

Carbon Career & Technical Institute
Joint Operating Committee Minutes

**Regular Meeting
September 17, 2026**

The Carbon Career & Technical Institute Joint Operating Committee met **Thursday - September 17, 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 6:14 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	☒	☐
Jim Thorpe ASD, Alternate Member	☐	☒
Dr. William Howland, Alternate Member	☐	☒
Dr. Stacey Connell, Alternate Member	☐	☒
Mr. Ron Yuricheck, Alternate Member	☒	☐
Mr. Ryan Binder, Alternate Member	☐	☒
Mr. David McAndrew, Jr., Superintendent of Record	☒	☐
Attorney Robert T. Yurchak, Solicitor	☒	☐
Ms. Christina A. Graver, Secretary	☒	☐

Others present: Members of the Public: Ryan Deritis, Jada Saldukas, Julianne Yesilonis;
CCTI Staff: Kaylie Dunlap, Student Success Coordinator; Henry Woods,
School Police Officer

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

Approval of Minutes

- A. MOTION by Mr. Strubinger, SECONDED by Mrs. Snyder to approve the Minutes of the August 20, 2026 Regular Meeting.

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

Motion carried.

Courtesy of the Floor to Visitors

NONE

Approval of Treasurer's Report (August 2026)

- A. MOTION by Mr. Yuricheck, SECONDED by Mrs. Snyder to approve the Treasurer's Report for August 2026 showing a final balance of \$4,456,632.79 in the General Fund, and \$92,178.04 in the Student Activities Account.

ROLL CALL VOTE:

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

Motion carried.

Approval of Payment of Bills

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

ROLL CALL VOTE:

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

Motion carried.

Administrative Reports

- A. Director's Report – Mr. David Reinbold, Administrative Director
- a. Mr. Reinbold introduced Kaylie Dunlap, Student Success Coordinator
- Kaylie introduced herself to the members of the Joint Operating Committee. She then shared with the committee what her position entails. Kaylie was appointed to this position August 20, 2026.
- B. Principal's Report – Mr. William Mack, Principal
- Start of the 2026-27 School Year**
- The CCTI New Student Self-guided Tours, held on Thursday, August 13, 2026 and New Student Orientation Night, held on Wednesday, August 19, 2026 were both successful events. The halls were excitedly buzzing with new students and their parents on the self-guided tours. Many of the students took advantage of the opportunity to pick up their Chromebooks early and become acquainted with them. The following week, we had standing room only for the new student orientation. This was a great opportunity for me

to introduce myself and have positive interactions with students and parents. Many stayed after the orientation concluded to speak with me one-on-one. They also asked Mr. Reinbold questions about technical programs and our new school counselor Mrs. Stoop was available to help with particular career readiness questions or student academic scheduling.

On Monday and Tuesday August 17-18, 2026, I held New Teacher and Mentor Induction seminars. We had five new teachers or staff members in attendance and four mentors along to assist. On day one, we focused on building and grounds/security, technology setup, business office items, director's office items, special education practices, and Vector trainings. On day two, we took a deeper dive into curriculum, instruction, assessment, and classroom management. We reviewed school safety and security, classroom behavior expectations, and communicating with families. To finish the day, I gave mentees and mentors one-on-one time to review instructional strategies, curriculum development and framework, lesson plans, learning guides, duty assignments, etc.

Later in the week, Teacher In-Service days were held on Thursday and Friday, August 20-21, 2026. On day one, we focused on goals, plans, and general information for the new school year. We had guest speaker, Kelli Tremba from CLIU-21, to review Structured Literacy: Reading Comprehension Strategies. She was very interactive and provided great teaching tools to use in the classrooms and technical areas. The wellness committee had the opportunity to meet and plan the purchase of and implementation of "student wellness kits" for the beginning of the school year. Items in the kits include personal hygiene items that students are welcome to take without fear of embarrassment or unneeded attention brought upon them. On day two, health and safety items were reviewed by the school nurse and officer Woods. We then had guest speaker Jeffrey Zimmerman, the Regional McKinney-Vento coordinator, review homelessness awareness and proper procedure/protocol to help students at risk of or currently experiencing homelessness. For lunch on both days, faculty, staff, and administrators met together in the Harvest Café for a networking session. I was told by many teachers, this was the largest attendance for this type of gathering in recent memory.

On Monday, August 24, 2026, we welcomed our new students to CCTI and returning students back to school. I held three orientations, the first one was for all new students, the second one was for returning students, and a special afternoon session was for ½ day students. These sessions were great opportunities to introduce new faculty and staff, explain policy changes, review rules and expectations, and give an overall review of the CCTI culture. We had a busy first three weeks of school, with CTSO advisor meetings held to plan all of our events for the year, two fire drills to practice school safety, an Induction orientation meeting for 2nd year teachers and their mentors, senior class meetings, National Technical Honor Society meetings, our first faculty meeting of the year to review the start of the year, and student/staff picture days. As we look forward, we are excited for Junior/Senior Information Night on 09/24/2026, Cap & Gown ordering for seniors on 10/8/2026, ALICE safety drills on 10/12/2026, and Open House on 10/14/2026.

Guidance Office Updates

There are currently four students enrolled in LCCC Dual Enrollment for the Fall semester. There are approximately 15 students expressing strong interest in taking courses starting in the Winter/Spring with four having already applied. We are currently in the process

of scheduling visits to each sending school district to meet with 5th grade and 9th grade students.

Trainings

I received Title IX Investigator training through CLIU#21 on Wednesday, August 26, 2026. I also attended, the first of a series of nine “Future Ready School Leadership Network” meetings for school administrators in the Carbon/Lehigh region on 09/10/2026. I look forward to making connections with new and established administrators as the year progresses.

- C. Business Administrator’s Report – Mr. Jeffry P. Deutsch, Business Administrator
 - Reminder: Update/status on the 2025-2026 financial results.
 - Reminder: Update/forecast of the 2027-2028 CCTI Budget.
- D. Facilitator of Special Education Report – Mrs. Christine Trovato, Facilitator of Special Education

2026-2027 Special Population Update

CCTI’s special population projected numbers are as follows.

Students with IEPs - 78 students

Students with 504 Service Plans - 27 students

Students with Gifted IEPs - 3

ELL students - 3 students

Homeless/Unaccompanied - 3 students

Supports for Students

CCTI offers support and interventions for students. Some include, but are not limited to: After School Help, Integrated tutoring, IEP meetings, Google Classroom access, Positive Behavior Support Plans, Attendance Improvement meetings, Transition Meetings, Career Cruising, Instructional Aides in the technical programs and academic classes (as determined needed), co-taught classes, Counselor & Mental Health Specialist Support, Homebound Instruction, Parent/Student conferences and meetings, Transition meetings, SAP meetings, and professional development and trainings for staff pertaining to supporting students. Teachers have received accommodation documents for students in their classes with IEPs and 504 Service plans. CCTI’s After School Extra Help program begins September 10th.

Homeless & Unaccompanied Youth

The McKinney-Vento Homeless Education Assistance Improvement Act of 2001 was enacted to make sure homeless youth have access to appropriate education while removing barriers that homeless and unaccompanied youth face. The Act requires school districts to assign a homeless liaison/ point of contact who serves to provide trainings to staff, identify and report students deemed homeless, coordinate supports and services for students, to aid in removing the barriers to learning, school enrollment, education, nutrition, transportation, and participation in extracurricular activities.

The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The Act also includes provisions for students determined as Unaccompanied Youth. The law also defines unaccompanied youth as homeless youth who are not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of

home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.

CCTI's Homeless Liaison checks in often with students, staff, parents, supporting district representatives, to ensure that accommodations, transportation, free lunch, school supplies, uniform/clothing needs, mental health and medical resources are provided. Staff training is provided annually. CCTI's annual training was provided during the August Inservice days. Updates will be provided during the school year during faculty meetings.

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

This report focuses on work completed or advanced since the August update. Significant activity during the reporting period included successful drinking-water testing, the annual SDS (Safety Data Sheet) and chemical-inventory survey with JMSI, continued operation and monitoring of the newly installed HALO sensors, and placement of the ACR (Automotive Collision & Repair) drainage-pit grating order. Work also continued on the ACR drainage interceptor, Trane LON-link communication issues, HVAC capital planning with McClure, fire-alarm and security communications, fleet scheduling, restroom and classroom repairs, telephone-system updates, winter preparations, and Open House planning. The Pennsylvania Department of Labor & Industry also completed its pressure-vessel inspection. The DCED facility-improvement grant remains under review, with no new information available at this time.

- **Drinking-water testing:** The 2026-2027 school year water sample measured lead at 0.1 part per billion. Results were within the laboratory's acceptable limits, and the lead level was well below Pennsylvania's 5-parts-per-billion action threshold. No corrective action is required for the tested outlet.
- **Annual SDS and chemical-inventory survey:** The annual SDS survey was completed. JMSI visited the school and met with staff in all technical areas to review chemical inventories and update SDS records for the current school year.
- **HALO and Genetec integration:** Ten newly installed HALO sensors were brought online and integrated with our security platform. Testing and vendor follow-up addressed notification issues identified during commissioning, and automated vape alerts are being received.
- **ACR drainage-pit grating:** Heavy-duty galvanized grating for the drainage pit has been ordered. Structural support, final fit, and safe installation will be verified during installation.
- **ACR drainage interceptor:** Vendor waste records and contractor safety documentation were assembled in August to support the interceptor cleanout. The cleanout and proper handling of accumulated water, grit, sediment, and sludge were completed.
- **Building automation and HVAC planning:** The 2026 Trane controls-service renewal was processed. Trane opened a service work order for LON-link communication issues and began logging and monitoring the system. The HVAC equipment capital-planning deliverable with McClure remains an active planning item.
- **DCED facility-improvement grant:** The DCED facility-improvement grant application remains under review. No new information has been received at this time.

- **Fire-alarm and security communications:** Automatic test reports for the main-building fire-alarm account and opening and closing signals for the maintenance-building account were received during September. Periodic verification will continue to confirm reliable monitoring communications.
- **Fleet and event support:** First-quarter after-school, clinical, and student-program vehicle requests were reviewed and reserved.
- **Restroom maintenance:** Restroom repairs were completed due to student damage.
- **Telephone-system maintenance:** Graphic Design phone and voicemail updates were completed.
- **Winter preparation:** Road salt was ordered from Northeast Chemical in Lansford.
- **Open House:** Facilities preparations are underway for the Oct 14, 2026 event.
- **Pressure vessels:** The Pennsylvania Department of Labor & Industry completed its inspection.

F. Technology Report – Mr. Nate Rinda, Director of Technology

- 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.
- File Server - Working on data transitions to Google Cloud based storage.
- PowerSchool - Parent/Student/Staff support.
- Electronics recycle - Pickup of old equipment from EZ PC Recycle. Thank you to the maintenance staff for their assistance.
- Main copiers - All serviced.
- New Tablet computers completed for AST (Auto Service & Technology) and HVAC.
- Continued daily technology support/service - For all of CCTI.
- eSports update: currently have about 20 members. Start next Monday.

G. Superintendent of Record Report – Mr. David McAndrew, Jr., Panther Valley School District Superintendent
Nothing new to report.

- Mr. Reinbold reported that 9th grade and 5th grade presentations will be coming up.
- Open House will be October 14th

Items of Business

Personnel

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

Substitute Approved

- A. that the below listed individuals be approved to substitute for the 2026-2027 school year at the established rates, as follows:

William Shirar – Teacher, Instructional Aide

Resignation Accepted

- B. to accept the resignation of Roxine Benckini Adult Education Site Supervisor effective August 31, 2026.

Extra Help Instructors/Van Drivers Appointed

- C. to appoint the following individuals as Extra Help Instructors/van drivers in conjunction with the after-school program at \$30 per hour on an as needed/scheduled basis:

Stephen Anderson	Jose Jimenez	Joshua Reif
Riston Barr	Michele Klock	Hal C. Resh
Mark Barthel	Joseph Korba	Harold Resh
Scott Bartholomew	Skyler Kriss	Carly Rinda
Michael Baumgardt	Austin Lauchnor	Rhina Rivera
Christopher Bavlinka	Salvatore LoPresti	Angela Sablich
Heather Cassidy	Tammy Marshall	John Sabo
Grace Crouthamel	Donna McClain	Rebecca Schaeffer
Rainbeau Currier	Jacob McCloskey	Brandi Schmoyer
Robert Fehr	Brian McGinley	Richard Stettler
Michael Garrant	Avery Miller	Marisa Stoop
Jo Lynn Gazo	Stephen Nesler	Philip Strubinger
Larissa Genetti	Walter O'Donnell	Julian Valentini
Shivani Gupta	Jeremy Pease	Kevin Wagner
Michael Herishko	Justin Pshar	Michael Wildoner
Casey Hill	Ashleigh Rehrig	Dean John Wychulis
Diane Hyjurick		

Homebound Instructors Approved

- D. to approve the following homebound instructors on an as needed basis, at the approved hourly rate:

Jo Lynn Gazo
Donna McClain
Jeremy Pease
Michael Wildoner

Family Medical Leave Approved

- E. to approve intermittent Family Medical Leave time for employee #3224, effective August 5, 2026 through August 4, 2027.

Family Medical Leave

- F. to approve intermittent Family Medical Leave time for employee #3227, effective August 11, 2026 through August 10, 2027.

Adult Education Instructor Appointed

- G. MOTION by _____, SECONDED by _____ to appoint the following Adult Education Instructor at the below listed rate on an as needed basis through September 2027:

James Rex, Welding Instructor - \$24/hour

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

Motions carried.

Education

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

Educational Trip Approved

- A. that nineteen (19) Graphic Design students attend a trip to Longwood Gardens October 1, 2026 in Kennett Square, PA at a cost of \$1,300 for transportation. Mark Barthel, Graphic Design Instructor and JamiLynn Johannsen, Assistant to the Director of Technology/Student Support Services/Yearbook advisor will chaperone this event.

Note: Funds are available in the 2026-2027 General Fund.

Competition Attendance Approved

- B. that six (6) Health Medical/HOSA students attend a trip to the HOSA Fall Leadership Conference October 13, 2026 at Millersville University, Millersville, PA. Donna McClain, Health Medical Instructor will chaperone this event.

ROLL CALL VOTE:

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

Motions carried.

Budget & Finance

NONE

Building & Grounds

NONE

Administrative

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

School Activity/Fundraiser Approved

A. to approve the following school activity/fundraiser:

Designer Purse Bingo, March 12, 2027 in the CCTI Cafeteria

Note: Snow date March 19, 2027. Proceeds to benefit all participating CCTI CTSO's (Career & Technical Student Organizations).

First Reading Policy Approved

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

#806 (OPERATIONS) – Child/Student Abuse

#808 (OPERATIONS) – Food Services

Second Reading/Adoption Policy Approved

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

#249 (PUPILS) – Bullying/Cyberbullying

#801 (OPERATIONS) – Public Records

Reviewed Policy Approved

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

#828 (OPERATIONS) – Fraud

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

Motions carried.

Administrative Reports

- A. MOTION by Mr. Yuricheck, 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 – October 15, 2026

Adjournment

Mr. Yuricheck moved, seconded by Mr. Strubinger, that the meeting adjourn. By unanimous consent, the meeting adjourned at 6:43 PM.

Christina A. Graver
Joint Operating Committee Secretary