

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Rescheduled Regular Meeting
August 14, 2025**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – August 14, 2025** for a Rescheduled 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 6:06 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"/> via telephone	<input type="checkbox"/>
Mr. Jeffry Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Francine Kluck, Adult Education Site Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Rich Flacco, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Sean Gleaves, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Erin Snyder, 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. Jason Moser, 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: CCTI Staff: Henry Woods, School Police Officer; Media: TV-13

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

Approval of Addendum

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the inclusion of an Addendum to the August 14, 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.

Approval of Minutes

- A. MOTION by Ms. Neff, SECONDED by Mr. Connors to approve the Minutes of the July 24, 2025 Rescheduled 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 (July 2025)

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the Treasurer's Report for July 2025 showing a final balance of \$5,153,777.25 in the General Fund, and \$107,535.93 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 - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder, 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 Mr. Connors, SECONDED by Ms. Neff to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	<input 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. Snyder - 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

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

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

Ms. Connors shared the following prepared report:

Act 55 School Safety and Security Coordinator Training & Updates

I completed a 7-hour training through the Pennsylvania Commission on Crime and Delinquency on July 21st which is required for all School Safety and Security Coordinators. The training was informative and provided helpful resources for understanding the state's mandates on school safety plans, protocol, and procedures-including staff professional development mandates. For the past 3 years, CCTI has been using Vector Solutions as the learning management system for mandated school safety trainings for all building staff. I ran a report of the completed trainings for the past 3 years for all staff members and am working on cross-referencing them with the list of state-mandated training for school employees to determine what training each staff member needs. Some trainings are required annually, every 3 years, every 5 years, or every 7 years, and some are specific to some building staff depending on their position. I'm working on assigning Vector trainings to staff members based on their needs in order to be in compliance with the Act 55 guidelines.

CCTI Social Media

Knowing that social media is a helpful method for communicating information and positive news about our students, I conducted a search of all of the Facebook and Instagram pages with CCTI in the title and sent this list to the administrative team and some of our teachers to help determine who runs each page and if they are still active. I do believe that it's important for schools to tell their own stories to help create a positive school image and climate. I've been working closely with our Digital Marketing & Business Fundamentals instructor, Mrs. Rinda, to ensure that our social media pages are properly and efficiently maintained and that the content is helpful and appropriate. Mrs. Rinda runs our school's official Facebook page - "Carbon Career and Technical Institute". She also recently created a school Instagram account for us - "@CarbonCTI". My past experiences with managing school social media pages indicated that parents follow Facebook pages and students follow Instagram pages - especially when content is consistently posted in an engaging way. I'm hoping to start promoting our two official social media accounts and will work with Mrs. Rinda and her students to ensure consistent content is posted to each one. Mrs. Rinda informed me that developing and maintaining social media is part of her marketing curriculum, so the students will be assisting with managing our school's social media image under her guidance.

Welcome Back Activities

Today we held our annual new student tours which allowed new students and their families to take a self-guided tour of our building using their schedule as a guide. We had some student and staff volunteers strategically placed throughout the building to assist and welcome these families. On August 20th, we are hosting our new student orientation night to provide helpful information about our school community to the families of our new students. Thank you to all of our faculty and staff for their assistance with these back-to-school events. We are also holding new teacher orientation days throughout August to help our new hires with their transition, and August 21st is our first teacher in-service day for the school year. We will welcome teachers back with a variety of activities and training sessions as well as department and career cluster meetings and of course, time to prepare their classrooms for the students' arrival. We also have a former CCTI student coming to give a welcoming, inspirational message to our staff.

I've also been preparing for the students' arrival and participating in interviews. I've held meetings and been in contact with some students and parents on concerns related to student discipline, attendance, etc. in hopes that we can be proactive to address the concerns before the new school year.

- B. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- Update on 2026-2027 Budget.
- C. Building and Grounds Report – Mr. Ken Walters, Supervisor of Building and Grounds
Mr. Walters shared the following prepared report:
- Exterior Entrance Concrete Stairway Replacement: Handrail installation pending, payment pending.
 - Parking Lot Maintenance: Completed, payment pending.
 - CCTI Summer Cleaning & Floor Refinishing: Completed. Staff did an outstanding job.
 - Auto Lifts Installation, Relocation, and Inspection: Completed, payment pending.
 - AHERA Compliance: Asbestos Hazard Emergency Response review completed with no changes post-inspection.
 - Right-to-Know/Safety Data Sheets: Visit with teachers scheduled for September 10. New Safety Data Sheet books arriving October 1, 2025, valid through September 30, 2026.
 - Garage Door Preventative Maintenance: Completed, with additional repairs scheduled.
 - Jim Thorpe Borough Drainage Project: On hold pending solicitor's review.
 - Raptor Alert + Accountability Training: Scheduled for the 1st in-service day with faculty. This additional training is being offered at no charge.
- D. Technology Report – Mr. Nate Rinda, Director of Technology
Mr. Rinda share the following prepared report:
- a. Google Admin Console - Mass updates to 3rd party apps and permissions. Account cleanup and security features also reviewed/modified.
 - b. Website - Continued updates and modifications to the website.
 - c. Adult Education - Pearson VUE computer lab updates.
 - d. Summer Room cleanup - Reconnecting classrooms post summer cleanup. All rooms are connected.
 - e. Graphic Design - New Mac lab is completed.
 - f. 150 New Chromebooks ready.
 - g. 40 New staff PCs are in and in process of setup.
 - h. Engineering Technology lab - Entire lab software updates done.
 - i. Drafting & Design Technology - Entire lab software updates nearly completed.
 - j. All new student accounts are ready.
 - k. Continued daily technology support/service - For all of CCTI.
- E. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
Mrs. Trovato shared the following prepared report via telephone:
- Special Population Enrollment**
CCTI's Special Population enrollment numbers for the start of the 2025-2026 school year are as follows: Students with IEPs- 81; students with 504 Service Plans- 26; students with GIEPs- 2; ELLs- 4 (2 under monitoring status); Homeless- 1

Preparing for the 2025-2026 School Year

In preparation for the new school year, I have been preparing for new teacher orientation days and returning teachers and instructional aide Inservice days. Some special population topics to present include, *"Implementing IEP and 504 accommodations-What is your responsibility when working with students*

with special needs/disabilities?"; "Providing In Class Support & Co-Teaching"; "McKinney Vento: Homelessness-Signs to look for; Procedures for Reporting; Providing Accommodations to Students Deemed Homeless".

Other items in preparation for the new school year include, scheduling co-taught and support classes; renewing 504 Service plans; preparing special education case manager documents; participating in IEP meetings as scheduled; planning for Special Education Department meetings and Instructional Aide meetings; preparing for *New Student Orientation* evening; and preparing training materials to support CCTI's newest Special Education teacher.

Mr. Reinbold took a moment to thank administration for all of their work preparing for the new school year. He commented that the school looks great both inside, and out. The student tours went really well, today. Ms. Connors came into her new role as principal and hit the ground running and has received a lot of support from the staff. He thanked everyone for their efforts.

F. **Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor**

Ms. Kluck shared the following prepared report:

Course Offerings Fall 2025

Air Conditioning Fundamentals

Nurse Aide

Pharmacy Technician

Welding Technology

ServSafe® Exam

Forklift

PA State Inspection Mechanic Certification

GED Preparation Courses

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

Outreach and Program Development Report

- August/September - Nurse Aide Audit
- August 15 – Nurse Aide Orientation
- August 18 – Pearson Vue testing center open for administrator testing

Welding Technology – starts September 23

The Carbon Career and Technical Institute will offer a 75-hour comprehensive Welding Program for all skill levels; Beginner through intermediate. Learn basic stick, oxyacetylene, MIG and TIG through classroom theory and hands-on training in cutting and welding steel and aluminum. Students will conclude the program by taking the American Welding Society certification.

Tuesday & Thursday 6:00 - 9:00 pm – 25 classes

Tuition Assistance may be provided for those who qualify through the county CareerLink students reside.

Alternative Education | Credit Recovery

The CCTI Alternative High School Diploma Program offers a chance for individuals to earn a high school diploma at a self-guided pace; morning and/or evening sessions in the modular building. Students graduate when they have met the requirements. Students also complete 9 credits of co-op.

The CCTI Credit Recovery Program gives high school students who have failed a class the opportunity to redo coursework or retake a course through alternate means – and thereby avoid failure and earn academic credit. With an open rolling enrollment, credit recovery in most cases start in CCTI's summer-school programs, but students can enroll throughout the year. This gives Carbon County high school students the ability to recover credit from courses they have failed during the regular school year.

Currently accepting applications for alternative education and credit recovery. Contact Adult Education if any High School Guidance Counselors, Principals, or students who are interested or have a referral.

Summer 2025 marking period started July 7th - currently enrolling students for the credit recovery summer school program and alternative education.

- G. Superintendent of Record Report – Mr. Jason Moser, Lehigh Area School District Superintendent
I'm really incredibly excited to be part of this for the next school year. I look forward to working professionally, to getting to know CCTI inside and out. I honestly relish this opportunity. I'm excited to be here. Also, like everybody else, I'm keeping a close eye on the on the evolution of the state budget.

Items of Business

Personnel

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

Attendance Officer Duties Assigned

- A. to assign Henry Woods the duties of an attendance officer, in order to fulfill PA magisterial guidelines for the 2025-2026 school year.

Records Retention Officer Appointed

- B. that Dave Reinbold be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2025-2026 school year.

Long-Term Substitute Approved

- C. to approve Hal C. Resh as a Category C (long-term) substitute Heating, Ventilation, Air Conditioning and Refrigeration Instructor, effective August 22, 2025 for a period of ninety-one (91) days at a step 2 pro-rated salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: Hal successfully completed this assignment for the 2024-2025 school year.

Long-Term Substitute Approved

- D. to approve John (Jay) Sabo as a Category C (long-term) substitute Science Teacher, effective August 22, 2025 for a period of ninety-one (91) days at a step 1 pro-rated salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

Note: 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.

Carpentry Instructional Aide Appointed

- E. to appoint Joseph Mitzen Carpentry 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: Joe is a Panther Valley graduate and has been a self-employed contractor for 20 years and has over 30 years of carpentry/building experience.

Letter of Resignation Accepted

- F. to accept the letter of resignation from Alexandria Ventrella, Culinary Arts Instructional Aide, effective with her letter dated August 6, 2025.

Advisor Approved

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

Student Council Advisor – Joshua Reif

Tenure Status Granted

- H. to grant the following individual a “Professional Employee Contract” and tenure status effective August 23, 2025:

Carly Rinda – Digital Marketing & Business Fundamentals Instructor

Substitute Part-Time Technology Assistants Approved

- I. to approve the following individuals as substitute part-time technology assistant (on an as-needed basis) at a rate of \$175.00/day for the 2025-2026 school year:

Jerome Brown, Jr.
Jeffry Nietz

Substitutes Approved

- J. that the below listed individuals be approved to substitute for the 2025-2026 school year at the established rates, as follows:

Kyle Ahner – SHINE Driver*
Tara Apgar – Teacher, Instructional Aide, Health/Medical
James Curran – Teacher, Instructional Aide, Chaperone/Volunteer*, Custodial/
Maintenance/Groundskeeper/Cleaner*, Van/Bus Driver*
Reyna Desmarais – Chaperone/Volunteer*
Michele Dominic – Teacher, Instructional Aide, School Nurse, Health/Medical
Laura Foeller – Teacher, Instructional Aide
Deborah Foraker – Teacher, Instructional Aide
Jo Lynn Gazo – Clerical*, Tutor, Part-Time Reading Instructor
Jennifer Gonzalez – Chaperone/Volunteer*, Van/Bus Driver*, SHINE Driver*
Delmar Griggs – Teacher, Instructional Aide, Tutor, PT Integrated Math
Instructor, Chaperone/Volunteer*
John Gunsser – Tutor, Part-Time Integrated Math Instructor
Amanda Henry – Chaperone/Volunteer*
Margaret Kalogerakis – Teacher, Instructional Aide, Chaperone/Volunteer*
Lisa Kennedy – Chaperone/Volunteer*
Joseph Krushinsky – Teacher, Instructional Aide, Tutor
Debra Kunkel-Christman – Teacher, Instructional Aide, Tutor,
Chaperone/Volunteer*
Catherine McDonald – Teacher, Instructional Aide, Tutor
Vasiliki (Bess) Mitsakos – Tutor
Jo Anne Mitzen – School Nurse
Martha Moyer – Teacher, Instructional Aide, Chaperone/Volunteer*
Jeffrey Nietz – Administrative*
Jennifer Peiffer – Chaperone/Volunteer*
Daniel Pierce – Instructional Aide, Custodial/Maintenance/Groundskeeper/
Cleaner*, Van/Bus Driver*
Robyn Plesniarski – Chaperone/Volunteer*
Stephanie Reese – Chaperone/Volunteer*
Maritza Reinbold – Chaperone/Volunteer*
Kenneth Reiter – Teacher, Instructional Aide
Hal C. Resh – SHINE Driver*
Elizabeth Schlecht – Instructional Aide, Tutor, Chaperone/Volunteer*, Van/Bus
Driver*
William Shirar – Teacher, Instructional Aide
Susan Stermer – School Nurse
Joanne Swartz – Clerical*
Michele Troutman – Instructional Aide
Desha Utsick – Instructional Aide, Chaperone/Volunteer*
Douglas Witt – Custodial/Maintenance/Groundskeeper/Cleaner*

Note: *through August 2026

Appointment and Agreement Approved

- K. to appoint Francine Kluck Adult Education Site Supervisor and approve her agreement effective September 5, 2025 through September 4, 2026, as presented.

Note: At no cost to the CCTI Joint Operating Committee operating budget.

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. Snyder – 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.

Termination of Employment Approved

- L. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve the termination of employment of employee #3254.

Note: Employee #3254 was employed under a temporary emergency certification. As that certification has expired, employment with CCTI has concluded.

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. Snyder – 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.

Letter of Resignation Accepted

- M. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to accept the letter of resignation received August 12, 2025 from Kevin Kuehner, Precision Machine Technology Instructor/ SkillsUSA Advisor effective up to 60 days following this date.

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

Motion carried.

Education

Transportation Cost Approved

- A. MOTION by Mr. Connors, SECONDED by Ms. Neff to approve the cost of \$800.00 to cover transportation 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. Auto Service Technology, Auto Collision Repair, and Precision Machine Technology students will attend this previously approved educational trip.

Note: Harold Resh, Auto Service Technology Instructor, Angela Sablich, Science Teacher, Stephen Nesler, Auto Collision Repair Instructor, Kevin Wagner, Auto Collision Repair Instructional Aide, and Kevin Kuehner, Precision Machine Technology Instructor have been approved to chaperone this event.

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. Snyder – 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.

Budget & Finance

Transportation Contracts Approved

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors that Transportation Contracts be approved with the following Contractors for 2025-2026, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

- Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2025-2026 - \$52.00/ day per bus
- George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighnton)
(Lehighnton Area School District)
2025-2026 - \$102.00/ day per bus
- George’s Transportation Company, Inc. (84 Ashtown Drive, Lehighnton)
(Lehighnton Area School District – Mid-Day Run)
2025-2026 - \$102.00/ day per bus
- Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2025-2026 - \$229.00/ day per bus
- Panther Valley School District (1 Panther Way, Lansford)
2025-2026 - \$96.00/ day per bus

(cont.)

Weatherly Area School District (602 Sixth Street, Weatherly)
2025-2026 - \$140.00/day per bus

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

Motion carried.

Building & Grounds

NONE

Administrative

Carbon-Monroe-Pike Drug & Alcohol Commission, Inc. Contract Approved

- A. MOTION by Ms. Neff SECONDED by Mr. Connors to approve the contract with Carbon-Monroe-Pike Drug & Alcohol Commission, Inc. for the 2025-2026 school year in the amount of \$7,400 as presented.

Note: Agreement is for one (1) day of service weekly over a period of 38 weeks.

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

Motion carried.

CCTI Annual School Safety and Security Report 2024-2025 Approved

- B. MOTION by Mr. Strubinger SECONDED by Ms. Neff to approve the CCTI Annual School Safety and Security Report 2024-2025, as presented.

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

Motion carried.

Graduation Ceremony Approved

- C. MOTION by Mr. Strubinger, SECONDED Ms. Neff to approve the 2026 CCTI graduation ceremony, as follows:

- Thursday, May 28, 2026
- 5:00 p.m.
- CCTI Field, under Tent
- Severe Weather Date: Friday, May 29, 2026
- Note: In the event of severe weather conditions on May 29, 2026, the ceremony will be moved to the Jim Thorpe Area High School auditorium at 5:00 p.m. This has been approved by Jim Thorpe Area High School.

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

Motion carried.

Revised 2025-2026 Student/Teacher Calendar Approved

- D. MOTION by Mrs. Snyder, SECONDED Ms. Neff to approve the revised 2025-2026 Student/Teacher calendar.

Note: Change in date for graduation, only.

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

Motion carried.

Substitute Rates Established

- E. MOTION by Mr. Strubinger, SECONDED Mr. Connors to establish the following substitute rates for the 2025-2026 school year:

1. Teacher/Instructor and Instructional Aide
Day 1 through Day 9 \$115 per day
Day 10+ Cumulative \$140 per day
Teacher/Instructor, only
15+ Consecutive Days \$160 per day
(in a Single Assignment)
2. Building Substitute \$150 per day
3. Secretary \$105 per day
4. Administrative \$210 per day

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. Snyder – 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 Mrs. Snyder that the following motions be approved:

Adoption of Policies Approved

- F. to approve the second reading and adoption 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

Reviewed Policies Approved

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

- #335 (ADMINISTRATIVE EMPLOYEES) – Family and Medical Leaves
- #435 (PROFESSIONAL EMPLOYEES) – Family and Medical Leaves
- #535 (CLASSIFIED EMPLOYEES) – Family and Medical Leaves

First Reading Policies Approved

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

- #205 (PUPILS) – Graduation Requirements
- #333 (ADMINISTRATIVE EMPLOYEES) – Professional Development
- #338 (ADMINISTRATIVE EMPLOYEES) – Sabbatical Leaves
- #338.1 (ADMINISTRATIVE EMPLOYEES) – Compensated Professional Leaves
- #339 (ADMINISTRATIVE EMPLOYEES) – Uncompensated Leave
- #433 (PROFESSIONAL EMPLOYEES) – Professional Development
- #434 (PROFESSIONAL EMPLOYEES) – Sick Leave
- #438 (PROFESSIONAL EMPLOYEES) – Sabbatical Leave
- #438.1 (PROFESSIONAL EMPLOYEES) – Compensated Professional Leaves
- #439 (PROFESSIONAL EMPLOYEES) – Uncompensated Leave
- #539 (CLASSIFIED EMPLOYEES) – Uncompensated Leave

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

Motions carried.

Administrative Reports

A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger 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 – September 18, 2025**

Adjournment

Ms, Neff moved, seconded by Mrs. DeMelfi, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:42 PM.

Christina A. Graver
Joint Operating Committee Secretary