

# Carbon Career & Technical Institute Joint Operating Committee Minutes

## Regular Meeting May 21, 2026

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - May 21, 2026** for its 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 Chairman, Ms. Heather Neff, at 6:08 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Heather Neff, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Erin Snyder, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Michael Alabovitz, Vice-Chairman	<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"/>
Mr. Thomas Lesisko, Interim Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Christine Trovato, Facilitator of Special Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jeffrey Deutsch, Bus. Administrator/Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Nate Rinda, Director of Technology	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
Mr. Christopher Fischi, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. William Howland, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Stacey Connell, Alternate Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ron Yuricheck, Alternate Member	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>

Others present: CCTI Students: Brianna Binder, Electrical Distribution and Automation Sophomore (Panther Valley SD), Lea Yemm, Electrical Distribution and Automation Junior (Jim Thorpe ASD); Members of the Public: Dave Krause, Lehighon/Lehigh Carbon Community College; CCTI Staff: Michael Herishko, HVAC Instructor, Joshua Reif, Electrical Distribution and Automation Instructional Aide/SkillsUSA Advisor, Rhina Rivera, Science Teacher; 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 Minutes**

- A. MOTION by Mrs. Snyder, SECONDED by Mr. Alabovitz to approve the Minutes of the April 16, 2026 Regular Meeting.

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

Motion carried.

**Courtesy of the Floor to Visitors**

- A. Mr. Krause, Lehigh Carbon Community College Trustee for Lehigh Area School District  
Mr. Krause, Lehigh Carbon Community College Trustee for Lehigh Area School District spoke to the group regarding the Joint Coordinating Committee including Lehigh Carbon Community College (LCCC), Lehigh Carbon Technical Institute (LCTI), Carbon Lehigh Intermediate Unit #21 (CLIU 21), and Carbon career & Technical Institute (CCTI) and their yearly meeting schedule, sharing the importance for collaboration and information.

**Approval of Treasurer’s Report (April 2026)**

- A. MOTION by Mr. Alabovitz, SECONDED by Mr. Strubinger to approve the Treasurer’s Report for April 2026 showing a final balance of \$6,002,446.79 in the General Fund, and \$99,113.97 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 - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

**Approval of Payment of Bills**

- A. MOTION by Mr. Alabovitz, 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 - Lehighton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

## X. Administrative Reports

### A. Director's Report – Mr. David Reinbold, Administrative Director

#### a. Michael Herishko, HVAC Instructor

Mr. Herishko shared the following prepared report:

I have over 30 years' experience in HVAC and Plumbing. I worked and still work doing high end residential HVAC and plumbing installations. I also worked in the commercial field notably doing plumbing and HVAC at the NJ State Aquarium, at the tallest high rise in Delaware, at a Fortune 500 office building, and at a university. As far as credentials, I have an HVAC Certificate from Camden County Technical School, Universal EPA Certification and a Bachelor's Degree in Construction Management.

I am implementing my knowledge into our program in the following ways. 1. I found that training offered by manufacturers is the best funded and most respected in the HVAC industry. Besides mimicking their PowerPoint with actual HVAC equipment on hand teaching style, I have and am establishing more relationships with manufacturers and vendors to be able to offer top level instruction to our students on site and at supply houses to acclimate them to how training is offered once they are out in the field. 2. I found that technicians and students alike turn to multimedia when they are trying to learn how to do or fix something. I have established a relationship with the most popular multimedia HVAC Trainer who happens to come from a High School teaching background and have implemented his online certification program. 3. Working with the facilities team, we are re-fitting part of the tech area with residential style walls to give students real-life installation experience including realistic ductwork and plumbing installations. 4. I am creating labs with real world tasks such as full installations and service calls to coincide with the task grid requirements. These will provide experience and ensure real competence in Task Grid areas. 5. Since many HVAC and Plumbing jobs are in the commercial maintenance field, I am adding basic commercial maintenance repairs such as Flushometer repair, simple electrical repairs and rooftop HVAC unit maintenance into the program.

#### b. Rhina Rivera, Science Teacher

Ms. Rivera shared the following prepared report:

My name is Rhina Rivera, and I am one of the science teachers here at CCTI. I greatly appreciate Mr. Reinbold for giving me this opportunity.

Before starting my teaching journey, I served as an engineer in the United States Navy.

Following my military service, I earned a Bachelor of Science in Natural Science with a concentration in biology, followed by a Master of Science in Medical Science with a concentration in pharmacology and physiology. During my career, I enrolled as a doctoral student and collaborated with the University of North Dakota's research team on traumatic brain injuries, while also working with Cooper Medical School of Rowan University in New Jersey using MATLAB to analyze data for stroke patients.

Currently, I am pursuing a Doctorate in Medical Science at Northeastern University, with graduation set for next year. I am also attending Point Park University to complete my teaching certification. Each step of my journey has strengthened my

understanding of science and reinforced my commitment to teaching. I am driven by progress, passion, and lifelong learning.

CCTI means a great deal to me. My goal as an educator is to make science engaging and meaningful for my students. I live by the teaching motto, "If you can't explain it simply, you don't understand it well enough," a sentiment attributed to Albert Einstein. I believe students learn best when they actively explore concepts rather than simply memorize facts. That is why I am committed to designing more laboratory experiments, hands-on investigations, and interactive activities. These opportunities will allow students to think critically and apply what they learn to real-world situations. Through these experiences, I aim to bolster their confidence, cultivate a passion for scientific discovery, and inspire future leaders in science and healthcare. Thank you.

c. Henry Woods, School Police Officer

Mr. Woods spoke of a recent active shooter response drill held at CCTI Staff is trained on A.L.I.C.E (Alert, Lockdown, Inform, Counter, Escape) training by Mr. Woods.

d. Joshua Reif, SkillsUSA Advisor with students Brianna Binder and Lea Yemm

Mr. Reif shared the following prepared report:

SkillsUSA States was a big success. All thirty-one (31) of our students represented not only themselves, but our school well. Thank you to all who encouraged our students to compete. Thank you to our technical instructors and academic teachers who prepared our students with technical and soft skills. Below are the medalists from the state conference:

**Gold Medal Winner** (moving on to national competition in Atlanta, GA, June 1 – 5, 2026):

Adam Gardiner (Drafting Design & Technology Senior, Panther Valley SD) - Architectural Drafting

**Silver Medal Winners:**

Beau Stahler (Auto Collision Repair Senior, Palmerton ASD) – Automotive Refinishing Technology

Parker Knight (Auto Collision Repair Senior, Weatherly ASD) – Collision Damage Appraisal

Chloe Klotz (Carpentry Senior, Palmerton ASD) – Chapter Display

Lea Yemm (Electrical Distribution and Automation Junior, Jim Thorpe ASD) – Chapter Display

Brianna Binder (Electrical Distribution and Automation Sophomore, Panther Valley SD) – Chapter Display

**Bronze Medal Winners:**

Hailey Barachie (Cosmetology Senior, Lehighton ASD) – Cosmetology

Brianna and Lea (two members of the 3-person Chapter Display team – Chloe Klotz was unable to attend this evening's meeting as she is attending the senior class outing) spoke of their experience preparing and competing, as well as their plans for next year's competition.

Mr. Reinbold reiterated that the students were all well-behaved and focused while at

Hershey. He shared that Adam, every free moment he had, studied and prepared for his event - including during the bus ride and waiting for their rooms to become available.

Mr. Reinbold then shared the following regarding recent NOCTI (national Occupational Competency Testing Institute) and NIMS (National Institute for Metal working Skills) testing:

- NOCTI/NIMS Scores 91.4% Advanced or Competent.  
Most recent data - State average-83.6%. State Goal for 2025-26 is 86.5%.  
He also shared printed banners that will be displayed in the technical areas that attained 100% Advanced.

Mr. Reinbold, when introducing Mr. Lesisko, reminded the group that this would be Tom's last JOC meeting as his interim position is coming to a close. He thanked Tom for all of his hard work and commented on how well Tom and everyone worked together during his time here.

B. Principal's Report – Mr. Thomas Lesisko, Interim Principal  
Please see included report following this evening's Briefs.

Mr. Lesisko also shared information regarding the following recent and upcoming CCTI events:

Senior Awards Ceremony – Mr. Lesisko thanked Tara Benyo, Student Success Coordinator for her work in organizing and coordinating the event

Health Medical Pinning Ceremony -Mr. Lesisko, thanked and congratulated Donna McClain, Health Medical Instructor and Dean John Wychilus, Health Medical Instructional Aide for their hard work in preparing this event

Senior Class Outing at Knoebels

Junior Class trip to Mauch Chunk Lake

Field Day – Mr. Reinbold and Mr. Lesisko thanked Brandi Schmoyer, Underclass Advisor for her organization and planning of the day along with the cooperation of the rest of the staff

Prom at Blue Mountain Resort

Commencement

Mr. Reinbold spoke on the following to share with the members:

- Update on Summer Camp:  
Over 80 applicants.  
Week of June 15th.  
Transportation is being organized.  
Teachers are planning their projects.  
Schedule is being finalized.  
10 technical areas.  
Students will rotate through all areas - 2 a day for 5 days.
- Cooperative Education Appreciation Breakfast:  
(information provided by Michele Klock, Cooperative Education/School Improvement Coordinator)

On Monday, May 18th, CCTI's Cooperative Education Program held its Employer Appreciation Breakfast in recognition of participating employers, supervisors, and

workplace mentors. The event acknowledged their continued support in providing structured, real-world learning experiences for CCTI students.

Student representatives shared remarks highlighting the value of the cooperative education program in developing technical skills, strengthening professional competencies, and supporting career readiness through applied workplace experience.

Cooperative Education Coordinator Mrs. Klock recognized the 2026 co-op seniors and participating employers. The CCTI Cooperative Education program placed 41 students at local job sites during the school year, including 33 seniors and 8 juniors. These placements provided students with supervised, trade-related work experience aligned with their instructional programs.

A total of 28 employers from Carbon County and surrounding counties participated in the program. Participating employers were formally recognized with plaques of appreciation. Graduating seniors were also recognized and received green and gold cords to be worn at commencement in recognition of their participation in the cooperative education program.

#### **2025-2026 Co-Op Stats**

- 41 students and 28 employers participated in the Co-Op program during the 25-26 school year - 8 juniors, 33 seniors
- Nearly one in three students in the senior class (33 of 104) are Co-Op participants
- In the 25-26 school year, Co-Op students worked a total of **20,168 hours** and earned a combined gross income of **\$290,918.32**
- The median hourly pay rate for Co-Op students was \$15.00 per hour, with the highest hourly wage reaching \$21.50 per hour.
- Of the 33 graduating Co-Op seniors, **64% intend to accept full-time positions with their employers.**
- Students from 10 of CCTI's 14 instructional programs participated in the Cooperative Education Program this year, including Auto Collision Repair (5 students), Auto Service Technology (2), Carpentry (4), Cosmetology (1), Culinary Arts (1), Electrical Distribution & Automation (3), Health Medical (5), HVAC (7), Precision Machine Technology (6), and Welding (7).

C. Business Administrator's Report – Mr. Jeffrey P. Deutsch, Business Administrator

- Update on the 2026-2027 Budget:  
The CCTI 2026-2027 budget has been timely submitted and approved by the PA Department of Education.
- Brief year-to-date update/reminder on the preliminary 2025-2026 CCTI financial status results.

D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

**2025-2026 Special Population Update**

CCTI's special population numbers:

Students with IEPs - 83 students

Students with 504 Service Plans - 25 students

(cont.)

Students with Gifted IEPs - 2 students  
ELL students - 3 students  
Homeless/Unaccompanied - 8 students

### **Transition Meetings**

Transition meetings have come to a conclusion for applicants with IEPs and Section 504 Plans. Meeting participants included students, parents, district representatives, Technical Instructors, and Special Education Directors from supporting districts and CCTI. Technical Instructors provided valuable information about technical programs, their expectations, and requirements. Applicants, their parents, and district representatives offered information about students' strengths, areas of need, and needed supports and services.

Thank you to CCTI's technical instructors, supporting district representatives & special education teachers, applicants, and their parents for their collaboration and contributions in supporting future CCTI students as they transition to a new school environment.

### **Graduates with IEPs**

Graduates with IEPs and their parents are provided a *Summary of Academic Achievement & Functional Performance (SAAFP)* document prior to the conclusion of students' high school education. The SAAFP document is a student-centered document that summarizes individual abilities, skills, needs, and limitations. Its purpose is to provide recommendations to students that will support their successful transition to adult living, learning, and working. The SAAFP is designed specifically to assist students in identifying needed supports in postsecondary settings (such as training centers, college, the workplace, and the community). It should help students better understand the impact of their disabilities and articulate individual strengths and needs, as well as supports that would be helpful in post-school life. The SAAFP is a means to assist in transferring responsibility to students in advocating for their own needs.

### **Keystone Accommodations**

Students with IEPs and 504 Plans will receive the accommodations that are listed in their IEP/504 plan, based on their needs, when administered state assessments (Keystones, NOCTI).

Mr. Reinbold thanked Mrs. Trovato for hosting the many transitional meetings held at CCTI preparing for the new school year.

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

Mr. Walters shared the following prepared report:

- Facilities remain fully operational with no critical safety issues reported since the last board report.
- Routine and preventative maintenance activities continue throughout the campus, with building systems operational and monitored regularly.
- Summer cleaning products and custodial supplies have been received, and summer employee schedules have been completed to support classroom cleaning, floor maintenance, and summer projects.
- Minor repairs, equipment relocations, and classroom support projects were completed during this reporting period.

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- Construction and instructional support projects continue throughout the building, including:
  - HVAC instructional equipment additions and mock-up training area improvements, with two underclassmen carpentry students assisting with portions of the project
  - Expansion and reconfiguration of the media center/classroom area to improve instructional functionality
  - Smaller teacher-requested projects designed to improve educational spaces throughout the facility
- Rooftop HVAC preventative maintenance has been completed, including filter replacements and repairs, in preparation for the upcoming school year.
- The grant-funded tire-changing machine has been received and installed for instructional use.
- Safety inspections and compliance activities are scheduled for July, including fire extinguishers, fire suppression systems, alarm systems, security systems, and camera systems.
- The department continues supporting graduation activities, Senior Sunset, summer programming logistics, and transportation coordination for summer camp activities.
- Met with Bill Mack to review facility operations, projects, and department procedures as part of ongoing transition planning.
- A meeting is scheduled this summer to update the district's long-term HVAC system replacement and capital improvement planning. The previous comprehensive review was completed in 2022, and updated pricing information will assist in adjusting future capital projections.
- The capital plan presented this evening has been updated to reflect these future infrastructure needs and long-range facility planning priorities.
- Focus remains on preventative maintenance, cost control, extending the life of facility systems, and supporting safe and reliable educational operations throughout the campus.

Mr. Lesisko shared a Teacher Appreciation Week activity where he, Mr. Reinbold, Mrs. Trovato and culinary arts students baked and decorated a large sheet cake for the teaching staff. Photos were shared of the activity.

- F.      **Adult Education Report – Ms. Francine Kluck, Adult Education Site Supervisor**  
**Course Offerings Spring 2026**  
 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](http://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**

- May 5 - Nurse Aide Orientation
- May 7 - GED Prison Visit
- May 7- Safety Inspection class begins
- April 9 - Carbon PA CareerLink® Job Fair
- May 12 - GED CCTI Staff Program Improvement Team meeting  
Lehigh Carbon Community College
- May 19 - Operators Meeting CareerLink
- May 20 - GED Orientation
- May 20 - Servsafe testing
- May 21 - Pearson Vue Testing Center open
- May 26 - Welding class concludes with WTTI testing

### **PA Safety Inspection Class - May 7, 2026**

This program includes classroom preparation and test to be a licensed PA State Inspection Mechanic. Candidates must possess a valid driver's license in the class certification sought. Certification is contingent upon successful completion of the entire program: twelve hours of theory plus written exam and a one-hour tactical test scheduled by the instructor at a later date. Must be 18 years of age and have a valid (PA) photo driver's license presented at registration. Successful candidates in Class I cars may also test for Class II - Motorcycles, Class III - Trucks over 17,000 pounds, trailers over 10,000 pounds and buses, Class IV Reconstructed vehicles inspector and/or writer. Pre-requisite: This course is designed for experienced technicians; prior knowledge in the field or hands-on experience required.

Tuition:

Class I w/ Overview Tools Instruction - \$190

Class II, III, IV writer and/or inspector- \$45 per test

Specialty Tool Class Comprehensive - 3 hours \$40

- G. Superintendent of Record Report - Mr. Jason Moser, Lehigh Area School District Superintendent  
Nothing new to report this evening.

## **Items of Business**

### *Personnel*

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

### **Teacher Mentors Reaffirmed**

- A. to reaffirm the following individuals as Teacher Mentor at the established rate of \$1,000 for the 2025-2026 school year, as indicated below:

Scott Bartholomew (Jay Sabo, Science Long-Term through 12/05/2025; Shivani Gupta, Science Teacher, effective 12/08/2025)

Michele Klock (Riston Barr, Precision Machine Technology Instructor) (cont.)

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Tammy Marshall (Mark Barthel, Graphic Design Instructor)  
Stephen Nesler (Walter O'Donnell, Carpentry Instructor)  
Jeremy Pease (Hal C. Resh, HVAC Long-Term Substitute through 02/27/2026;  
Michael Herishko, HVAC Instructor, effective 03/02/2026)  
Justin Pshar (Jose Jimenez, Math Teacher)  
Angela Sablich (Rhina Rivera, Science Teacher)  
Philip Strubinger (Larissa Genetti, English Teacher)  
Michael Wildoner (Grace Crouthamel, English Teacher)

### **Instructional Aide Mentors Reaffirmed**

- B. to reaffirm the following individuals as Instructional Aide Mentor at the established rate of \$500 for the 2025-2026 school year, as indicated below:

Kevin Wagner (Austin Lauchnor, Carpentry Instructional Aide)  
Salvatore LoPresti (Christopher Bavlinka, Culinary Arts Instructional Aide)

### **School-Wide Co-Curricular Activities and Student Club/Organization Advisors Reaffirmed**

- C. to reaffirm the following individuals as School-Wide Co-Curricular Activities and Student Club/Organization Advisors at the established rates for the 2025-2026 school year, as indicated below and based on the job description:

DECA Advisor – Carly Rinda (\$2,300)  
DECA Assistant Advisor – Scott Bartholomew (\$1,600)  
HOSA Advisor – Donna McClain (\$2,300)  
SkillsUSA Advisor – Joshua Reif (\$2,300)  
SkillsUSA Assistant Advisor – Maya Kowalczyk (\$1,600)  
SkillsUSA Assistant Advisor – Richard Stettler (\$1,600)  
eSports Advisor – Nate Rinda (\$2,300)  
Interact Rotary Club Advisor – Margaret Kalogerakis (\$2,300)  
National Technical Honor Society – Sue Ann Gerhard (\$2,300)  
SADD/Aevidum Advisor – Jacob McCloskey (\$2,300)  
Senior Class Advisor – Sandra Kohutka (\$2,300)  
Student Council Advisor – Rainbeau Currier (\$2,300)  
Underclass Advisor – Brandi Schmoyer (\$2,300)  
Yearbook Advisor – JamiLynn Johannsen (\$2,300)  
Robotics Club Advisor – Michael Garrant (\$2,300)

### **Homebound Instructor Hourly Rate Approved**

- D. to approve the hourly rate for Homebound Instructor for the 2026-2027 school year on an as-needed basis at \$50.00.

### **Teacher Mentor Stipend Approved**

- E. to approve the Teacher Mentor stipend of \$1,000.00 for the 2026-2027 school year.

**Paraprofessional Mentor Stipend Approved**

F. to approve the Paraprofessional Mentor stipend of \$500.00 for the 2026-2027 school year.

**Substitute Van/Bus Driver Hourly Rate Approved**

G. to approve the hourly rate for substitute van/bus driver of \$30.00 effective July 1, 2026 through June 2027.

**Letter of Resignation Accepted**

H. to accept the letter of resignation for the purpose of retirement received from Sue Ann Gerhard, Administrative Assistant – Student Support Services, effective September 10, 2026.

**Annual Stipend Approved**

I. to approve a Joint Operating Committee Secretary annual stipend of \$2,000.00, effective July 1, 2026 through June 30, 2027.

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"/>

Motions carried.

**Education**

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

**Homebound Instruction Approved**

A. that homebound instruction be approved for student #8890 for 5 hours per week from April 3, 2026 until cleared by the physician.

**Reasonable Assurance Notification Granted**

B. to grant permission to notify CCTI employees, who do not work through or do not receive pay for the summer months, that there is a “reasonable assurance” their position will be available to them again when school re-opens in August 2026.

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

Motions carried.

## ***Budget & Finance***

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

### **2026-2027 Proposed Operating Budget for the CCTI Adult Education Program Approved**

- A. to approve the 2026-2027 Proposed Operating Budget for the CCTI Adult Education Program, calling for receipts and expenditures in the amount of \$99,253.

### **Depositories Approved**

- B. to approve the following depositories for Carbon Career & Technical Institute funds as indicated below for the 2026-2027 Fiscal Year:
- Mauch Chunk Trust Company
    - General Fund Account, Activities Fund Account, Payroll Account, CD Purchases
  - PLGIT (Pennsylvania Local Government Investment Trust)
    - House Building Renovation Account, Capital Projects Account, Scholarship Trust Fund, General Fund, CCTI Building Renovation/Expansion fund)
  - INVEST (PA Treasurer Program for Local Governments)
    - General Fund
  - Jim Thorpe National Bank
    - General Fund, CD Purchases

### **Cooperative Arrangements for Purchasing Granted**

- C. to grant permission to participate in cooperative arrangements for purchasing supplies and computer equipment for the 2026-2027 fiscal year through the following:
- Carbon Lehigh IU #21
  - Central Susquehanna IU #16

### **Participation in the National School Lunch Program Granted**

- D. to grant permission to participate in the National School Lunch Program including the Community Eligibility Provision (CEP) and the U.S.D.A. Commodities Program for the 2026-2027 school year.

**Section 125 Flexible Plan Benefits Plan Approved**

- E. to approve the Section 125 Flexible Plan Benefits Plan, effective July 1, 2026 to continue the Medical Plan Cash Opt-Out Election of \$400.00 per month (waive Family Medical Plan) and \$300.00 per month (waive Non-Single Medical Plan).

Note: This arrangement has successfully decreased health care expenses in recent years. There is no increase from 2025-2026.

**Kirk, Summa & Company Appointed**

- F. to appoint Kirk, Summa & Company (East Stroudsburg, PA) as Auditor for the Carbon Career & Technical Institute Joint Operating Committee for the 2026-2027 fiscal year, effective July 1, 2026, at an annual fee of \$22,500.

Note: The audit covers CCTI, as well as the school authority.

**Compulsory Student Accident Insurance Purchase Approved**

- G. that compulsory Student Accident Insurance for all SECONDARY students attending Carbon Career & Technical Institute for the 2026-2027 school year continue to be purchased from PA Church Insurers Agency LLC, Sunbury, PA at an estimated cost not to exceed \$2,295.00. Coverage shall include the school day, to and from school, field trips, cooperative education, and job shadow/internship activities.

Note: This has been in force for the past nineteen years.

**Current CCTI Capital/Instructional Equipment Plan Approved**

- H. to approve the current CCTI Capital/Instructional Equipment Plan, as presented.

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"/>

Motions carried.

**Building & Grounds**

NONE

*Administrative*

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

A. to approve the first reading of the following CCTI policies, as presented:

- #404.2 (PROFESSIONAL EMPLOYEES) – Position Vacancies Procedure
- #408 (PROFESSIONAL EMPLOYEES) – Employment Contract/Joint Operating Committee Resolution

B. to approve the second reading and adoption of the following CCTI policies, as presented:

- #103 Attachment 2 (PROGRAMS) - Discrimination Complaint Procedures
- #103 Attachment 3 (PROGRAMS) - Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
- #311 (ADMINISTRATIVE EMPLOYEES) – reduction of Staff
- #411 (PROFESSIONAL EMPLOYEES) – Reduction of Staff
- #511 (CLASSIFIED EMPLOYEES) – Reduction of Staff

C. to approve the following reviewed CCTI policies, as presented:

- #404.3 (PROFESSIONAL EMPLOYEES) – Appointment of Personnel
- #405 (PROFESSIONAL EMPLOYEES) – Employment of Substitute Professional Employees
- #407 (PROFESSIONAL EMPLOYEES) – Student Teachers
- #422 (PROFESSIONAL EMPLOYEES) – Gifts
- #432 (PROFESSIONAL EMPLOYEES) – Working Periods
- #436 (PROFESSIONAL EMPLOYEES) – Personal Necessity Leave
- #512 (CLASSIFIED EMPLOYEES) – Evaluation of Classified Employees

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

Motions carried.

**Administrative Reports**

A. MOTION by Mrs. Snyder, SECONDED by Mr. Alabovitz to accept Administrative Reports from the following:

- a. Mrs. Christine Trovato, Facilitator of Special Education
- b. 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 Meeting:            Thursday – June 18, 2026**

**Adjournment**

Mrs. Snyder moved, seconded by Mr. Alabovitz, that the meeting adjourn. By unanimous consent, the meeting adjourned at 7:02 PM.

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Christina A. Graver  
Joint Operating Committee Secretary