

Carbon Career & Technical Institute  
Joint Operating Committee Minutes

**Reorganization and Regular Meeting  
December 18, 2025**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - December 18, 2025** for its Reorganization and Regular meeting. The meeting, held in the dining room of the School, 150 West 13<sup>th</sup> Street, Jim Thorpe, Pennsylvania, was called to order by Vice-Chairman, Ms. Heather Neff, at 6:06 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Michael Alabovitz, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. April Walters, 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Christopher Fischi, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. William Howland, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Erin Snyder, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ron Yuricheck, Alternate Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ryan Binder, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jason Moser, Superintendent of Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney Robert T. Yurchak, Solicitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Christina A. Graver, Secretary	<input checked="" type="checkbox"/> (6:40 arrival)	<input type="checkbox"/>

Others present:   Members of the Public: CCTI Staff: Carly Rinda, Digital Marketing and Business Fundamentals Instructor/DECA Advisor, John (Jay) Sabo, Long-Term/Building Substitute, Henry Woods, School Police Officer; Media: James Logue, Times News

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

## Approval of Addendum

- A. MOTION by Mr. Alabovitz, SECONDED by Mr. Strubinger to approve the inclusion of an Addendum to the December 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.

## Letters of Appointment

- A. MOTION by Mr. Strubinger, SECONDED by Mrs. Snyder to acknowledge receipt of the Letter of Appointment for a Member of the Carbon Career & Technical Institute Joint Operating Committee (3-Year Term – December 2025 through December 2028):

Panther Valley School District – Mr. Michael Alabovitz\*  
Weatherly Area School District – Mrs. April Walters\*\*

Note: \*Filling the unexpired term of Renee DeMelfi through December 2026.

\*\*Enclosure to follow, not yet received.

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

Motion carried.

## Election of Temporary Chairman

Mrs. Snyder nominates Ms. Heather Neff for Temporary Chairman,  
SECONDED by Mrs. Walters.

MOTION by Mrs. Snyder to close the nominations for and appoint Ms. Heather Neff as Temporary Chairman.  
SECONDED by Mr. Strubinger.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motion carried.

(The Secretary casts the ballot electing Ms. Heather Neff as Temporary Chairman.)

## Election of Chairman

Mr. Strubinger nominates Ms. Heather Neff for Chairman,  
SECONDED by Mrs. Snyder.

MOTION by Mr. Strubinger to close the nominations for and appoint Ms. Heather Neff as Chairman.

SECONDED by Mr. Alabovitz.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motion carried.

(The Secretary casts the ballot electing Ms. Heather Neff as Chairman.)

## Election of Vice-Chairman

Mrs. Snyder nominates Mrs. Alyson Krawchuk-Boschen for Vice-Chairman,  
SECONDED by Mr. Alabovitz.

Ms. Neff nominates Mr. Gerald Strubinger for Vice-Chairman,  
SECONDED by Mr. Strubinger.

ROLL CALL VOTE appointing Mrs. Alyson Krawchuk-Boschen as Vice-Chairman:

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

ROLL CALL VOTE appointing Mr. Gerald Strubinger as Vice-Chairman:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<input type="checkbox"/>	<input checked="" 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. Walters - Weatherly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Neff - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(The Secretary casts the ballot electing Mrs. Alyson Krawchuk-Boschen as Vice-Chairman.)

## Monthly Meetings

- A. MOTION by Mrs. Walters, SECONDED by Mr. Strubinger that the Regular Monthly Meetings of the Carbon Career & Technical Institute Joint Operating Committee be held on the 3<sup>rd</sup> Thursday of each month during 2026 at the times listed as follows:

Executive Session: 5:00 PM

Regular Meeting: 6:00 PM

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

Motion carried.

## Approval of Minutes

- A. MOTION by Mr. Strubinger, SECONDED by Mrs. Walters to approve the Minutes of the November 20, 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 (November 2025)

- A. MOTION by Mr. Strubinger, SECONDED by Mrs. Walters to approve the Treasurer's Report for November 2025 showing a final balance of \$5,096,856.69 in the General Fund, and \$106,010.97 in the Student Activities Account.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motion carried.

## Approval of Payment of Bills

- A. MOTION by Mr. Strubinger, SECONDED by Mrs. Walters to approve Payment of Bills - General Fund and Other Accounts.

### ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motion carried.

## Administrative Reports

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

- A. Director's Report – Mr. David Reinbold, Administrative Director
- a. John (Jay) Sabo, Long-Term Science Teacher/Building Substitute
- Mr. Sabo shared the following prepared report starting with his personal background:
- Started off in this field working with inner city youth in 2000-2007
  - Worked as a psych rehab specialist in Allentown
  - Began teaching in 2012 as Head of School at Lighthouse Christian Academy
  - Taught in the ASD for a brief spell and landed teaching/coaching/theater director position at Bethlehem Christian School 2020-2025 CCTI 2025
  - BA In English-Writing
  - MS in Sports Management
  - Currently enrolled at ESU
  - 4 courses to get PA Certified Secondary ELA
    - 2 Spring 2026
    - 2 Summer 2026

He continued with a brief explanation of his teaching philosophy and a list of accomplishments attained in the past three plus months while in the long-term teaching position at CCTI.

- b. Carly Rinda – DECA Advisor
- Mrs. Rinda shared the following from a prepared Canva presentation:
- 11 members competed in the District event
  - Job Interview – 2<sup>nd</sup> place, Grace Politi (Panther Valley SD)
  - Chapter Banner Event – 4<sup>th</sup> place, team of Breena Gracia (Lehigh ASD), Brook Tanasijczuk (Lehigh ASD), and Addison Ahner (Palmerton ASD)
  - Quick Service Restaurant Management – 4<sup>th</sup> place, Lea Yemm (Jim Thorpe ASD)
  - DECA States Competition will be held February 18 through 20, 2026 in Hershey, PA
  - 2025-2026 Chapter Events
    - Chapter Awards
    - SBE – Gold Level

- Chapter Campaigns
- PA Plan of Action
- Theme of this year's national competition is "Go the Extra" and will be held in Atlanta, GA April 25-28, 2026
- DECA originally stood for Distributive Education Clubs of America, a name reflecting its focus on marketing and business education when it was founded. The organization has evolved and now uses the acronym DECA to represent its broader scope in preparing leaders for careers in marketing, finance, hospitality, and management.

Mrs. Rinda has stated that after several years; this year a student is interested in competing in Chapter Awards. Ms. Neff offered her assistance in preparation as this is an area she competed in while attending CCTI.

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

**Principal's Professional Development Updates**

On November 20th, I attended a Title IX investigations training sponsored by Carbon Lehigh Intermediate Unit 21 and hosted by David Conn, Esq. of Sweet, Stevens, Katz, & Williams LLP. The training was a refresher course for local administrators within the IU who serve as investigators and provided take-aways from case summaries, key points to remember, a review of key terms, and general legal guidance. Additionally, I learned about grievance procedures and reminders about student discipline procedures and FERPA in correspondence with Title IX investigations. Mr. Conn also provided recommendations for the development of supportive measures and for holding manifestation determinations. Additionally, he provided tips for bias and impartiality throughout the investigation process as well as treating all parties involved in an equitable manner. I've been serving as a Title IX investigator for the past few years, and the training was a helpful refresher and update on the most recent Title IX court cases and their outcomes.

On November 4th, I attended a professional development workshop titled "Power of Immersion Learning: A Workshop for Leaders" which was hosted by the Pennsylvania Association of School Administrators (PASA) and Education First Educational Tours. The workshop was held at the PASA headquarters in Harrisburg and was open to all school administrators throughout Pennsylvania who were interested in learning about immersion and phenomenon-based learning and global education programs. Our day began with an interactive learning session with Petteri Elo, a Finnish educator and educational leader from the Helsinki Education Department and an educational consultant. Mr. Elo discussed the education system in Finland and how their students consistently earn the highest scores on the PISA (Programme for International Student Assessment). Some of the attributes of their education system include

the use of immersive and phenomenon-based learning. The seven key criteria for these experiences include that they are: (1) multi-disciplinary, (2) can be linked to the students' experiential world (and is relevant to them), (3) include the art of student-developed questioning and pondering, (4) include process and skill orientation, (5) expand the idea of research to oftentimes include empirical research, (6) aim for applicable outcomes, products, and authentic audiences, and (7) form a learning

community amongst the cohort of students that builds understanding of the phenomenon together. The second half of the workshop was a panel discussion of educational leaders from across the state who spoke about their experiences with bringing immersive learning experiences to their students. A full written report of my experience at this professional development workshop is attached.

### **Student Forum at CCTI**

The Carbon Lehigh Intermediate Unit 21 hosts a Student Forum which is a regional collaboration designed to promote student leadership through experiential learning opportunities including: community service projects, engagement in leadership topics, and engagement in school-related topics and current events. The vision of Student Forum is that it will strengthen bonds between high school students and the community while fostering student leadership. The students in the schools who participate meet four times per year for about three hours to participate in the leadership and community service events, and the schools take turns planning the experiences. This year, our CCTI Student Forum group has reorganized with Mrs. Larissa Genetti (CCTI teacher) agreeing to serve as the advisor of the group. Our eight Student Forum members were nominated and chosen by their teachers and include: from Panther Valley Junior/Senior High School: Xavier Philipovich, from Jim Thorpe Area High School: Amanda Martell, from Lehigh Area High School: Gabryelle Barnett and Calli Mae Peiffer, and from Palmerton Area High School: Chloe Klotz, Emily Dorward, Willa Green, and Landen Thomas. Their most recent event was held on December 17th in which they participated in community services activities at Heather Glen Senior Living Facility. The students hosted a holiday party for the residents complete with holiday music, games, crafts, cookie decorating, and more.

- 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 prepared report:
- 2025-2026 Special Population 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

## **State Assessments**

*Keystone Assessments* will be administered in January. Students with special needs receive accommodations for standardized assessments, to meet their needs, as per their Individualized Education Plan or 504 Service Plan. Common examples of accommodations may include small group, separate location, text to speech, directions read to, breaks, extended time, use of a calculator, and allow paper copies of the test.

*WIDA ACCESS for ELLs* will be administered by school district ELL support teachers at the sending district schools during the assessment window from January-February. A special thank you to Mrs. Ashley Smith, Jim Thorpe's ELL Program Specialist and Mrs. Brie Holst, Lehighton's ELL Support Teacher for accommodating student testing needs and assisting CCTI. Only English Language Learners with an IEP or 504 Service Plan may receive accommodations. Some examples of accommodations may include preferential seating away from distractions or/and near the test administrator, directions read, simplify or repeat test directions, extended time and breaks.

## **Parent Communication**

Parent Teacher Conferences took place on the evening of December 4<sup>th</sup>. Approximately 34 families signed up to attend. Conferences provide parents and educators the opportunity to meet, gain information about students' performance, strengths, areas of needed improvement and recommendations.

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

Mr. Walters shared the following prepared report:

#### **Forklift Replacement (Capital Plan)**

The replacement forklift discussed last month is on the agenda for approval this evening at a final net cost of \$44,590.00. This reflects the CoStar 10% discount, an additional Eastern Lift discount, and trade-in credits for two existing units. The current forklift, manufactured in 1994, has been flagged for safety-related repairs, making replacement necessary. Lead time for the new unit is estimated at 8–16 weeks from the issuance of the purchase order, and the two existing forklifts will be surrendered as trade-ins.

#### **Marketing Classroom – School Store Refrigerator**

We have ordered and received the new showcase refrigerator for the Marketing classroom school store. This unit was purchased through the Capital Plan and replaces a failed leased Pepsi unit, eliminating ongoing lease costs and providing a reliable, school-owned asset for the program.

#### **Maintenance Position**

We interviewed multiple candidates and conducted skills testing for the open maintenance position. The candidate with the highest scores is on the agenda for approval tonight. I am looking forward to adding this new team member to support our ongoing operations and project workload.

#### **Snow Removal Preparation**

Snow-removal equipment has been serviced, and staff are prepared as we move through the winter season. We are ready for inclement weather and positioned to ensure safe access to the building and campus for students, staff, and visitors throughout the season.



### **Holiday Maintenance Projects – Welding Dust Collector and Fire/Life Safety Systems**

Over the Christmas holiday, we will be completing several maintenance projects. This includes replacing the 10 air valves on the welding dust collector due to diaphragm leakage, as replacement diaphragms are no longer available and full valve replacement is required. The dust collector was manufactured in 2004, and this \$3,000 repair is expected to keep the system operational through the remainder of the current school year. A full system replacement, estimated at \$225,000, remains on the capital plan for the 2027-2028 school year. Columbia-Montour Vo-Tech, which had the same dust collector, replaced theirs last year, aligning with the timing of our planned replacement.

In addition, we will complete an upgrade to the fire alarm control panel, along with related repairs and required inspections of our fire and life safety systems. This work is necessary to maintain code compliance, improve system reliability, and reduce the likelihood of unplanned disruptions during the school year.

**Jim Thorpe Borough Drainage Project:** On hold pending Attorney Mousseau's review with the estate. The JT Borough's Christmas Party luncheon at CCTI is tomorrow. I will meet with them during their visit and discuss the status of this project.

- F. Technology Report – Mr. Nate Rinda, Director of Technology  
Mr. Rinda shared the following prepared report:
- Google Admin Console - Mass updates to 3rd party apps and permissions. Account cleanup and security features reviewed/modified. Also pushed out numerous app updates/permissions.
  - Website - Continued updates and modifications to the website.
  - Adult Education - Pearson VUE computer lab updates.
  - 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.
  - Prep work for upcoming Keystone exams.
  - Continued daily technology support/service - For all of CCTI.
  - eSports update

- G. Superintendent of Record Report – Mr. Jason Moser, Lehigh Area School District Superintendent

Mr. Moser shared that the state budget has been approved and highlighted a few specific ramifications/changes related to that state approval that are CTE related.

Mr. Reinbold offered information to the group related to the ongoing 5<sup>th</sup> grade presentations. As of today's date, presentations have taken place at Towamensing Elementary School (Palmerton ASD), Lehigh Middle School, and Panther Valley Intermediate School. Mr. Reinbold thanked the following members of CCTI's teaching staff for everything they have done to create these successful and interactive presentations – Harold Resh, Auto Service Technology Instructor, Michael Garrant, Engineering Technologies/Technician Instructor, Jeremy Pease, Drafting and Design Technology Instructor, Richard (Rick Stettler), Electrical Distribution and Automation Instructor, Michele Klock, Cooperative Education/School Improvement Coordinator,

and Tara Benyo, Student Success Coordinator.

With the goal of recruitment and program awareness, on December 9<sup>th</sup> Mike Garrant, Engineering Technologies/Technician Instructor held his 2<sup>nd</sup> annual Engineering Night for 8<sup>th</sup> grade students. Invitations were sent to every 8<sup>th</sup> grade student along with their parent/guardian in the five sending school districts. Mr. Reinbold thanked the school principals for assisting with mailing addresses. The evening started with a dinner for all attendees (approximately 20 students - 60 individuals, in total), and followed with student activities (students built a small robot, programmed it, and put it through some different paces) and tours of the school for parents/guardians. Mr. Reinbold said that Mr. Garrant did an excellent job with this activity-centered program. He thanked Tara Benyo and Michele Klock for their assistance with touring.

Mr. Reinbold said that he'd like to do something similar to this to introduce students to our Drafting and Design Technologies program which is currently under-enrolled. He asked that if anyone has any ideas for recruitment or awareness activities to please share them.

### Letters of Appointment

- A. MOTION by Mr. Alabovitz, SECONDED by Mr. Strubinger to acknowledge the Appointment of Alternate Representatives to the Carbon Career & Technical Institute Joint Operating Committee (1-Year Term - December 2025 through December 2026):

Jim Thorpe Area School District - Mr. Christopher Fischi

Lehigh Area School District - Dr. William Howland

Palmerton Area School District - Mrs. Erin Snyder

Panther Valley School District - Mr. Ron Yuricheck

Weatherly Area School District - Mr. Ryan Binder

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

Motion carried.

- B. MOTION by Mrs. Walters, SECONDED by Mr. Strubinger to acknowledge the Appointment to the Carbon Career & Technical Institute Authority (5 Year Term - January 2026 through December 2030):

Weatherly Area School District - Mr. Gerard Grega

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

Motion carried.

## **Items of Business**

### ***Personnel***

MOTION by Mr. Alabovitz, SECONDED by Mrs. Walters that the following motions be approved:

#### **Custodial/Maintenance/Groundskeeper/Cleaner Personnel Appointed**

- A. to appoint Richard Gingrich Custodial/ Maintenance/Groundskeeper/Cleaner Personnel at a Step 1 salary effective January 5, 2026 per the current CCTI ESPA Employment Agreement.

#### **Substitute Approved**

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

Kevin Sowa\* – Tutor

Note: \*Effective November 25, 2025

#### **Family Medical Leave Approved**

- C. to approve intermittent Family Medical Leave effective December 3, 2025 for employee #3065.

#### **Family Medical Leave Approved**

- D. to approve Family Medical Leave effective November 21, 2025 through December 19, 2025 for employee #3133.

#### **Comprehensive Plan/Professional Development Committee Appointment Approved**

- E. to appoint the following individual to the Comprehensive Plan/Professional Development Committee:

Gerald Strubinger

## Letter of Resignation Accepted

- F. to accept the letter of resignation received December 17, 2025 from Michele Connors, Principal effective up to 60 days following this date.

### ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motions carried.

Mr. Reinbold thanked Michele for all she has accomplished in her time at CCTI. Ms. Connors thanked the JOC and administration for the opportunity.

## Education

MOTION by Mrs. Walters, SECONDED by Mr. Strubinger that the following motions be approved:

### SkillsUSA District Competition Attendance Approved

- A. that twenty-eight (28) CCTI students attend SkillsUSA District Competition at Luzerne County Community College January 8, 2026 in Nanticoke, PA at a cost of approximately \$1,640.00, to cover student registration and transportation fees. Josh Reif, SkillsUSA Advisor, Maya Kowlacyk and Maritza Reinbold, SkillsUSA Assistant Advisors, and Nate Rinda, Director of Technology will chaperone this event.

### SkillsUSA District Competition Attendance Approved

- B. that three (3) CCTI students attend SkillsUSA District Competition at Hazleton Area Career Center January 15, 2026 in Hazleton, PA at a cost of approximately \$90.00, to cover student registration fees. Josh Reif, SkillsUSA Advisor will chaperone this event.

### Automotive Service and Technology Competition Attendance Approved

- C. that two (2) CCTI Automotive Service and Technology seniors (run-off competition and testing will be held in the classroom to determine the two competitors for this year) attend the Greater Lehigh Valley Auto Dealers Competition. The competition will be held on February 13, 2026 at the Northampton Community College Auto Garage, Bethlehem, PA. The competition will be chaperoned by Mr. Harold Resh, Automotive Service Technology Instructor.

Note: February 13 is currently a holiday for CCTI. Students will not be in session unless this day should become a snow make-up day.

## Digital Marketing and Business Fundamentals educational Trip Approved

- D. that seven (7) Digital Marketing and Business Fundamentals students attend the 9<sup>th</sup> Annual Husky Dog Pound Competition at Bloomsburg University March 26, 2026 in Bloomsburg, PA. Carly Rinda, Digital Marketing Instructor and Casey Hill, Instructional Aide will chaperone this event.

### ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motions carried.

### *Budget & Finance*

NONE

### *Building & Grounds*

#### **Forklift Purchase Approved**

- A. MOTION by Mr. Alabovitz, SECONDED by Mrs. Walters to approve the purchase of the replacement forklift at a final net cost of \$44,590.00, inclusive of the CoStar 10% discount, Eastern Lift discount, and trade-in credits for two existing units.

Note: This item is included in the Capital/Instructional Equipment Plan.

#### Pricing breakdown:

- Base price before credits/ discounts: \$53,989.00
- CoStar discount (10%): -\$5,398.89 (10% applied to the vendor's exact quote)
- Eastern Lift discount: -\$1,000.00
- Trade-in credits (two units):
  - Unit #1 trade-in: -\$2,000.00
  - Unit #2 trade-in: -\$1,000.00
  - Total trade-in credit: -\$3,000.00

Total reductions: -\$9,398.89

Final net purchase price: \$44,590.00

(cont.)

Notes for record:

- Replacement is necessary due to the current forklift being flagged for safety-related repairs.
- Current unit manufacture year: 1994.
- Expected lead time: 8–16 weeks from PO issuance.
- Two existing forklifts will be surrendered as trade-ins per credits listed above.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motion carried.

### *Administrative*

#### **Conference Attendance Approved**

- A. MOTION by Mr. Strubinger SECONDED by Mr. Alabovitz that Nate Rinda, Director of Technology attend the Pennsylvania Educational Technology Expo & Conference (PETE & C) February 2-4, 2026 at the Hershey Lodge and Hotel Hershey, Hershey, PA at an amount not to exceed \$1,005.00 to cover the expense of registration and lodging.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Snyder - Palmerton	<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. Walters - Weatherly	<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"/>

Motion carried.

#### **Policy Adoption Approved**

- B. MOTION by Mrs. Walters SECONDED by Mr. Alabovitz to approve the second reading and adoption 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**

- C. MOTION by Mr. Strubinger SECONDED by Mrs. Snyder to approve the following reviewed CCTI policies, as presented:

- #701 (PROPERTY) - Facilities Planning
- #702 (PROPERTY) - Gifts, Grants, Donations
- #703 (PROPERTY) - Sanitary Management
- #704 (PROPERTY) - Maintenance
- #705 (PROPERTY) - Safety
- #706 (PROPERTY) - Property Records
- #709 (PROPERTY) - Building Security

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

Motion carried.

## **Administrative Reports**

- A. MOTION by Mrs. Walters, SECONDED by Mr. Alabovitz 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**

MOTION by Mrs. Walters, SECONDED by Mr. Alabovitz that the following motions be approved:

- A. to acknowledge receipt of the conference report submitted by Michele Connors, Principal after attending The Power of Immersion Learning: A Workshop for Leaders November 4, 2025.
- B. to acknowledge receipt of the conference report submitted by Donna McClain, Health Medical Instructor after attending Penn State Strategies: Education Excellence for Educators November 13-14, 2025.

- C. to acknowledge receipt of the conference report submitted by Richard Stettler, Electrical Distribution and Automation Instructor after attending Handle with Care December 4, 2025.

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

Motions carried.

**Next Regularly Scheduled Meeting: Thursday — January 15, 2026**

### **Adjournment**

Mr. Alabovitz moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:01 PM.

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Christina A. Graver  
Joint Operating Committee Secretary