

Carbon Career & Technical Institute
Joint Operating Committee Agenda
Regular Meeting
January 15, 2026

I. Call to Order – Chairman

II. Salute to the Flag

III. Roll Call

	Present	Absent
Ms. Heather Neff, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Alyson Krawchuk-Boschen, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Gerald Strubinger, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Michael Alabovitz, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. David Reinbold, Administrative Director	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Michele Connors, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffry Deutsch, Bus. Administrator/Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ken Walters, Supervisor of Bldg. & Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Francine Kluck, Adult Education Site Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Christopher Fischl, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Dr. William Howland, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Erin Snyder, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ron Yurichuck, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ryan Binder, Alternate Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jason Moser, Superintendent of Record	<input type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Christina A. Graver, Secretary	<input type="checkbox"/>	<input type="checkbox"/>

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 January 15, 2026 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 December 18, 2025 Reorganization and Regular Meeting. (Encl. 1)

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

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

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

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for December 2025 showing a final balance of \$5,694,683.93 in the General Fund, and \$103,641.32 in the Student Activities Account. (Encl. 2)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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. Alabovitz - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X. **Administrative Reports**

- A. Director's Report – Mr. David Reinbold, Administrative Director
 - a. Josh Reif, SkillsUSA Advisor
 - b. Shivani Gupta, Science Teacher
- 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.
 - Update on 2024-2025 CCTI audit.
- 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 _____ to approve intermittent Family Medical Leave effective January 5, 2026 through January 4, 2027 for employee #3190.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____
- B. MOTION by _____, SECONDED by _____ to accept the letter of resignation from John Rogers, Auto Service and Technology Instructional Aide, effective January 5, 2026.

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

- C. MOTION by _____, SECONDED by _____ to grant the following individual a “Professional Employee Contract” and tenure status effective January 9, 2026:

Donna McClain – Health Medical Instructor

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

Education

- A. MOTION by _____, SECONDED by _____ that fourteen (14) CCTI students attend the DECA State Competition held February 18 through February 20, 2026 at the Hershey Lodge and Convention Center, Hershey, PA at a total cost of \$7,988.00 to cover the cost of registration, transportation, meals, and lodging. The competition will be chaperoned by Carly Rinda, DECA Advisor, Scott Bartholomew, DECA Assistant Advisor, and Casey Hill, Instructional Aide.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehigh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. MOTION by _____, SECONDED by _____ that two (2) Auto Service and Technology students attend the PAA (Pennsylvania Automotive Association) Skip Wagner Automotive Technology Competition at the Hershey Antique Auto Museum February 19, 2026 in Hershey, PA. Harold Resh, Auto Service and Technology Instructor will chaperone this event.

Note: Two (2) seniors have qualified for this second round of the competition by taking a written exam that was taken on December 9, 2025 by all CCTI/AST Seniors and all Senior CTE Students throughout PA. Twenty (20) top scoring Seniors – Ten (10) teams of two (2) seniors will be representing their schools for the hands-on part of the competition. CCTI has qualified in the top 10 to compete.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehigh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- C. MOTION by _____, SECONDED by _____ that twenty-eight (28) CCTI Health Medical students attend the HOSA State Conference (competition). The competition will be held March 11 – 13, 2026 at the Hershey Lodge & Convention Center, Hershey, PA at a cost of \$15,400.00 to cover the cost of registration, transportation, meals, and lodging. The competition will be chaperoned by Donna McClain, Health Medical Instructor/ HOSA Advisor and three (3) additional approved chaperones.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehigh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- D. MOTION by _____, SECONDED by _____ to approve the purchase of ten (10) Student Workbook and Project Manual for Hoffman/Hopewell's Precision Machining and ten (10) Precision Machining Technology, 3rd K12 MindTap (1-year access) at a total cost of \$753.50 (to include shipping and handling) for the Precision Machine Technology lab.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehigh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Budget & Finance

- A. MOTION by _____, SECONDED by _____ that the Audit Report for the Carbon Career & Technical Institute submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2025 be accepted, as presented.

Note: No findings for the 2024-2025 General Fund Audit.

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

- B. MOTION by _____, SECONDED by _____ that the Audit Report for the Carbon County Area Vocational-Technical School Authority submitted by Kirk, Summa & Company (East Stroudsburg, PA) for the Fiscal Year ending June 30, 2025, be accepted as presented.

Note: No findings for the 2024-2025 Authority Audit.

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

Building & Grounds

NONE

Administrative

- A. MOTION by _____ SECONDED by _____ to set the number of students who meet the 2026-2027 admissions requirements to the Freshman Exploratory Program at ten (10) per sending school district with the following exceptions:

1. Students who meet the admissions criteria and/or students who completed a 6th, 7th, or 8th grade Career Academy will be given priority to enter the programs.
2. Freshmen who commit to enrolling in a low enrolled course exclusively, and are accepted will not count toward their district's allotment of slots. Courses will be designated to be low enrolled after applications are received.

(cont.)

3. CCTI will initially only accept the ten (10) applications from each district and will request additional applications, as needed.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Krawchuk-Boschen - Palmerton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Strubinger - Jim Thorpe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Walters - Weatherly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

#710 (PROPERTY) - Use of Facilities by Staff (Encl. 4)

#819 (OPERATIONS) - Suicide Awareness, Prevention and Response
(Encl. 5)

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

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

#713 (PROPERTY) - Protection of Personal Property (Encl. 6)

#715 (PROPERTY) - Use of Fax Machines (Encl. 7)

#806.1 (OPERATIONS) - Criminal History Record Information
(CHRI) Proper Access, Use, and Dissemination (Encl. 8)

#807 (OPERATIONS) - Opening Exercises/Flag Displays (Encl. 9)

#818 (OPERATIONS) - Contracted Services (Encl. 10)

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

- D. MOTION by _____ SECONDED by _____ to approve the updated CCTI 2025-2026 Student/Teacher Calendar, as presented. (Encl. 11)

Note: Make-up day for December 23, 2025 snow day is scheduled for Monday, January 19, 2026 (originally scheduled as Martin Luther King, Jr. holiday).

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

XII. Administrative Reports

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

- a. Ms. Michele Connors, Principal (Encl. 12)
- b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 13)
- c. Ms. Francine Kluck, Adult Education Site Supervisor (Encl. 14)

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

XIII. Old Business

XIV. New and Miscellaneous Business

NONE

XV. Next Regularly Scheduled Meeting: Thursday – February 19, 2026

XVI. Adjournment