

Carbon Career & Technical Institute
Joint Operating Committee Agenda
Regular Meeting
August 20, 2026

I. Call to Order – Chairman

II. Salute to the Flag

III. Roll Call

	Present	Absent
Ms. Heather Neff, Chairman	☐	☐
Mrs. Erin Snyder, Member	☐	☐
Mr. Gerald Strubinger, Member	☐	☐
Mr. Michael Alabovitz, Vice-Chairman	☐	☐
Mrs. April Walters, Member	☐	☐
Mr. David Reinbold, Administrative Director	☐	☐
Mr. William Mack, Principal	☐	☐
Mrs. Christine Trovato, Facilitator of Special Education	☐	☐
Mr. Jeffry Deutsch, Bus. Administrator/Treasurer	☐	☐
Ms. Francine Kluck, Assistant Business Manager	☐	☐
Mr. Nate Rinda, Director of Technology	☐	☐
Mr. Ken Walters, Supervisor of Bldg. & Grounds	☐	☐
Ms. Roxine Benckini, Adult Education Site Supervisor	☐	☐
Mr. Christopher Fischl, Alternate Member	☐	☐
Dr. William Howland, Alternate Member	☐	☐
Dr. Stacey Connell, Alternate Member	☐	☐
Mr. Ron Yurichuck, Alternate Member	☐	☐
Mr. Ryan Binder, Alternate Member	☐	☐
Mr. David McAndrew, Jr., Superintendent of Record	☐	☐
Attorney Robert T. Yurchak, Solicitor	☐	☐
Ms. Christina A. Graver, Secretary	☐	☐

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

V. **Approval of Addendum (if applicable)**

A. MOTION by _____, SECONDED by _____ to approve the inclusion of an Addendum to the August 20, 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 July 16, 2026 Regular Meeting. (Encl. 1)

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

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

VIII. **Approval of Treasurer's Report (June & July 2026)**

- A. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for June 2026 showing a final balance of \$4,562,707.25 in the General Fund, and \$91,718.28 in the Student Activities Account. (End. 2)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehigh	☐	☐	☐	☐

- B. MOTION by _____, SECONDED by _____ to approve the Treasurer's Report for July 2026 showing a final balance of \$3,827,883.25 in the General Fund, and \$92,264.99 in the Student Activities Account. (End. 3)

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehigh	☐	☐	☐	☐

IX. Approval of Payment of Bills

- A. MOTION by _____, SECONDED by _____ to approve Payment of Bills - General Fund
and Other Accounts. (Encl. 4)

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	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehighton	☐	☐	☐	☐

X. Administrative Reports

- A. Director's Report – Mr. David Reinbold, Administrative Director
- B. Principal's Report – Mr. William Mack, Principal
- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- Preliminary update/status on the 2025-2026 financial results.
 - Update/forecast of the 2027-2028 CCTI Budget
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education
- E. Building and Grounds Report – Mr. Ken Walters, Supervisor of Building and Grounds
- F. Technology Report – Mr. Nate Rinda, Director of Technology
- G. Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent

XI. Items of Business

Personnel

- A. MOTION by _____, SECONDED by _____ to appoint Kaylie Dunlap, Student Success Coordinator, effective August 20, 2026 for the 2026-2027 school year per the approved position description. Appointment will include up to 5 additional days to be used between August 3, 2026 and August 19, 2026 at her per diem rate for new employee preparation and training.

Note: Position is partially funded through the Perkins grant.
Kaylie has a master's degree in library and information services and a bachelor's degree in English from Pennsylvania State University. She has related experience as a tutor and mentor at Northampton Community College and a Library Services Assistant at PSU Lehigh Valley.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehighton	☐	☐	☐	☐

- B. MOTION by _____, SECONDED by _____ to appoint Roxine Benckini Adult Education Site Supervisor and approve her agreement effective July 22, 2026 through July 21, 2027, as presented.

Note: At no cost to the CCTI Joint Operating Committee operating budget.
Roxine has a master's degree in counseling from Texas Tech University and a bachelor's degree in human services from East Stroudsburg University. She has 30 years' experience in student services including advising, recruiting, and registration; Veteran Affairs, vocational rehabilitation, fiscal management, and program development at the University of Maryland Eastern Shore and Houston Community College, and North Carolina Division of Vocational Rehabilitation Services.

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehighton	☐	☐	☐	☐

- C. MOTION by _____, SECONDED by _____ to approve the following individuals as Building Substitute effective August 20, 2026 through the close of the 2026-2027 school year at the approved daily rate:

Brian McGinley
Joseph Korba

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehighton	☐	☐	☐	☐

- D. MOTION by _____, SECONDED by _____ to approve the following individual as a School-Wide Co-Curricular Activities and Student Club/Organization Advisor, as needed at the established rates for the 2026-2027 school year:

Student Council Advisor - Tammy Marshall
SkillsUSA Assistant Advisor - Mark Barthel

ROLL CALL VOTE:	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehighton	☐	☐	☐	☐

- E. MOTION by _____, SECONDED by _____ to assign Henry Woods the duties of an attendance officer, in order to fulfill PA magisterial guidelines for the 2026-2027 school year.

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

- F. MOTION by _____, SECONDED by _____ that the Administrative Director be appointed Records Retention Officer for the Carbon Career & Technical Institute for the 2026-2027 school year.

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

- G. MOTION by _____, SECONDED by _____ to appoint the following individuals as Teacher Mentor for the 2026-2027 school year at the established stipend:

Richard Stettler (Rainbeau Currier, Engineering Technology Technician
Substitute until position is filled and then will serve as mentor to
Engineering Technology/Technician Instructor)
Michael Wildoner (Skyler Kriss, English Teacher), ½ year

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehigh	☐	☐	☐	☐

- H. MOTION by _____, SECONDED by _____ to approve the following individuals as substitute part-time technology assistants (on an as-needed basis) at a rate of \$175.00/day for the 2026-2027 school year:

Jerome Brown, Jr.
Jeffrey Nietz
Corey Rinda

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

- I. MOTION by _____, SECONDED by _____ that the below listed individuals be approved to substitute for the 2026-2027 school year at the established rates, as follows:

Kyle Ahner - SHINE Driver*
Tara Apgar - Teacher, Instructional Aide, Health/Medical
Eric Bott - Custodial/Maintenance/Groundskeeper/Cleaner*
James Curran - Teacher, Instructional Aide, Chaperone/Volunteer*, Custodial/
Maintenance/Groundskeeper/Cleaner*, Van Driver*
Michele Dominic - Teacher, Instructional Aide, School Nurse, Health/Medical
Deborah Foraker - Teacher, Instructional Aide
Jo Lynn Gazo - Teacher, Clerical*, Tutor
William Gerhard - Teacher, Instructional Aide
Jennifer Gonzalez - Tutor, Chaperone/Volunteer*, Van Driver*, SHINE
Driver*
Delmar Griggs - Teacher, Instructional Aide, Tutor, PT Integrated Math
Instructor, Chaperone/Volunteer*, Van Driver*
John Gunsser - Tutor, Part-Time Integrated Math Instructor
Amanda Henry - Chaperone/Volunteer*
Margaret Kalogerakis - Teacher, Instructional Aide, Chaperone/Volunteer*
Skyler Kriss, Teacher, Instructional Aide
Joseph Krushinsky - Teacher, Instructional Aide, Tutor, Chaperone/Volunteer*
Debra Kunkel-Christman - Teacher, Instructional Aide, Tutor, PT Integrated
Reading Instructor, Chaperone/Volunteer*
Thomas Lesisko, Administrative*
Jo Anne Mitzen - School Nurse

(cont.)

Martha Moyer – Teacher, Instructional Aide, Chaperone/Volunteer*
Catherine Nalesnik – Teacher, Instructional Aide, Tutor, PT Integrated Math
Instructor
Robyn Plesniarski – Chaperone/Volunteer*
Stephanie Reese – Chaperone/Volunteer*
Maritza Reinbold – Teacher, Instructional Aide
Kenneth Reiter – Teacher, Instructional Aide
Hal C. Resh – Van Driver*
Marie Rosahac – Teacher, Instructional Aide
John Sabo – Tutor, Van Driver*, SHINE Driver*
Elizabeth Schlecht – Instructional Aide, Chaperone/Volunteer*, Van Driver*
Michele Troutman – Instructional Aide
Douglas Witt – Custodial/Maintenance/Groundskeeper/Cleaner*

Note: *through August 2027

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

Education

NONE

Budget & Finance

- A. MOTION by _____, SECONDED by _____ that Transportation Contracts be approved with the following Contractors for 2026-2027, noting that each Contractor will be paid any cost for gasoline used to fulfill the terms of this contract which exceed \$2.00 per gallon:

Jim Thorpe Area School District (410 Center Avenue, Jim Thorpe)
2026-2027 - \$52.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighnton)
(Lehighnton Area School District)
2026-2027 - \$105.00/day per bus

George's Transportation Company, Inc. (84 Ashtown Drive, Lehighnton)
(Lehighnton Area School District – Mid-Day Run)
2026-2027 - \$105.00/day per bus

Leon George II School Buses, Inc. (660 Delaware Avenue, Palmerton)
(Palmerton Area School District)
2026-2027 - \$229.00/day per bus

Panther Valley School District (1 Panther Way, Lansford)
2026-2027 - \$96.00/day per bus

(cont.)

Weatherly Area School District (602 Sixth Street, Weatherly)
2026-2027 - \$140.00/ day per bus

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

Building & Grounds

NONE

Administrative

- A. MOTION by _____, SECONDED _____ to approve the 2026 CCTI graduation ceremony, as follows:

- Wednesday, June 2, 2027
- 5:00 p.m.
- CCTI Field, under Tent
- Severe Weather Date: Thursday, June 3, 2027
- Note: In the event of severe weather conditions on June 3, 2027, the ceremony will be moved to the Jim Thorpe Area High School auditorium at 5:00 p.m. This has been approved by Jim Thorpe Area High School.

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

- B. MOTION by _____, SECONDED _____ to establish the following substitute rates for the 2026-2027 school year:

1. Teacher/Instructor and Instructional Aide
Day 1 through Day 9 \$120 per day
Day 10+ Cumulative \$145 per day
Teacher/Instructor, only
15+ Consecutive Days \$175 per day
(in a Single Assignment)
2. Building Substitute \$155 per day
3. Secretary \$110 per day
4. Administrative \$215 per day

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehigh	☐	☐	☐	☐

- C. MOTION by _____, SECONDED _____ to approve the Memorandum of Understanding between the Carbon Career & Technical Institute and the Commonwealth Charter Academy (CCA), as presented.

ROLL CALL VOTE:

	Yes	No	Absent	Abstain
Mr. Alabovitz - Panther Valley	☐	☐	☐	☐
Mrs. Snyder - Palmerton	☐	☐	☐	☐
Mr. Strubinger - Jim Thorpe	☐	☐	☐	☐
Mrs. Walters - Weatherly	☐	☐	☐	☐
Ms. Neff - Lehighton	☐	☐	☐	☐

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

#249 (PUPILS) - Bullying/Cyberbullying (Encl. 5)
#801 (OPERATIONS) - Public Records (Encl. 6)

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

- E. MOTION by _____ SECONDED by _____ to approve the second reading and adoption of the following CCTI policies, as presented:

#814 (OPERATIONS) - Copyright Material (Encl. 7)
#815 (OPERATIONS) - Acceptable Use of Internet, Computers and Network Resources (Encl. 8)

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

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

#328 (ADMINISTRATIVE EMPLOYEES) - Compensation Plan (Encl. 9)
#401 (PROFESSIONAL EMPLOYEES) - Creating a Position (Encl. 10)
#428 (PROFESSIONAL EMPLOYEES) - Salary Determination (Encl. 11)
#440 (PROFESSIONAL EMPLOYEES) - Responsibility of Staff for Student Welfare (Encl. 12)

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

XII. Administrative Reports

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

a. Mr. William Mack, Principal (Encl. 13)
b. Mrs. Christine Trovato, Facilitator of Special Education (Encl. 14)

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

XIII. Old Business

XIV. New and Miscellaneous Business

- A. MOTION by _____, SECONDED by _____ to acknowledge receipt of the conference report submitted by Jeremy Pease, Drafting & Design Technology Instructor after attending the 2026 SkillsUSA National Leadership & Skills Conference (NLSC) and National Championships June 1-5, 2026 in Atlanta, GA. (Encl. 15)

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

XV. Next Regularly Scheduled Meeting: Thursday – September 17, 2026

XVI. Adjournment