

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
November 20, 2025**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday – November 20, 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 6:04 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 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 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. Jason Moser, Superintendent of Record	<input type="checkbox"/>	<input checked="" 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: Members of the Public: Lauryn Stauffer, Bethlehem AVTS; CCTI Staff: Riston Barr, Precision Machine Technology Instructor, Kristin Deritis, Mental Health/Behavior Assistant, 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 Minutes

- A. MOTION by Mr. Strubinger, SECONDED by Ms. Neff to approve the Minutes of the October 16, 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 (October 2025)

- A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger 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.

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.

Approval of Payment of Bills

- A. MOTION by Mrs. Krawchuk-Boschen, 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

- a. Kristin Deritis, Mental Health/Behavior Assistant

Mrs. Deritis presented the following prepared introduction:

I am a Licensed Social Worker (LSW) and serve as the Mental Health Specialist here at CCTI. I am originally from Hazleton, but currently live in Albrightsville.

A little bit about my professional experience:

- I began my career in the nursing field, primarily working with the elderly population in long-term care, many of whom had Alzheimer's disease.
- After nursing, I served as the interim director and therapist at a local homeless shelter. In that role, I conducted psychosocial assessments, developed and implemented treatment

plans, provided Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) to children and adults, performed crisis intervention, and handled case management. I also wrote grants, managed fundraising events and volunteers, secured donations, and connected individuals to community resources. Additionally, I provided skill-building instruction on trauma, conflict resolution, budgeting, nutrition, and parenting. I participated in community awareness events and served as the furniture bank coordinator, a service that helped furnish homes for guests after they graduated from our program.

- I also have extensive experience working with children who have special needs. I provided therapy and behavioral support to children with autism spectrum disorder, conducted special-needs training and workshops to raise autism awareness, and taught behavioral management strategies.
- I have facilitated GriefShare groups at no cost to community members struggling with loss.

A little bit about my educational background:

- After my nursing career, I earned a Bachelor's degree in Psychology with a concentration in counseling, followed by a Master's degree in Social Work with a clinical focus in trauma-informed care.
- Upon graduation, I obtained my license from the Pennsylvania State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors.

Post-graduation training and certifications:

- I completed training in Functional Behavioral Assessment, earned certification in Trauma-Focused Cognitive Behavioral Therapy, and met the requirements to become a Certified Clinical Trauma Specialist.

Mental health services are critical to a student's success. If a student doesn't feel well emotionally, they will not perform well academically. Conditions such as anxiety, depression, and trauma make it harder to pay attention, complete assignments on time, retain information, and stay motivated and engaged — ultimately leading to poor grades and attendance. For this reason, my primary goal at CCTI is to help students identify and remove barriers so they can achieve academic success and reach their full potential.

My role at CCTI:

- I provide academic support, assessments, classroom observations, resources, and individual/group counseling to students Monday through Thursday. I will also be delivering faculty training on our school-wide Trauma-Informed Action Plan to ensure compliance with the Trauma-Informed Schools Act. I am a certified member of the Student Assistance Program (SAP) team and meet weekly on Mondays to discuss students who may require additional services and support. I created a counseling prioritization flowchart for teachers that functions as a triage system, enabling them to quickly determine whether a matter is urgent or if the student can be seen later.
- At the start of the school year, I distributed an informative handout to students and parents describing my qualifications and the services I offer. I shared it at Open House with parents and prospective students. The handout includes a QR code that links to the online mental-health check-in system I created, allowing students to request support discreetly instead of raising their hand in class.

- Teachers have the link pinned in their Google Classrooms, and students can also access it using the check-in cards I designed. This system saves teachers valuable instructional time (no need to stop class to call guidance) and is discreet, reaching students who are uncomfortable asking for help in front of peers. Students are often more willing to disclose sensitive information online than in person.
- The online form serves as an additional triage tool. It screens for suicide risk, abuse, mental-health concerns, relationship and academic issues, grief and loss, substance abuse, and more. Using data from these forms, along with SAP and teacher referrals, I created a comprehensive graph visualizing first-quarter student mental-health trends. This visual tool has greatly improved my ability to identify patterns and implement targeted interventions. I have shared these insights with the administration.
- I am very grateful for the opportunity to work at CCTI. I'd like to thank the administration and staff for their ongoing support, and I sincerely thank every board member for your time this evening.

b. Riston Barr, Precision Machine Technology Instructor
Mr. Barr presented the following prepared introduction:

I graduated from Pleasant Valley High School and Monroe Career & Technical Institute in 2018, where my passion for machining began. During my senior year I completed a co-op at Bihler of America and then enrolled and completed their Tool and Die Maker apprenticeship. There, I strengthened both my professional and personal skills, working primarily with manual machines, helping build high-speed stamping equipment, and training customers on proper operation of their new systems. I proudly remained with Bihler until beginning my first day here on November 3rd.

Since arriving, I've focused on understanding where each student is in their learning and tailoring instruction to meet their needs. My second-year students are working on NIMS parts, and all students have pretested for the Measurement, Material & Safety NIMS. I am developing curriculum and working toward obtaining updated digital textbooks to align instruction with current industry standards. The transition into this role has been greatly supported by Mr. and Mrs. Reinbold, my mentor Mrs. Klock, and the entire faculty and student body. I'm grateful for the warm welcome and excited to help this program continue to grow in the years ahead.

B. Principal's Report – Ms. Michele Connors, Principal
Ms. Connors presented the following prepared report:

Congratulations - Outstanding Students of the First Marking Period

On November 3rd, we held our first Student of the Marking Period awards ceremony of the school year. All of our staff members were invited to nominate a student whom they felt did an outstanding job at CCTI during marking period 1, and those students were honored with a special breakfast and awards ceremony in the Harvest Cafe. Students who were honored were: Tommy Dodd, Donovan Llewellyn, Savannah Singles, and Kairi Stashefski from Jim Thorpe Area High School, Ashten Balkam, Gabryelle Barnett, Taegan Bortree, Roslyn Burke, Kristopher Castillo Lopez, Kameron Hudson, Gavin Humanick, Amali Paderwski, Calli Peiffer, Analysisia Rodriguez, Sierra Scheirer, and Mackenzie Stein from Lehigh Area High School, Christopher Garey, Wyatt Hollar, Violet Steele, and Kyla Trumbore from Palmerton Area Senior High School, Leslie Castro, Adam Gardiner, Alessandro Herenandez, Xavier Philipovich, and Kaylee Rodriguez from Panther Valley Junior Senior High School, and Carmen Aurisano, Alexander Best, Mikayla Haraschak, Shawn Hollowell, and Kelsey Williams from Weatherly

Area High School. Congratulations to these students! Group photos from the awards ceremony were sent to our sending school principals, and we appreciate that Ms. Howland from Lehigh Area High School was able to join us to recognize our students. Thank you to our culinary arts students and their instructors for preparing the special breakfast!

October School Spirit and Veterans Day Assembly

October at CCTI was a busy month including lots of fun activities to help boost school spirit. Our HOSA (Health Occupations Students of America) students planned some Unity Day activities on October 22nd as part of National Bullying Prevention Month. Students and staff participated in the national movement to wear orange shirts on Unity Day and sent positive postcards to their classmates and staff members to help brighten their day. Our Student Council also hosted a Halloween spirit week with themed dress down and dress up days each day of the week and other activities including a color run to benefit Breast Cancer Awareness and a visit from the Dunkin Sampling Vehicle on Halloween morning. On Veterans Day, our National Technical Honor Society students and their advisor, Mrs. Gerhard, held our annual Veterans Day Assembly. The event was a great way to honor our local community members who have served our country. Students invited their family members to attend, and local veterans groups also participated in the ceremony. The veterans in attendance were treated to a brunch following the ceremony which was held in the Harvest Cafe. Thank you to Mrs. Gerhard, our NTHS students, the culinary arts department, our maintenance department, our technology department, and all who assisted in welcoming and honoring our veterans!

CCTI's Educator Induction Plan Revision

We are currently in the process of revising our Educator Induction Plan to align with recent changes the state made to the plan requirements. The teachers elected representatives to serve on the committee, and we developed an anonymous survey and sent it out to all teachers who began their teaching position at CCTI within the last 6 years. We are now in the process of analyzing and reflecting on the survey responses and using them to drive our revision of the plan. We will meet again at the end of this month and hope to present a draft of the updated plan in time for December's JOC meeting.

Safe Team Reorganization

CCTI's Safe Team has reorganized for the 2025-2026 school year. The committee held its first meeting in October and planned monthly meeting dates for the rest of the school year. We discussed the emergency and safety drills we held so far and also the recent implementation of the Raptor Alert app which is used to take accountability during the drills. The Safe Team aligns with the state's Act 55 School Safety and Security guidelines.

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.

Mrs. DeMelfi has reiterated that Mr. Deutsch has always and continues to offer to answer any questions that superintendents, business managers and/or board members may have. Again to this point, there have been no questions from any of the districts, including her home district of Panther Valley. Mr. Deutsch and Mr. Reinbold will be meeting with districts who have inquired.

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

Special Populations Update

CCTI's special population numbers:

Students with IEPs - 84 students

Students with 504 Service Plans - 27 students

Students with Gifted IEPs - 2 students

ELL students - 3 students

Homeless/Unaccompanied - 3 students

Marking Period Update

Quarter 1 has officially concluded, and report cards have been mailed home to parents and guardians. Letters have also been sent to notify families of students identified as being at risk of failing.

CCTI continues to provide multiple avenues of academic support for all students. After School Extra Help is available most Mondays, Wednesdays, and Thursdays until 3:30 p.m. Students are required to sign up in advance to ensure teacher availability and to reserve transportation as needed. In addition, integrated tutoring services are scheduled on an as-needed basis to address specific academic areas. For students with Individualized Education Programs (IEPs), progress reports are distributed to parents at the end of each quarter. The Google Classroom platform provides students and families with 24/7 access to class resources, assignments, and important updates. Attendance Improvement Meetings are conducted as needed to address attendance concerns and promote consistent engagement. Parent-Teacher Conferences are scheduled for December, and families are encouraged to contact CCTI directly to arrange conference appointments with teachers.

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

Mr. Walters presented the following prepared report:

- **Welding Dust Collector – Air Valve Replacement**
Over the Christmas break, we will replace the 10 air valves on the welding dust collector. The existing valves have diaphragm leakage, and replacement diaphragms are no longer available, requiring full valve replacement.
 - Unit manufacture year: 2004
 - Cost: \$3,000
 - Impact: This repair should keep the system operational throughout the rest of this school year.
 - Long-term: Full replacement remains on the capital plan at \$225,000, currently planned for the 2027–2028 school year.
 - Comparable systems: Columbia-Montour Vocational-Technical School had the same dust collector and replaced theirs last year, which aligns with the timing of our planned replacement.
- **Capital Plan – Forklift Replacement**
The updated capital plan is on tonight's agenda. The forklift replacement discussed last month is included for addition to the capital plan.
 - Unit manufacture year: 1994
 - Lead time: 8–16 weeks
 - Next step: I anticipate bringing the request for purchase approval next month.
 - Reason: The current forklift has been flagged for safety-related repairs.

- Dish Room Window – Resealing and Cleanup
The dish room window was removed and resealed, allowing us to clean out the light dirt and buildup that had accumulated around the aging seals. This work helps keep the area dry, sanitary, and easier to maintain going forward. It's a straightforward example of the kind of routine preventative maintenance that protects our facilities from bigger issues down the line.
- Maintenance Position
I will be finalizing a decision at the end of next week once skills tests are completed.
- Snow Removal Preparation
Snow-removal equipment has been, or is currently being serviced, and staff is ready as we move into winter. We're prepared for inclement weather and positioned to ensure safe access for students and staff throughout the season.
- Toys for Tots & Holiday Preparations
Maintenance staff are completing preparations and finalizing staffing assignments for the Toys for Tots event on Saturday, December 6th. Additionally, holiday window painting has been coordinated to support Christmas activities throughout the building.
- The garbage disposal in the dish room was coming to the end of its life. Thanks to a find by maintenance staff member Kyle Ahner, we were able to save approximately \$2,100. A new disposal was located in cold storage that had apparently been ordered back when the building project took place.

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

Mr. Rinda presented the following prepared report:

- Google Admin Console - Mass updates to 3rd party apps and permissions. Account cleanup and security features were also reviewed/modified. Pushed out numerous app updates/permissions.
- Website - Continued updates and modifications to the website.
- Adult Education - Pearson VUE computer lab updates.
- Drafting - Minecraft Education edition installed for students.
- New staff member Technology training/account transitions.
- WiFi - additional wireless access points and mass updates to existing units.
- CDT - Testing on going (Literature, Algebra, Biology).
- Smart Pass - mass updates and modifications.
- Working on older TV model replacements throughout the building.
- Continued daily technology support/service - For all of CCTI.

Mr. Reinbold thanked Mr. Reinbold for his time devoted to the students involved in the eSports program.

- G. Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor
Course Offerings Fall 2025 Air Conditioning Fundamentals
Nurse Aide
Pharmacy Technician
Welding Technology
ServSafe® Exam
Forklift
PA State Inspection Mechanic Certification
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

- October 22 - Outreach Carbon CareerLink: Nurse Aide Orientation
- October 24 – Serv Safe Exam
- November 11 – Nurse Aide Orientation
- November 12 – Safety Inspection ends
- November 13 – PennDOT Safety Inspection course self-assessment and audit
- November 18 – Poconos County Workforce Development Operator’s
- November 21 - PA State Nurse Aide Inspection Audit
- October 29 – GED Pearson Vue testing

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 co-op.

The CCTI Credit Recovery Program gives Carbon County high school students who have not successfully passed 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 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.
- Fall 2025 marking period began October 2nd. Students are actively enrolled on a rolling intake basis.

Mr. Reinbold shared the following upcoming events:

- December 6 – Toys for Tots event from 9:00 a.m. – 1:00 p.m.
 - Community members may drop off donations – collected in a huge wagon built by carpentry students a few years ago
 - Window painting
 - Santa present
 - Music
 - Refreshments
 - Cookie decorating
- December 9 – 8th Grade Engineering Night
 - Hosted by Engineering Technology/Technician Instructor Mr. Mike Garrant
 - Invitations have been sent to all 8th grade students, superintendents and principals
 - Dinner from 5-6:00 p.m.
 - Engineering activities for students from 6-8:00 p.m.
 - Currently 15 students signed up, 30+ total with parents and guests
 - Excellent way to introduce students to the program. Last year was really a nice event.
- 9th grade tours and 5th grade presentations are ongoing.
- Presentation of plaques of appreciation were made to both Mr. Tom Connors, Weatherly Area School District representative and Mrs. Renee DeMelfi, Panther Valley School District representative as they sat on their last meeting with the CCTI Joint Operating Committee. Mr. Reinbold also made a point to showcase the cake provided by the Culinary Arts department in their honor.

Tom shared what a rewarding experience this was for him. He thanked the current and past staff members and current and past Joint Operating Committee members for the implementations they have put into place to allow the school to run as efficiently as it continues to run. He stated that with CCTI, the county gets a lot of “bang for its buck.” He said that the school is running smoothly because the right people are here.

Renee spoke as both a parent, as her daughter attended CCTI, and a member of the Joint Operating Committee. She said due to that, she’s had the opportunity to meet with many individuals in the building one-on-one. She shared that the staff at CCTI is close-knit and very easy to work with. Any questions she had as a parent or as a member of the JOC were always answered, clearly, concisely and efficiently. She said that she cannot say enough about the staff at CCTI – “an amazing group of people who obviously are not just here for the money.”

Items of Business

Personnel

MOTION by Mr. Strubinger, SECONDED by Mr. Connors 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 Nietz – Guidance Counselor
Heather Pasquariello – Teacher, Instructional Aide

Substitute Carpentry Instructor Appointed

- B. 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.

Precision Machine Technology Instructor Appointment Affirmed

- C. 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 die maker with Bihler of America. He also completed a 4-year apprenticeship through Lehigh Carbon and Northampton Community College.

Additional Day Approved

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

Science Teacher Appointment Approved

- E. 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.

Extra Help Instructors Appointed

- F. 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)

Teacher Mentors Appointed

- G. 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.

Family Medical Leave Approved

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

Wellness Committee Members Appointed

- I. to appoint the following individuals to the Wellness Committee:

Jake McCloskey
Rachel Strucko

Comprehensive Plan/Professional Development Committee Members Appointed

- J. to appoint the following individuals to the Comprehensive Plan/Professional Development Committee:

Jake McCloskey
Robyn Plesniarski
Rachel Strucko

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.

Education

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

Homebound Instruction Approved

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

Homebound Instruction Approved

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

SkillsUSA District Competition Attendance Approved

- C. 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.

DECA District Competition Attendance Approved

- D. 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.

Hugh O’Brian Youth Leadership Program Attendance Approved

- E. 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	<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.

2026-2027 Proposed Secondary Budget Forwarding Approved

- A. MOTION by Ms. Neff, SECONDED by Mr. Strubinger 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	<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"/>

Motion carried.

CCTI Capital Plan Addition Approved

- B. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Mr. Strubinger 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	<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"/>

Motion carried.

CCTI Capital/Instructional Equipment Plan Approved

- C. MOTION by Ms. Neff, SECONDED by Mrs. Krawchuk-Boschen to approve the current CCTI Capital/Instructional Equipment Plan, as presented.

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"/>

Motion carried.

Building & Grounds

NONE

Administrative

First Reading Policy Approval

- A. MOTION by Mr. Strubinger SECONDED by Mrs. Krawchuk-Boschen to approve the first reading of the following CCTI policy, as presented:

#246 (PUPILS) – Student Wellness

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

Motion carried.

Reviewed Policies Approved

- B. MOTION by Mrs. Krawchuk-Boschen SECONDED by Ms. Neff to approve the following reviewed CCTI policies, as presented:

#542 (CLASSIFIED EMPLOYEES) – Jury Duty
#543 (CLASSIFIED EMPLOYEES) – Paid Holidays
#601 (FINANCES) – Fiscal Objectives
#602 (FINANCES) – Budget Planning
#603 (FINANCES) – Budget Preparation
#604 (FINANCES) – Budget Adoption
#607 (FINANCES) – Tuition Income
#608 (FINANCES) – Bank Accounts
#609 (FINANCES) – Investment of School Funds
#610 (FINANCES) – Purchases Subject to Bid/Quotation
#611 (FINANCES) – Purchases Budgeted
#612 (FINANCES) – Purchase Not Budgeted
#613 (FINANCES) – Cooperative Purchasing
#614 (FINANCES) – Payroll Authorization
#615 (FINANCES) – Payroll Deductions
#616 (FINANCES) – Payment of Bills
#616.1 (FINANCES) – Sales and Use Tax
#617 (FINANCES) – Petty Cash
#618 (FINANCES) – Student Activity Funds
#619 (FINANCES) – Audit
#620 (FINANCES) – Returned Checks
#621 (FINANCES) – Unreserved General Fund Balance
#622 (FINANCES) – GASB Statement 34

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

Motion carried.

Agreement with CLIU #21 Approved

- C. MOTION by Mr. Connors SECONDED by Mrs. Krawchuk-Boschen 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	<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"/>

Motion carried.

Administrative Reports

- A. MOTION by Mrs. Krawchuk-Boschen, SECONDED by Ms. Neff to accept Administrative Reports from the following:
- Ms. Michele Connors, Principal
 - Mrs. Christine Trovato, Facilitator of Special Education
 - 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 & Reorganization Meeting: Thursday – December 18, 2025

Adjournment

Mrs. Krawchuk-Boschen moved, seconded by Mr. Connors, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:56 PM.

Christina A. Graver
Joint Operating Committee Secretary