

Carbon Career & Technical Institute
Joint Operating Committee Agenda
Regular Meeting
October 16, 2025

I. Call to Order – Chairman

II. Salute to the Flag

III. Roll Call

	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	☐	☐

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

V. **Approval of Addendum (if applicable)**

A. MOTION by _____, SECONDED by _____ to approve the inclusion of an Addendum to the October 16, 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 - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VI. **Approval of Minutes**

- A. MOTION by _____, SECONDED by _____ to approve the Minutes of the September 18, 2025 Regular Meeting. (Encl. 1)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VII. **Courtesy of the Floor to Visitors**

VIII. **Approval of Treasurer's Report (September 2025)**

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for September 2025 showing a final balance of \$4,331,658.57 in the General Fund, and \$106,521.46 in the Student Activities Account. (End. 2)

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	☐	☐	☐	☐

IX. **Approval of Payment of Bills**

- A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund and Other Accounts. (Encl. 3)

Note: Committee Members with questions or requesting a copy of any payment, please contact the CCTI Business Office prior to the scheduled meeting.

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	☐	☐	☐	☐

X. **Administrative Reports**

- A. Director's Report – Mr. David Reinbold, Administrative Director
 - a. Mark Barthel, Graphic Design Instructor
Longwood Gardens Educational Trip
- B. Principal's Report – Ms. Michele Connors, Principal
- 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
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Building and Grounds
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- G. Superintendent of Record Report – Mr. Jason Moser, Lehigh Area School District Superintendent

XI. **Items of Business**

Personnel

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

Amber Everett - Volunteer/Chaperone*
Casey Hill - Van Driver*
Kristen Powis - Tutor**

Note: *through August 2026

** retroactive to October 1, 2025

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the following individual as a substitute part-time technology assistant (on an as-needed basis) at a rate of \$175.00/day for the 2025-2026 school year:

Corey Rinda

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ 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:

Christopher Bavlinka
Austin Lauchnor
Kristen Powis

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____, SECONDED by _____ to accept the letter of resignation received from Margaret (Meg) Arnold, Custodian/Maintenance/Groundskeeper/Cleaner, effective January 2, 2026.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- E. MOTION by _____, SECONDED by _____ to affirm the appointment of Christopher Bavlinka Culinary Arts 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: Christopher has over 10 years' experience as owner and operator of a catering company and restaurant. Christopher also has over 10 years' experience as an executive chef for Muhlenberg and Lehigh Universities.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Connors - Weatherly	☐	☐	☐	☐
Mrs. Krawchuk-Boschen - Palmerton	☐	☐	☐	☐
Ms. Neff - Lehigh	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. DeMelfi - Panther Valley	☐	☐	☐	☐

- F. MOTION by _____, SECONDED by _____ to appoint the following individual as Instructional Aide Mentor at the established pro-rated stipend:

Salvatore LoPresti (Chris Bavlinka, Culinary Arts Instructional Aide)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- G. MOTION by _____, SECONDED by _____ to affirm the approval of the following individual as Building Substitute effective September 22, 2025 through the close of the 2025-2026 school year at the approved daily rate:

Kristen Powis

Note: Kristen has a Bachelor of Science degree in chemistry and has experience as a technical expert in chemistry with St. Luke's University Health Network – Minors Campus.

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	☐	☐	☐	☐

Education

NONE

Budget & Finance

- A. MOTION by _____ SECONDED by _____ to add the following equipment items to the current CCTI Capital Plan:

- Slide Door Refrigerator w/LED Lighting*, \$6,500 – Digital Marketing & Business Fundamentals
- Drop-In Beverage Dispenser w/ Associated Equipment*, \$6,500 – Culinary Arts
- Double-Stack Combi-Oven, \$40,000 – Culinary Arts

Note: *Units will replace contract with Pepsi Co.

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	☐	☐	☐	☐

- B. MOTION by _____, SECONDED by _____ to approve the following out of county or charter school student tuition rates (non-Special Education) for the 2026-2027 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.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to approve the following out of county or charter school student tuition rates (Special Education) for the 2026-2027 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.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

Building & Grounds

NONE

Administrative

- A. MOTION by _____ SECONDED by _____ to approve the following school activity/fundraiser:

Designer Purse Bingo, March 13, 2026 in the CCTI Cafeteria

Note: Snow date of March 20, 2026. Proceeds to benefit all participating CCTI CTSO's (Career & Technical Student Organizations).

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

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

#204 (PUPILS) – Attendance (Encl. 4)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____ SECONDED by _____ to approve the following reviewed CCTI policies, as presented:

- #525 (CLASSIFIED EMPLOYEES) - Dress & Grooming (Encl. 5)
- #526 (CLASSIFIED EMPLOYEES) - Complaint Process (Encl. 6)
- #528 (CLASSIFIED EMPLOYEES) - Salary Determination (Encl. 7)
- #529 (CLASSIFIED EMPLOYEES) - Substitute Compensation (Encl. 8)
- #530 (CLASSIFIED EMPLOYEES) - Overtime (Encl. 9)
- #532 (CLASSIFIED EMPLOYEES) - Working Periods (Encl. 10)
- #534 (CLASSIFIED EMPLOYEES) - Sick Leave (Encl. 11)
- #536 (CLASSIFIED EMPLOYEES) - Personal Necessity Leave (Encl. 12)
- #537 (CLASSIFIED EMPLOYEES) - Vacation (Encl. 13)
- #541 (CLASSIFIED EMPLOYEES) - Benefits for Part-Time Personnel (Encl. 14)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

D. MOTION by _____ SECONDED by _____ to approve the Administrative Director's Agreement, as presented.

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	☐	☐	☐	☐

XII. Administrative Reports

A. MOTION by _____, SECONDED by _____ to accept Administrative Reports from the following:

- a. Ms. Michele Connors, Principal (Encl. 15)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 16)
- c. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 17)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XIII. Old Business

XIV. New and Miscellaneous Business

- A. MOTION by _____ SECONDED by _____ to acknowledge receipt of the conference report submitted by Christine Trovato, Facilitator of Special Education after attending the McKinney Vento Workshop October 8, 2025. (Encl. 18)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XV. Next Regularly Scheduled Meeting: Thursday – November 20, 2025

XVI. Adjournment