

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
September 18, 2025**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – September 18, 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 6:21 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	☒	☐
Ms. Heather Neff, Vice-Chairman	☒	☐
Mrs. Alyson Krawchuk-Boschen, Member	☒	☐
Mrs. Renee DeMelfi, Chairman	☒	☐
Mr. Thomas Connors, Member	☒	☐
Mr. David Reinbold, Administrative Director	☒	☐
Ms. Michele Connors, Principal	☒	☐
Mrs. Christine Trovato, Facilitator of Special Education	☒	☐
Mr. Jeffry Deutsch, Bus. Administrator/Treasurer	☒	☐
Mr. Nate Rinda, Director of Technology	☒	☐
Mr. Ken Walters, Supervisor of Bldg. & Grounds	☐	☒
Mrs. Francine Kluck, Adult Education Site Supervisor	☐	☒
Mr. Rich Flacco, Alternate Member	☐	☒
Mr. Sean Gleaves, Alternate Member	☐	☒
Mrs. Erin Snyder, Alternate Member	☐	☒
Mr. Pat Leonzi, Alternate Member	☐	☒
Mr. Kenneth Jacoby, III, Alternate Member	☐	☒
Mr. Jason Moser, Superintendent of Record	☒	☐
Attorney Robert T. Yurchak, Solicitor	☒	☐
Ms. Christina A. Graver, Secretary	☒	☐

Others present: Members of the Public: Bruce Fritz; CCTI Staff: Maya Kowalczyk, English Teacher/SkillsUSA Assistant Advisor, Joshua Reif, Electrical Distribution and Automation Instructional Aide/SkillsUSA Advisor, Henry Woods, School Police Officer; Media: Jim Logue, Times News, Jake Kovacs, 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 September 18, 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 Mrs. Krawchuk-Boschen, SECONDED by Mr. Connors to approve the Minutes of the August 14, 2025 Rescheduled Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

Mr. Bruce Fritz, Jim Thorpe community member spoke to the members of the JOC regarding teacher retention and hiring.

Approval of Treasurer's Report (August 2025)

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Connors to approve the Treasurer's Report for August 2025 showing a final balance of \$4,644,247.65 in the General Fund, and \$107,971.86 in the Student Activities Account.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	☒	☐	☐	☐
Mrs. Krawchuk-Boschen – Palmerton	☒	☐	☐	☐
Ms. Neff - Leighton	☒	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☒	☐	☐	☐
Mrs. DeMelfi - Panther Valley	☒	☐	☐	☐

Motion carried.

Approval of Payment of Bills

- A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Ms. Neff to approve Payment of Bills - General Fund and Other Accounts.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	☒	☐	☐	☐
Mrs. Krawchuk-Boschen – Palmerton	☒	☐	☐	☐
Ms. Neff - Leighton	☒	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☒	☐	☐	☐
Mrs. DeMelfi - Panther Valley	☒	☐	☐	☐

Motion carried.

Administrative Reports

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

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

a. Joshua Reif, SkillsUSA Advisor with Assistant Advisor Maya Kowalczyk

Mr. Reif shared the following from a prepared report:

Josh spoke of recruitment efforts and that they have successfully registered every student and technical teacher. He and his assistant advisors went around to technical classes in both A and B classes and talked about the opportunity SkillsUSA offers at no cost to them. Also how they have posters around the building. He stated that he is very appreciative for this opportunity to give our students and CCTI a chance to go compete.

Mrs. Kowalczyk shared the following prepared report:

My name is Maya Kowalczyk and I'm an English teacher at CCTI. I also run the student newspaper club. I have just joined SkillsUSA as an advisor this year for the first time, and I am thrilled to be a part of this group of individuals as we help prepare them to compete in their competitions. I've helped unofficially in the past with student resumes, speeches, and a little with a group who was competing in the entrepreneurship competition.

This year it seems that we are hitting the ground running from what I can see (although I don't have much to compare it to). We've all gone out to the technical areas to give presentations to underclassmen and upperclassmen about the variety of competitions that Skills offers, and I have personally talked with a number of students to encourage them to compete again - or for the first time.

Right now, we are focusing on getting as many students signed up as possible by the end of September so that we can begin planning for the District level competition later in the fall. Technical teachers are currently gathering names of students for competitions, so we should have finalized numbers the beginning of October.

Again, to reiterate, I am glad to be a part of this group of positive-minded teachers and staff and I'm especially excited to encourage, guide, and help motivate students to push their boundaries and see what they can do when they give it their all!

Mrs. Krawchuk-Boschen offered her services to assist in preparing students in areas such as extemporaneous speaking based on her vocational background with Northampton Community College.

In her absence, the following prepared report was read for Mrs. Reinbold:

I appreciate the opportunity to share what I've been working on this year to support our students through SkillsUSA. My goal has been to strengthen student involvement, provide organizational structure behind the scenes, and create opportunities for our students to become champions in their future endeavors.

Some of the projects I've completed so far include:

- Designing, printing, and posting the SkillsUSA bulletin board to keep students informed and engaged. The bulletin board this year features the SkillsUSA 2026 theme and a list of all the competitions in our district, along with the technical classes that can participate in each contest. This detailed list has added clarity for both students and teachers.
- Creating and maintaining contestant spreadsheets to track the participation of each contestant and clearly remind teachers and students what is needed for each event. The spreadsheet has columns for required resume submissions, speeches, notebooks, and displays.

In addition to those responsibilities, I also handled the care and organization of our SkillsUSA uniforms. This included machine washing all the red blazers, polo shirts, khakis, and both the boys' and girls' dress shirts. I also labeled and numbered each red jacket so they're ready for our students when needed. All the uniforms are now ready for distribution on a two-tiered clothes rack in the Electrical locker room.

For student competitions, I organized the SkillsUSA runoff contests for the Graphic Design class, providing students with valuable practice and an opportunity to prepare for upcoming events. Doing this early in the year gives the winning students more time to prepare for the actual competitions.

I also supported recruitment by presenting SkillsUSA opportunities to students in Graphic Design, Culinary, Cosmetology, and Marketing in both the A-group and B-group classes. Part of this work included creating flyers and promotional materials to help students and teachers understand what SkillsUSA has to offer and how the contests are run.

Finally, I'm excited to share that I created flyers and will be hosting a Breast Cancer Awareness face-painting event on October 7th and 8th during both lunch periods. This event will not only raise awareness but also allow students to contribute their talents to a meaningful cause.

Overall, I am proud of what we've been able to accomplish so far, and I look forward to continuing to help our students participate in SkillsUSA.

Thank you for your support of both the program and our students.

- B. Principal's Report – Ms. Michele Connors, Principal
Ms. Connors shared the following from a prepared report:

Welcome Back Activities

CCTI has had a very successful start to the 2025-2026 school year! Our new teachers come in on August 18th and 19th for some orientation and in-service professional development. A special thank you to their mentors who also came in to assist with these events. We welcomed back all teachers and staff on August 21st and 22nd for our teacher in-service days. Our teachers were greeted on their first day back with a CCTI Success Story - Mr. Cody Miller, Beltzville State Park Manager, Weatherly High School graduate, and former CCTI student, gave a welcome address to our staff about his experiences at CCTI and how they've helped him work up to his current position. Following his presentation, the teachers had many questions for Mr. Miller, and he was able to explain what career opportunities are available

for our CCTI students at Beltzville State Park. He also welcomed the opportunity to be a guest speaker for any class in the future. Our teachers participated in department meetings and professional development sessions including yearly safety and security trainings and a session provided by Raptor Technologies on how to use their accountability and reunification app for safety drills and emergencies.

We also welcomed our new students and their families on August 20th with an evening session to review school information and procedures as well as some safety procedures and some items from the student handbook. Some of our clubs and activities were available that evening to provide information about how to sign up for any interested students. All of our students returned to the building on August 25th and have been doing a great job getting back into the school schedule. Our after school clubs and activities as well as our free after school tutoring services started again last week, and we encourage all of our students to take advantage of these opportunities. A special thank you to our teachers for helping us provide these opportunities for our students. I wanted to especially acknowledge our culinary students and their instructors for the wonderful breakfasts and lunches they have been providing for our students - they've really been working hard since Day 1, and we are grateful for that.

Our students have participated in class meetings, and on Monday of this week we held our Senior Sunrise event concluding with the senior class meeting. Several seniors came to me with the idea to have a Senior Sunrise since many of their home schools held the same type of event. Seniors came to school early to watch the sunrise with their classmates and also to enjoy music, games, and breakfast. A special thank you to everyone who assisted with organizing and hosting this event for our students - they expressed much appreciation for being able to have it.

CCTI Educator Induction Program

We currently have six teachers who are in their first year of our Educator Induction Program and two teachers who are in their second year. Their curriculum is based on the current, JOC-approved Educator Induction Program; however, the state recently updated the Educator Induction Program requirements, so we are working to revise the plan to reflect the changes. Our teachers' union has selected three members to be on the revision committee, and our administrative team will work with them to revise and present a new plan to the JOC for approval. In the meantime, we are proceeding with the induction program by providing professional development sessions for our new teachers. A special thank you to our new teacher mentors for their mentorship and also for attending the professional development sessions to offer their guidance, feedback, and support.

I'm looking forward to attending a school board meeting with each district's school board to introduce myself and provide an update of all of the wonderful things happening at CCTI. I'm also looking forward to welcoming our families and community members to CCTI for our upcoming junior/senior information night on September 25th and Open House on October 15th.

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

- Update on 2026-2027 Budget:
 - IMPORTANT NOTE:
There will be no overall increase in the 2026-2027 CCTI Operating Budget year for the five participating Carbon County school districts.
 - 2026-2027 will mark the 13th consecutive year with no overall increase.
 - Please contact the CCTI Business Administrator, Jeffry Deutsch, with any questions regarding the 2026-2027 Budget.

- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
Mrs. Trovato shared the following through a prepared report:

2025-2026 Special Population Update

CCTI's special population projected numbers are as follows.

Students with IEPs - 83 students

Students with 504 Service Plans - 26 students

Students with Gifted IEPs - 2

ELL students - 3 students

Homeless/Unaccompanied - 2 students

Supports for Students

CCTI offers supports and interventions for students. Some include, but are not limited to: After School Help, Integrated tutoring, IEP meetings, Google Classroom access, Positive Behavior Support Plans, Attendance Improvement meetings, Transition Meetings, Career Cruising, Instructional Aides in the technical programs and academic classes (as determined needed), co-taught classes, Counselor & Mental Health Specialist Support, Homebound Instruction, Parent/Student conferences and meetings, Transition meetings, SAP meetings, and professional development and trainings for staff pertaining to supporting students. Teachers have received accommodation documents for students in their classes with IEPs and 504 Service plans.

Supports for Faculty & Instructional Support Staff

The effectiveness of our school depends greatly on ensuring that teachers and instructional support staff are equipped with the resources, training, and assistance necessary to meet the diverse needs of our students. Some supports include, but not limited to, New Faculty orientation days, Monthly Induction meetings and Inservice days regarding how to support students with special needs, special education laws, effective ways to support students in the classroom, effective strategies to support English Language Learners (ELL), and identifying and supporting students experiencing homelessness. New teacher mentorship programs pair experienced educators with those new to the school and profession. Mentors provide job-embedded support, modeling, individualized feedback, and to serve as a source for information. Updates pertaining special populations & supporting students are provided during monthly faculty meetings, teacher check-ins, and quarterly Instructional Aide meetings. Walkthroughs, observations and mid and end of year evaluations for instructional support staff allow for feedback regarding practices, knowledge and professionalism. For students who receive related services, consultative services are provided to teachers a better understand students' needs, strategies, and analyze student data. Professional recognition, highlights staff contributions and celebrates their achievements. By supporting our faculty and instructional staff, we strengthen the foundation for student success.

Homeless & Unaccompanied Youth

The McKinney-Vento Homeless Education Assistance Improvement Act of 2001 was enacted to make sure homeless youth have access to appropriate education while removing barriers that homeless and unaccompanied youth face. The Act requires school districts to assign a homeless liaison/point of contact who serves to provide trainings to staff, identify and report students deemed homeless, coordinate supports and services for students, to aid in removing the barriers to learning, school enrollment, education, nutrition, transportation, and participation in extracurricular activities.

The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The Act also includes provisions for students determined as Unaccompanied Youth. The law also defines unaccompanied youth as homeless youth who are not in the physical custody of a parent or guardian. This includes youth who have run away from home; been

abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.

As CCTI's Homeless Liaison, I check in often with students, staff, parents, supporting district representatives, to ensure that accommodations, transportation, free lunch, school supplies, uniform/clothing needs, mental health and medical resources are provided. Staff training is provided annually.

- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Building and Grounds
In Mr. Walters' absence, the following written report was shared with the JOC members:
- Exterior Entrance Concrete Stairway Replacement – Completed.
 - Garage Door Preventative Maintenance and Repair – Completed.
 - Right-to-Know/Safety Data Sheets – New Safety Data Sheet (SDS) books are scheduled to arrive and will be distributed on October 1, 2025. These will remain valid through September 30, 2026.
 - Jim Thorpe Borough Drainage Project – Awaiting agreement execution by Jim Thorpe Borough and the Executor.
- F. Technology Report – Mr. Nate Rinda, Director of Technology
Mr. Rinda shared the following through a prepared report:
- Google Admin Console - Mass updates to 3rd party apps and permissions. Account cleanup and security features also reviewed/modified.
 - Website - Continued updates and modifications to the website.
 - Adult Education - Pearson VUE computer lab updates.
 - Two new Promethean boards for academics installation nearly complete.
 - 40 new staff PCs are in and in process of setup. Approximately 10 remain.
 - Digital Marketing and Business Fundamentals - Working on lab software updates and Adobe account for students.
 - Upgrading wireless HDMI units throughout the building.
 - Upgrading classroom TVs.
 - Continued daily technology support/service - for all of CCTI.
- Mr. Rinda shared a brief update on eSports including upcoming competition dates.
- G. Superintendent of Record Report – Mr. Jason Moser, Lehigh Area School District Superintendent
Mr. Moser reiterated that all are still awaiting the approval of the state budget. He said that he is attending a meeting tomorrow where he hopes to receive updates on the progress. He will share any updates he receives with Mr. Reinbold.

Items of Business

Personnel

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

Substitutes Approved

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

Jeffrey Donadi – Tutor, SHINE Driver*
William Gerhard – Teacher, Instructional Aide
David McCloskey – Custodial/Maintenance/Groundskeeper/Cleaner*
Jacob McCloskey – Van Driver*
Catherine Nalesnik – Teacher, Instructional Aide, Tutor, Part-Time Integrated
Math Instructor
Maritza Reinbold – Teacher, Instructional Aide

Note: *through August 2026

Extra Help Instructors Approved

- B. to appoint the following individuals as Extra Help Instructors in conjunction with the after-school program at \$30 per hour on an as needed/scheduled basis:

Stephen Anderson	Michele Klock	Hal C. Resh
Mark Barthel	Maya Kowalczyk	Harold Resh
Scott Bartholomew	Kevin Kuehner	Carly Rinda
Michael Baumgardt	Salvatore LoPresti	Rhina Rivera
Heather Cassidy	Tammy Marshall	John Rogers
Eugene Colosimo	Donna McClain	Angela Sablich
Grace Crouthamel	Jacob McCloskey	John Sabo
Rainbeau Currier	Brian McGinley	Rebecca Schaeffer
Robert Fehr	Avery Miller	Brandi Schmoyer
Michael Garrant	Stephen Nesler	Richard Stettler
Jo Lynn Gazo	Walter O'Donnell	Philip Strubinger
Larissa Genetti	Jeremy Pease	Julian Valentini
Casey Hill	Justin Pshar	Kevin Wagner
Diane Hyjurick	Ashleigh Rehrig	Michael Wildoner
Jose Jimenez	Joshua Reif	Dean John Wychulis

Termination of Employment Approved

- C. to approve the termination of employment of employee #4444.

Carpentry Instructional Aide Approved

- D. to appoint Austin Lauchnor Carpentry Instructional Aide, effective September 22, 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: Austin has 19 years' carpentry experience with Lauchnor Construction, Inc. and Tom Hildebrand Construction. Austin is a graduate of CCTI's Electrical Distribution and Automation program.

Teacher Mentor Appointed

- E. to appoint the following individual as Teacher Mentor for the first half of the 2025-2026 school year at the established pro-rated stipend:

Scott Bartholomew (John (Jay) Sabo, Long-Term Substitute, Science)

Position Acknowledged

- F. to acknowledge that following the completion of his long-term substitute appointment, Hal C. Resh will return to his full-time position of instructional aide.

Position Acknowledged

- G. to acknowledge that following the completion of his long-term substitute appointment, John (Jay) Sabo will return to his position of building substitute for the remainder of the 2025-2026 school year.

Resignation Accepted

- H. to accept the resignation of Joshua Reif as 2025-2026 Student Council Advisor.

Advisor Appointed

- I. to appoint Rainbeau Currier as 2025-2026 Student Council Advisor at the approved stipend for the 2025-2026 school year.

Advisor Appointed

- J. to appoint Joshua Reif as 2025-2026 SkillsUSA Advisor at the approved stipend for the 2025-2026 school year.

Resignation Accepted

- K. to accept the resignation of Heather Cassidy as 2025-2026 SkillsUSA Assistant Advisor.

Advisor Appointed

- L. to appoint the following individuals as 2025-2026 SkillsUSA Assistant Advisor at the approved stipend for the 2025-2026 school year:

Maritza Reinbold
Richard Stettler

Homebound Instructors Approved

- M. to approve the following homebound instructors on an as needed basis, at the approved hourly rate:

Mark Barthel
Diane Hyjurick
Maya Kowalczyk
Debra Kunkel-Christman
Donna McClain
Michael Wildoner

Family Medical Leave Approved

- N. to approve intermittent Family Medical Leave time for employee #3224, effective August 21, 2025 through August 21, 2026.

Family Medical Leave Approved

- O. to approve Family Medical Leave time for employee #3146, effective October 16, 2025 through December 13, 2025.

Adult Education Instructor Appointed

- P. to appoint the following Adult Education Instructor at the below listed rate on an as needed basis through September 2026:

James Rex, Welding Instructor - \$24/hour

Family Medical Leave Approved

- Q. to approve Family Medical Leave (October 6, 2025 through November 20, 2025 with intermittent days from September 12, 2025 through October 5, 2025) for employee #3133.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	☒	☐	☐	☐
Mrs. Krawchuk-Boschen – Palmerton	☒	☐	☐	☐
Ms. Neff - Leighton	☒	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☒	☐	☐	☐
Mrs. DeMelfi - Panther Valley	☒	☐	☐	☐

Motions carried.

Education

MOTION by Mrs. Alyson Krawchuk-Boschen, SECONDED by Ms. Neff that the following motions be approved:

Cosmetology Purchase Approved

- A. to approve the purchase of the following requested by the cosmetology instructor:

Advanced Services: Eyelashes (both a textbook and an e platform) and MONEY EDU.

Educational Trip Approved

- B. that thirteen (13) Graphic Design students attend a trip to Longwood Gardens October 2, 2025 in Kennett Square, PA at a cost of \$1,300 for transportation. Mark Barthel, Graphic Design Instructor and Christine Trovato, Facilitator of Special Education will chaperone this event.

Note: Funds are available in the 2025-2026 General Fund.

Educational Trip Approved

- C. that five (5) Culinary Arts students attend a trip to the Pennsylvania College of Technology October 14, 2025 in Williamsport, PA. Ashleigh Rehrig, Culinary Arts Instructor will chaperone this event.

Educational Trip Approved

- D. that four (4) Health Medical/HOSA students attend a trip to the HOSA Fall Leadership Conference October 17, 2025 in Hershey, PA at a cost of \$250 to cover the expense of registration and meals. Donna McClain, Health Medical Instructor will chaperone this event.

Note: Funds are available in the 2025-2026 General Fund.

Educational trips Approved

- E. that Michael Garrant, Engineer Technologies/Technician Instructor and Robotics Club Advisor chaperone six (6) Robotics Club students to participate in the VEX Robotics Competitions on the dates and at the locations listed, below:

Saturday, October 25, 2025 – Holy Ghost Preparatory School, Cornwells Heights, PA at an approximate cost of \$200.00 for meals

Saturday, November 15, 2025 – Black Rock Middle School, Villanova, PA at an approximate cost of \$200.00 for meals

Saturday, December 6, 2025 – Black Rock Middle School, Villanova, PA at an approximate cost of \$200.00 for meals

Sunday, January 11, 2026 – Great Valley Middle School, Malvern, PA at an approximate cost of \$200.00 for meals

Saturday, January 24, 2026 – New Hope Solebury School District, New Hope, PA at an approximate cost of \$200.00 for meals

(cont.)

Saturday, February 7, 2026 – Spring-Ford 9th Grade Center, Royersford, PA at an approximate cost of \$200.00 for meals
 Sunday, February 15, 2026 – Great Valley Middle School, Malvern, PA at an approximate cost of \$200.00 for meals

Note: Funds are available in the 2024-2025 General Fund.

Educational trip Approved

- F. that nine (9) Health Medical students attend a trip to Wilkes University for a college tour November 14, 2025 in Wilkes-Barre, PA. Dean John (D.J.) Wychulis, Health Medical Instructional Aide will chaperone this event.

Agreement of Affiliation Approved

- G. that the Agreement of Affiliation between the Carbon Career & Technical Institute Medical and Health Assistant/Certified Nurse Aide Program be approved and executed for the 2025-2026 Fiscal Year, as presented:

Mahoning Post Acute, Lehighton, PA
 (formerly Mahoning Valley Nursing and Rehabilitation Center)

Agreement of Affiliation Approved

- H. that the Agreement of Affiliation between the Carbon Career & Technical Institute Adult Education Department PA- Approved Certified Nurse Aide Training Program be approved and executed for the 2025-2026 Fiscal Year, as presented.

Mahoning Post Acute, Lehighton, PA
 (formerly Mahoning Valley Nursing and Rehabilitation Center)

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	☒	☐	☐	☐
Mrs. Krawchuk-Boschen – Palmerton	☒	☐	☐	☐
Ms. Neff - Lehighton	☒	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☒	☐	☐	☐
Mrs. DeMelfi - Panther Valley	☒	☐	☐	☐

Motions carried.

Budget & Finance

NONE

Building & Grounds

NONE

Administrative

Conference Attendance Approved

- A. MOTION by Ms. Neff SECONDED by Mr. Strubinger that Donna McClain, Health Medical Instructor attend Penn State Outreach 34th Annual Conference - Strategies: Educational Excellence for Health Care Providers Educators November 13-14, 2025 at Wyndham Garden State College at a cost not to exceed \$1,100 to cover the expense of registration, lodging, meals, and mileage.

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

Motion carried.

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

Second Reading and Adoption of Policies Approved

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

- #205 (PUPILS) – Graduation Requirements
- #333 (ADMINISTRATIVE EMPLOYEES) – Professional Development
- #338 (ADMINISTRATIVE EMPLOYEES) – Sabbatical Leave
- #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

Reviewed Policies Approved

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

- #501 (CLASSIFIED EMPLOYEES) – Creating a Position
- #504 (CLASSIFIED EMPLOYEES) – Employment of Classified Employees
- #505 (CLASSIFIED EMPLOYEES) – Employment of Substitute and Short-Term Employees
- #508 (CLASSIFIED EMPLOYEES) – Employment Contract
- #509 (CLASSIFIED EMPLOYEES) – Assignment and Transfer
- #511 (CLASSIFIED EMPLOYEES) – Suspensions and Layoffs
- #519 (CLASSIFIED EMPLOYEES) – Outside Activities

First Reading Policy Approved

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

- #204 (PUPILS) – Attendance

Administrative Director Appointment Authorization Approved

- E. to authorize the Administrative Director to appoint employees after an interview is conducted and all state mandated clearances have been received and verified, when the appointment falls between regularly scheduled Joint Operating Committee meetings. Appointments will be ratified at the following meeting of the Joint Operating Committee.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Connors – Weatherly	☒	☐	☐	☐
Mrs. Krawchuk-Boschen – Palmerton	☒	☐	☐	☐
Ms. Neff - Lehighton	☒	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☒	☐	☐	☐
Mrs. DeMelfi - Panther Valley	☒	☐	☐	☐

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 – October 16, 2025

Adjournment

Mr. Connors moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:03 PM.

Christina A. Graver

Joint Operating Committee Secretary