

Carbon Career & Technical Institute

Joint Operating Committee Minutes

Regular Meeting July 16, 2026

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - July 16, 2026** for its Regular meeting. The meeting, held in the dining room of the School, 150 West 13th Street, Jim Thorpe, Pennsylvania, was called to order by Chairman, Ms. Heather Neff, at 6:04 PM with the Secretary being present.

	Present	Absent
Mr. Gerald Strubinger, Member	☒	☐
Ms. Heather Neff, Chairman	☒	☐
Mrs. Erin Snyder, 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, Asst. Bus. Mgr. (AE Site Supervisor)	☒	☐
Mr. Nate Rinda, Director of Technology	☒	☐
Mr. Ken Walters, Supervisor of Bldg. & Grounds	☒	☐
Mr. Christopher Fischi, Alternate Member	☐	☒
Dr. William Howland, Alternate Member	☐	☒
Dr. Stacey Connell, Alternate Member	☐	☒
Mr. Ron Yuricheck, Alternate Member	☐	☒
Mr. Ryan Binder, Alternate Member	☐	☒
Mr. Jason Moser, Superintendent of Record	☒	☐
Attorney Robert T. Yurchak, Solicitor	☒	☐
Ms. Christina A. Graver, Secretary	☒	☐

Others present: CCTI Staff: 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. Strubinger, SECONDED by Mr. Alabovitz to approve the inclusion of an Addendum to the July 16, 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 - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Approval of Minutes

- A. MOTION by Mr. Alabovitz, SECONDED by Mrs. Walters to approve the Minutes of the June 18, 2026 Regular Meeting.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Payment of Bills

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

ROLL CALL VOTE:

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

Motion carried.

Administrative Reports

- A. Director's Report – Mr. David Reinbold, Administrative Director
Mr. Reinbold introduced the following for their individual report:

- B. Principal's Report – Mr. William Mack, Principal
Mr. Mack shared the following prepared report:

Focus on Training

In preparation for the upcoming 2026-27 school year, I decided to focus on various trainings for faculty, staff, and administration. I pulled the records through our Vector Training module for the past three school years. In doing so, I was able to create an excel spreadsheet of every employee and their record of training over that time span. I was then able to assign training based on state mandates and recommendations.

- In accordance with Act 71 and Act 55, professional educators must receive training on **Suicide Awareness and Prevention**, every 5 years. The Youth Suicide Awareness, Prevention, and Postvention course covers this mandate.
- In accordance with Act 126, all school employees must receive training on **Child Abuse Recognition and Reporting**, every 5 years. The Child Abuse and Mandatory

Reporting course and Educator Discipline Act, Sexual Misconduct and Maintaining Professional Boundaries course suffice the requirements of this mandate.

- In accordance with Act 195, individuals responsible for **Epinephrine Auto-Injector Administration** must receive training every two years. The Health Emergencies: Life Threatening Allergies course and Medication Administration: Epinephrine Auto-Injectors course both cover this mandate.
- In accordance with Act 84, school employees with direct contact with students must be trained in **Seizure Recognition and Related First Aid Training**. The following three courses cover this mandate: Seizure Training for School Personnel; Seizure Training for School Nurses; Seizure First Aid Ready.
- In accordance with Act 18 and Act 55, all professional employees must be trained in **Trauma-Informed Education**. The Trauma Awareness course, Trauma-Informed Practices course, and Secondary Trauma Awareness course all cover this mandate.
- In accordance with Act 55, all school employees must receive training on **School Safety and Training for School Employees**. Although CCTI provides extensive ALICE training, including annual safety and active shooter drills, the following courses are also beneficial and will be utilized: Bullying- Recognition and Response; Responding to Bullying; Student Alcohol and Substance Misuse.
- In accordance with Chapter 49 of Title 22, all school personnel must receive training on **Professional Ethics**, and the Professional Ethics for Educators course covers this mandate.

I will begin to work with newly hired employees, and continue to work with those who were hired in the past few years, to ensure that all mandated trainings are completed in a timely manner. On a personal note, I have begun the School Safety and Security Training through the Pennsylvania Commission on Crime and Delinquency per the requirements of Section 1309-B and 1316-B of the PA Public School Code as amended by Act 55 of 2022. I intend to have this training completed and receive my certificate before the beginning of the school year.

- C. Business Administrator's Report – Mr. Jeffry P. Deutsch, Business Administrator
- Preliminary update/status on 2025-2026 financial results.

- D. 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, and routine preventive maintenance continues throughout the building.
- The Buildings and Grounds team is doing an excellent job with summer cleaning, floor preparation, and waxing, and the work is currently ahead of schedule.
- The new forklift was received on July 16 and will support deliveries, material handling, snow operations, and instructional program needs.
- All scheduled safety and security inspections have been completed, including the security, intercom, camera, access-control, fire alarm, and industrial fire-suppression systems.
- Preventive maintenance and required repairs on the emergency generator have been completed.
- Work continues on the installation of ten (10) additional HALO vape-detection units, including final coordination of device locations and scheduling.

- Hazardous-waste disposal continues to be coordinated with Hazleton Oil, including required paperwork, material separation, labeling, and pickup arrangements.
- The new combi oven purchased through an equipment grant has been installed and is ready for use.
- The Woodmaster 37-inch planer was returned to the manufacturer for inspection, repair, and testing after shipping damage was discovered upon delivery.
- Maintenance staff uniforms have been ordered in preparation for the upcoming 2026–2027 school year.
- Tiny home update.

E. 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 also reviewed/modified. Also pushed out numerous app updates/permissions.
- Website - Continued updates and modifications to the website.
- Adult Education - Pearson VUE computer lab updates.
- WiFi - Mass updates to existing units.
- Summer Projects - working on supply and equipment orders.
- Summer Room Cleanings - reconnecting rooms post cleaning.
- Software Updates to Computer Labs - Drafting, Graphic Design, Marketing.
- File Server - Working on data transitions to Google Cloud based storage.
- Continued Daily Technology Support/Service - for all of CCTI.

F. Adult Education Report – Ms. Francine Kluck, Assistant Business Manager (Adult Education Site Supervisor)

Ms. Kluck shared the following prepared report:

Adult Education

- Continuing to recruit for fall classes
 - Several applications for welding and nursing
- Closed out GED for 2025-2026 school year with post testing and Pearson Vue testing.

Business Office

- Transition into the business office has been smooth we are working together
- Preparing for the new school year start
- Learning payroll and accounting systems

Mr. Deutsch added that Fran started in the business office and hit the ground running. She's a hard worker and learning something new every day. He said that he is very pleased and thanked the Joint Operating Committee for this hire.

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

Budget has passed at the state level – this is helpful for the districts and the , -techs.

He shared that his year as Superintendent of Record is ending this month. He thanked the Joint Operating Committee and administration. This time has allowed him to get to know more about the school and what it provides for its students. He thanked everyone for their hospitality.

The Joint Operating Committee thanked Mr. Moser for his service for the year.

Mr. Reinbold shared that CCTI has been approved for a \$167,000 Perkins grant. This year this will be utilized for salaries.

He stated that CCTI will be promoted at the Carbon County Education Expo on Saturday, July 18, 2026 at the Franklin Township Fire Company from 10:00 a.m. to 3:00 p.m. Carly Rinda, Digital Marketing and Business Fundamentals Instructor will represent CCTI with promotional items at this event.

Mr. Reinbold had Mr. Rinda share a promotional video by Nate with The Silly Goose, a business in Jim Thorpe. Nate is currently working with CCTI to create a promotional video for the school. He is currently working on writing a script and will shoot some B-roll in August.

Mr. Reinbold again spoke about the Ben Hartranft presentation on Autism that the teachers enjoyed at the end of the school year. Ben presented with his mother, his father, and his brother on their perspective of Ben's life with autism. He said that this was very inspirational and emotional and ended with a standing ovation by the teachers. He thanked Heather Neff for the recommendation and stated that CCTI will be working with Ben to set up a presentation for the students.

Items of Business

Personnel

Superintendent of Record Appointed

- A. MOTION by Mr. Strubinger, SECONDED by Mrs. Walters to appoint David McAndrew, Jr., Panther Valley School District Superintendent as Superintendent of Record for Carbon Career & Technical Institute effective August 1, 2026 through July 31, 2027 at the established per meeting stipend of \$150.00. Payment will be based on attendance at regularly scheduled Joint Operating Committee meetings (12 per year) and paid in full following the completion of the appointed term.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

English Teacher Approved

- B. MOTION by Mr. Alabovitz, SECONDED by Mr. Strubinger to approve the appointment of John (Jay) Sabo, English Teacher, effective August 20, 2026 at a step 1, Master/M. EQU salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

cont.

Note: John served as our building substitute and long-term science substitute in the 2025-2026 school year. In addition, he has eleven (11) years' experience teaching multiple subjects, including English in private schools.

ROLL CALL VOTE:

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

Motion carried.

Tenure Granted

- C. MOTION by Mr. Strubinger, SECONDED by Mr. Alabovitz to grant the following individuals a "Professional Employee Contract" and tenure status:

Robert Fehr, Welding Instructor
Michael Garrant, Engineering Technology/Technician Instructor
Ashleigh Rehrig, Culinary Arts Instructor
Julian Valentini, Social Studies/Special Education Teacher

ROLL CALL VOTE:

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

Motion carried.

Letter of Resignation Accepted

- D. MOTION by Mrs. Walters, SECONDED by Mr. Alabovitz to accept the letter of resignation received from Michael Garrant, Engineering Technology/Technician Instructor and Robotics Club Advisor, effective October 5, 2026.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Category C Substitute Approved

- E. MOTION by Mr. Alabovitz, SECONDED by Mrs. Walters to approve Rainbeau Currier as a Category C (long-term) Engineering Technology/ Technician Substitute Instructor, effective August 20, 2026 for ninety (90) consecutive days or more at a step 1 salary per the current Agreement between the Carbon Career & Technical Institute (CCTI) Joint Operating Committee and the CCTI Education Association.

ROLL CALL VOTE:

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

Motion carried.

Teacher Mentor Appointed

- F. MOTION by Mrs. Walters, SECONDED by Mr. Strubinger to appoint the following individuals as Teacher Mentor for the 2026-2027 school year at the established stipend:

Michael Wildoner (John Sabo, English Teacher)

ROLL CALL VOTE:

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

Motion carried.

New Teacher Orientation Approved

- G. MOTION by Mrs. Walters, SECONDED by Mr. Alabovitz to approve a 2-day New Teacher Orientation to take place prior to August 20, 2026.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Intermittent Family Medical Leave Approved

- H. MOTION by Mr. Alabovitz, SECONDED by Mr. Strubinger to approve intermittent Family Medical Leave effective June 22, 2026 through June 21, 2027 for employee #3054.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Family Medical Leave Approved

- I. MOTION by Mr. Alabovitz, SECONDED by Mrs. Walters to approve Family Medical Leave effective August 20, 2026 for employee #3250.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Adjusted Salary Approved

- J. MOTION by Mrs. Walters, SECONDED by Mr. Alabovitz that the 2026-2027 salary for the following individual be adjusted as indicated as provided in the existing Agreement between the Carbon Career & Technical Institute Joint Operating Committee and the Carbon Career & Technical Institute Education Association:

Phillip Strubinger, Social Studies/Special Education Teacher
\$59,100 - 2026-2027 Salary
+ 1,100 - Master/M. EQU

\$60,200 - Adjusted 2026-2027 Salary

ROLL CALL VOTE:

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

Motion carried.

Adult Education GED Instructor Appointed

- K. MOTION by Mr. Strubinger, SECONDED by Mrs. Walters to appoint Joseph L. Krushinsky, Jr. Adult Education GED Instructor at a rate of \$24.00/hour on an as needed basis through July 2027.

ROLL CALL VOTE:

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

Motion carried.

Resignation Accepted

- L. MOTION by Mr. Strubinger, SECONDED by Mr. Alabovitz to accept the resignation of Mr. David Reinbold, Administrative Director for the purpose of retirement, effective March 17, 2027.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Education

NONE

Budget & Finance

Lunch Price Established

- A. MOTION by Mr. Strubinger, SECONDED by Mr. Alabovitz that the student lunch price for a second lunch for the 2026-2027 school year be established as follows:

Students: Type A - \$3.00

Adults: \$5.00

Note: All students will receive a free breakfast and lunch for the 2026-2027 school year.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Zimmerman's Dairy Retained

- B. MOTION by Mr. Alabovitz, SECONDED by Mr. Strubinger that Zimmerman's Dairy (Lehigh, PA) be retained as the CCTI Milk/Juice Supplier for the 2026-2027 school year. Prices for milk and juice shall remain the same as quoted for the 2025-2026 school year. Milk prices are established by the PA Milk Marketing Board.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Promethean Board Purchase Approved

- C. MOTION by Mr. Strubinger, SECONDED by Mr. Alabovitz to approve the purchase of one (1) Promethean Board at a total cost of \$3,035.00.

Note: These items are included in the Capital Plan.

ROLL CALL VOTE:

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

Motion carried.

Chromebook Purchase Approved

- D. MOTION by Mr. Alabovitz, SECONDED by Mr. Strubinger to approve the purchase of one hundred fifty (150) Lenovo Flagship Chromebooks for student use at a total cost of \$34,192.50.

Note: These items are included in the Capital Plan.

ROLL CALL VOTE:

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

Motion carried.

Building & Grounds

NONE

Administrative

Revised Student & Parent Handbook Approved

- A. MOTION by Mrs. Walters, SECONDED by Mr. Strubinger to approve the revised CCTI Student & Parent Handbook, as presented.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Student & Parent Handbook Purchase Approved

- B. MOTION by Mrs. Walters, SECONDED by Mr. Alabovitz to approve the purchase of 650 CCTI Student & Parent Handbooks at a cost of \$4,387.50.

ROLL CALL VOTE:

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

Motion carried.

Revised Course Handbook Approved

- C. MOTION by Mr. Strubinger SECONDED by Mr. Alabovitz to approve the revised CCTI Course Handbook, as presented.

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Course Handbook Purchase Approved

- D. MOTION by Mr. Strubinger SECONDED by Mrs. Walters to approve the purchase of 400 CCTI Course Handbooks at a cost of \$4,000.00.

ROLL CALL VOTE:

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

Motion carried.

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

Memorandum of Understanding Approved

- E. to approve the Memorandum of Understanding with the Jim Thorpe Police Department, per the Pennsylvania Department of Education Safe School Reporting regulations and CCTI Joint Operating Committee Policy 218.1, as presented.

Adult Education Site Supervisor Position Description Approved

- F. to approve the Adult Education Site Supervisor position description, as presented.

First Reading Policies Approved

- G. to approve the first reading of the following CCTI policies, as presented:
#814 (OPERATIONS) – Copyright Material
#815 (OPERATIONS) – Acceptable Use of Internet, Computers and Network Resources

Second Reading/Adoption Policies Approved

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

#515 (CLASSIFIED EMPLOYEES) – Disqualification by Reason of Health

#800 (OPERATIONS) – Records Management

#800.1 (OPERATIONS) – Electronic Signatures/Records

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motions carried.

Administrative Reports

- A. MOTION by Mrs. Walters, SECONDED by Mr. Strubinger to accept Administrative Reports from the following:

a. Mr. William Mack, Principal

b. Mrs. Christine Trovato, Facilitator of Special Education

VOTE: YES - 4 NO - 0 ABSENT - 1 ABSTENTIONS - 0

Motion carried.

Old Business

NONE

New and Miscellaneous Business

NONE

Next Regularly Scheduled Meeting: Thursday – August 20, 2026

Adjournment

Mrs. Walters moved, seconded by Mr. Alabovitz, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:45 PM.

Christina A. Graver
Joint Operating Committee Secretary