

Carbon Career & Technical Institute
Joint Operating Committee Agenda
Regular Meeting
November 20, 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 November 20, 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 October 16, 2025 Regular Meeting. (Encl. 1)

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

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

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

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for October 2025 showing a final balance of \$4,232,536.80 in the General Fund, and \$106,222.84 in the Student Activities Account. (Encl. 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. Kristin Deritis, Mental Health/Behavior Assistant
- 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. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
- H. 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:

Jeffry Nietz – Guidance Counselor
Heather Pasquariello – Teacher, Instructional Aide

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

- B. MOTION by _____, SECONDED by _____ to affirm the appointment of Donald Kerbaugh as a substitute carpentry instructor at a rate of \$160.00 per day effective October 20 through November 10, 2025.

Note: Mr. Kerbaugh was approved to submit reimbursement for expenses.

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

- C. MOTION by _____, SECONDED by _____ to affirm the appointment of Riston Barr, Precision Machine Technology Instructor, effective November 3, 2025 at a step 8 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Educational Support Personnel Association.

Note: Riston is a graduate of Pleasant Valley High School/Monroe Career & Technical Institute. He has 8 years experience as a tool and dye maker with Bihler of America. He also completed a 4-year apprenticeship through Lehigh Carbon and Northampton Community College.

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	☐	☐	☐	☐

- D. MOTION by _____, SECONDED by _____ that Riston Barr be employed for one (1) additional day at the individual's per diem rate, prior to his November 3, 2025 start.

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	☐	☐	☐	☐

- E. MOTION by _____, SECONDED by _____ to appointment of Shivani Gupta, Science Teacher, effective December 8, 2025 at a step 1 Masters/M Equ. salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Educational Support Personnel Association.

Note: Shivani possesses a PA and NY teaching certificate in Biology 7-12. She has a Bachelor of Science and a master's degree from the College of Staten Island. Over the past 5 years, she has gained experience as a substitute and full-time science teacher and a Career Consultant/Job Coach.

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	☐	☐	☐	☐

- F. 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:

Riston Barr
Shivani Gupta (effective December 8, 2025)

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

- G. MOTION by _____, SECONDED by _____ to appoint the following individuals as Teacher Mentor at the established stipend:

Michele Klock* (Riston Barr, Precision Machine Technology Instructor)
Scott Bartholomew** (Shivani Gupta, Science Teacher – effective December 8, 2025)

Note: *Pro-rated

** Continued mentorship for Science position. Currently Jay Sabo.

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

- H. MOTION by _____, SECONDED by _____ to approve Family Medical Leave (November 11, 2025 through January 5, 2026 for employee #3202.

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	☐	☐	☐	☐

- I. MOTION by _____, SECONDED by _____ to appoint the following individuals to the Wellness Committee:

Jake McCloskey
Rachel Strucko

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

- J. MOTION by _____, SECONDED by _____ to appoint the following individuals to the Comprehensive Plan/Professional Development Committee:

Jake McCloskey
Robyn Plesniarski
Rachel Strucko

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

Education

- A. MOTION by _____, SECONDED by _____ that homebound instruction be approved for student #9117 for 5 hours per week from October 28, 2025 through October 31, 2025.

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

- B. MOTION by _____, SECONDED by _____ that homebound instruction be approved for student #8836 for 5 hours per week from November 4, 2025 through November 18, 2025.

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

- C. MOTION by _____, SECONDED by _____ that nineteen (19) CCTI students attend SkillsUSA District Competition at Johnson College December 9, 2025 (with a scheduled snow date of December 10, 2025) in Scranton, PA at a cost of approximately \$630.00, to cover student and advisor/chaperone registration fees. Josh Reif, SkillsUSA Advisor, Maya Kowlacyk and Maritza Reinbold, SkillsUSA Assistant Advisors, will chaperone this event.

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	☐	☐	☐	☐

- D. MOTION by _____, SECONDED by _____ that fifteen (15) CCTI students attend DECA District Competition at Lehigh Carbon Community College, December 16, 2025 (with a scheduled snow date of December 17, 2025) in Schnecksville, PA at a cost of approximately \$810.00, to cover student and advisor/chaperone registration fees. Carly Rinda, DECA Advisor, Scott Bartholomew, DECA Assistant Advisor, and Casey Hill, Digital Marketing Instructional Aide, will chaperone this event.

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	☐	☐	☐	☐

- E. MOTION by _____, SECONDED by _____ that two (2) CCTI students attend the Hugh O'Brian Youth Leadership Program (HOBY) at Millersville University, Millersville, PA from May 28 through May 31, 2026 at a cost not to exceed \$570 for both students to defer the cost of registration, meals, and lodging.

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

Budget & Finance

- A. MOTION by _____, SECONDED by _____ to approve the 2026-2027 Proposed Secondary Budget for Carbon Career & Technical Institute, calling for receipts and expenditures in the amount of \$9,915,441 to be forwarded to the Boards of School Directors in each of the participating school districts for final adoption by Resolution.

Note: The 2026-2027 proposed CCTI budget marks the 13th consecutive year of 0.00% overall increase to the participating member districts.

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

- B. MOTION by _____, SECONDED by _____ to add a forklift (\$45,000) to the current CCTI Capital Plan.

Note: The current forklift, manufactured in 1994 is deteriorating and has become a safety concern. Repair costs continue to rise each year, making replacement increasingly necessary.

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

- C. MOTION by _____, SECONDED by _____ to approve the current CCTI Capital/ Instructional Equipment Plan, 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	☐	☐	☐	☐

Building & Grounds

NONE

Administrative

- A. MOTION by _____ SECONDED by _____ to approve the first reading of the following CCTI policy, as presented:

#246 (PUPILS) – Student Wellness (Encl. 4)

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

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

#542 (CLASSIFIED EMPLOYEES) – Jury Duty (Encl. 5)
#543 (CLASSIFIED EMPLOYEES) – Paid Holidays (Encl. 6)
#601 (FINANCES) – Fiscal Objectives (Encl. 7)
#602 (FINANCES) – Budget Planning (Encl. 8)
#603 (FINANCES) – Budget Preparation (Encl. 9)
#604 (FINANCES) – Budget Adoption (Encl. 10)
#607 (FINANCES) – Tuition Income (Encl. 11)
#608 (FINANCES) – Bank Accounts (Encl. 12)
#609 (FINANCES) – Investment of School Funds (Encl. 13)
#610 (FINANCES) – Purchases Subject to Bid/Quotation (Encl. 14)
#611 (FINANCES) – Purchases Budgeted (Encl. 15)
#612 (FINANCES) – Purchase Not Budgeted (Encl. 16)
#613 (FINANCES) – Cooperative Purchasing (Encl. 17)
#614 (FINANCES) – Payroll Authorization (Encl. 18)
#615 (FINANCES) – Payroll Deductions (Encl. 19)
#616 (FINANCES) – Payment of Bills (Encl. 20)
#616.1 (FINANCES) – Sales and Use Tax (Encl. 21)
#617 (FINANCES) – Petty Cash (Encl. 22)
#618 (FINANCES) – Student Activity Funds (Encl. 23)
#619 (FINANCES) – Audit (Encl. 24)
#620 (FINANCES) – Returned Checks (Encl. 25)

(cont.)

#621 (FINANCES) - Unreserved General Fund Balance (Encl. 26)
#622 (FINANCES) - GASB Statement 34 (Encl. 27)

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

- C. MOTION by _____ SECONDED by _____ to approve the Agreement for TransPerfect Remote Interpreters Products & Services with Carbon Lehigh Intermediate Unit #21, as presented.

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	☐	☐	☐	☐

XII. Administrative Reports

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

- Ms. Michele Connors, Principal (Encl. 28)
- Mrs. Christine Trovato, Facilitator of Special Education (Encl. 29)
- Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 30)

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

XIII. Old Business

XIV. New and Miscellaneous Business

- XV. Next Regularly Scheduled & Reorganization Meeting: Thursday – December 18, 2025

XVI. Adjournment