual be retroactively approved as CCTI Summer Career Academy Instructor at a rate of \$30/hour:

Donna McClain

Note: There will be no cost to the CCTI Joint Operating Committee. Perkins Grant funded.

### **CCTI Summer Academy Van Driver Approved**

- G. that the below listed individual be retroactively approved as CCTI Summer Career Academy van driver at a rate of \$25/hour:

Donna McClain

Note: There will be no cost to the CCTI Joint Operating Committee. Perkins Grant funded.

### **SkillsUSA Chaperone Payment Approved**

- H. to approve payment of \$800.00 to Sue Ann Gerhard for attendance as chaperone at the SkillsUSA National Competition in Atlanta, GA June 23 through June 28, 2025.

### **Teacher Mentor Appointed**

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

Justin Pshar (Math Teacher)

### Instructional Aide Mentor Appointed

- J. to appoint the following individual as Instructional Aide Mentor for the 2025-2026 school year at the established stipend:

Kevin Wagner (Carpentry Instructional Aide)

### Additional Days Approved

- K. that the following individual be employed for additional days (as indicated below) at the individual's per diem rate, between July 25, 2025 and August 21, 2025:

- Donna McClain, Health Medical Instructor – up to 3 days  
Preparation for upcoming state mandated CNA audit

Note: All days will be scheduled with prior approval of the Principal.

### Joint Operating Committee Secretary Stipend Approved

- L. to approve a Joint Operating Committee Secretary annual stipend of \$2,000.00, effective July 1, 2025 through June 30, 2026.

### Adult Education GED Instructor Appointed

- M. to appoint Joseph L. Krushinsky, Jr. Adult Education GED Instructor at a rate of \$24.00/hour on an as needed basis through July 2026.

#### 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 - Lehigh	<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.

### School Safety and Security Coordinator

- N. MOTION by Mr. Strubinger, SECONDED by Ms. Neff that Michele Connors be appointed the School Safety and Security Coordinator.

#### 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 - Lehigh	<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.

## Math Teacher Appointed

- O. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Ms. Neff to appoint Jose Jimenez Math Teacher, effective August 1, 2025 at a step 1, C & T/I II Master/M. EQU salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Jose is a graduate of New York City College with Associates Degrees in Science, Computer Science and Applied Mathematics. Jose also has a Master of Fine Arts Degree from Lehman College and is currently pursuing a PhD in Mathematics from West Virginia University.

### 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.

## Science Teacher Appointed

- P. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to appoint Rhina Rivera Science Teacher, effective August 1, 2025 at a step 1, C & T/I II Master/M. EQU salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Rhina is a US Navy Veteran and a graduate of the American Military University with a BS in Natural Sciences and a Masters Degree in Medical Science. Rhina is currently pursuing a PhD in Biomedical Engineering from the University of North Dakota.

### 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.

Education

Educational Trip Approved

- A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Ms. Neff that Auto Collision Repair students and Precision Machine 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. Stephen Nesler, Auto Collision Repair Instructor, Kevin Wagner, Auto Collision Repair Instructional Aide, and Kevin Kuehner, Precision Machine Technology Instructor 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.

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.

Budget & Finance

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

Student Lunch Prices Established

- A. that the student lunch price for a second lunch for the 2025-2026 school year be established as follows:

Students:      Type A - \$3.00  
Adults:          \$5.00

Note: All students will receive a free breakfast and lunch for the 2025-2026 school year.

**Zimmerman’s Dairy Retained**

- B. that Zimmerman’s Dairy (Lehighnton, PA) be retained as the CCTI Milk/Juice Supplier for the 2025-2026 school year. Prices for milk and juice shall remain the same as quoted for the 2024-2025 school year. Milk prices are established by the PA Milk Marketing Board.

**Out of County Tuition Rates (Non-Special Education) Approved**

- C. to approve the following out of county tuition rates (non-Special Education) for the 2025-2026 school year:

Half Year – Half Day	\$ 5,175	(\$ 57.50 per day)
Half Year – Full Day	\$10,350	(\$115.00 per day)
Full Year – Half Day	\$10,350	(\$ 57.50 per day)
Full Year – Full Day	\$20,700	(\$115.00 per day)

Note: Rates reflect no increase from previous year.

**Out of County Tuition rates (Special Education) Approved**

- D. to approve the following out of county tuition rates (Special Education) for the 2025-2026 school year:

Half Year – Half Day	\$ 6,075	(\$ 67.50 per day)
Half Year – Full Day	\$12,150	(\$135.00 per day)
Full Year – Half Day	\$12,150	(\$ 67.50 per day)
Full Year – Full Day	\$24,300	(\$135.00 per day)

Note: Rates reflect no increase from previous year.

**Promethean Board Purchase Approved**

- E. to approve the purchase of two (2) Promethean Boards at a total cost of \$6,490.60.

Note: These items are included in the Capital Plan.

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.

**Building & Grounds**

NONE

## *Administrative*

### **Substitute Custodian/Maintenance/Groundskeeper/Cleaner Hourly Rate Approved**

- A. MOTION by Ms. Neff SECONDED by Mrs. Krawchuk-Boschen to approve the hourly rate for substitute custodian/ maintenance/ groundskeeper/ cleaner of \$16.00 effective July 1, 2025 through June 2026.

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

Motion carried.

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

### **Revised Student & Parent Handbook Approved**

- B. to approve the revised CCTI Student & Parent Handbook, as presented.

### **Purchase of Student & Parent Handbooks Approved**

- C. to approve the purchase of 650 CCTI Student & Parent Handbooks at a cost of \$4,387.50.

### **Revised Course Handbook Approved**

- D. to approve the revised CCTI Course Handbook, as presented.

### **Purchase of Course Handbooks Approved**

- E. to approve the purchase of 800 CCTI Course Handbooks at a cost of \$4,520.00.

### **Memorandum of Understanding with Jim Thorpe Police Department Approved**

- F. to approve the Memorandum of Understanding with the Jim Thorpe Police Department, per the Pennsylvania Department of Education Safe School Reporting regulations and CCTI Joint Operating Committee Policy 218.1, as presented.

### **Adoption of Policies Approved**

- G. to approve the second reading and adoption 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



## Reviewed Policies Approved

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

- #416 (PROFESSIONAL EMPLOYEES) – Nontenured Staff Members
- #419 (PROFESSIONAL EMPLOYEES) – Outside Activities
- #420 (PROFESSIONAL EMPLOYEES) – Freedom of Speech in Noninstructional Settings
- #421 (PROFESSIONAL EMPLOYEES) – Political Activities
- #425 (PROFESSIONAL EMPLOYEES) – Dress and Grooming
- #426 (PROFESSIONAL EMPLOYEES) – Complaint Policy

## First Reading Policies Approved

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

- #417 (PROFESSIONAL EMPLOYEES) – Conduct/Disciplinary Procedures
- #417.1 (PROFESSIONAL EMPLOYEES) – Educator Misconduct
- #418 (PROFESSIONAL EMPLOYEES) – Penalties for Tardiness
- #423 (PROFESSIONAL EMPLOYEES) – Tobacco and Vaping Products
- #424 (PROFESSIONAL EMPLOYEES) – Personnel Files
- #815.2 (OPERATIONS) – Use of Generative Artificial Intelligence in Education

### 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.

## Administrative Reports

A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Mr. Connors to accept Administrative Reports from the following:

- a. Ms. Michele Connors, 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

NONE

## **New and Miscellaneous Business**

NONE

**Next Regularly Scheduled Meeting:**      **Thursday – August 21, 2025**

## **Adjournment**

Mr. Strubinger moved, seconded by Ms. Neff, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:13 PM.

---

Christina A. Graver  
Joint Operating Committee Secretary