

## **Joint Operating Committee Meeting**

Thursday, August 13, 2026 7:00 PM

Jerry Felver Conference Room, 5335 Kesslersville Road, Easton, PA 18040

### **1. Pledge of Allegiance**

### **2. Roll Call**

### **3. Approve the minutes of the Joint Operating Committee Meeting of June 11, 2026. Review and Action.**

### **4. Correspondence**

### **5. Public Comments**

### **6. Financial Reports**

6.A. Approve to receive and file the attached financial reports, A. Production Control Fund Report, B. Cafeteria Statement of Profit and Loss. C. Treasurer's Report; D. Capital Reserve Fund Report; E. Student Activities Fund Report. Review and Action.

6.B. The attached reports are for review purposes only. These reports will be reviewed and revised if necessary by the business manager and will be provided at the September JOC meeting for approval.

### **7. Approve Accounts Payable.**

### **8. Administrative Committee Report - Dr. Braden Hendershot**

### **9. Executive Directors Report - Mrs. Adrienne Jones**

### **10. Solicitors Report - Ms. Elizabeth Kelly**

### **11. Personnel**

11.A. Approve the resignation of Denise McGaughran, Health Related Technology Instructor, effective August 10, 2026. Review and Action.

11.B. Approve and accept the resignation of Jeffrey Hazelton, Maintenance Technician, effective June 30, 2026. Review and Action.

11.C. Approve and accept the resignation of Brandy Lyons, Certified School Nurse, effective August 24, 2026. Review and Action.

11.D. Approve and accept the resignation of Victoria Rubio, Para Educator, effective June 30, 2026. Review and Action.

11.E. Approve the resignation of Sara Bazos, Para Educator, effective August 6, 2026. Review and Action.

11.F. Approve the appointment of Edward Rarick to the position of Business Manager as per the attached agreement effective August 14, 2026,

pending receipt of acceptable final clearances and all initial paperwork. Review and Action

11.G. Approve the appointment of Chaz Pozzi to the position of Electronics Technology Instructor at a rate of Intern, Step 5 (\$71,013.00 PSERS \$23,853) with benefits as provided in the Educators' Association Collective Bargaining Agreement, pending receipt of acceptable final clearances and all initial paperwork. Review and Action.

11.H. Approve the appointment of Ellen Scott to the position of Health Related Technology Instructor at a rate of Intern, Step 5, (\$71,013.00 PSERS \$23,853) with benefits as provided in the Educators' Association Collective Bargaining Agreement pending receipt of acceptable final clearances and all initial paperwork. Review and Action

11.I. Approve the appointment of Frank Schlofer, as the temporary Automotive Collision & Refinishing Instructor for the 2026/2027 school year, effective August 25, 2026 with a per diem daily rate of \$457.46 without benefits. Review and Action.

11.J. Approve the appointment of Paola Mazumdar to the position of Para-Educator for the 2026-2027 school year as per the Support Staff Collective Bargaining Agreement, (PSERS \$7.44) effective August 17, 2026 pending receipt of acceptable final clearances and all initial paperwork. Review and Action

11.K. Approve the appointment of Dawn Sell to the position of Para-Educator for the 2026-2027 school year as per the Support Staff Collective Bargaining Agreement, (PSERS \$7.44) effective August 17, 2026, pending receipt of acceptable final clearances and all initial paperwork. Review and Action

11.L. Approve the appointment of Kara Killo to the position of Para-Educator for the 2026-2027 school year as per the Support Staff Collective Bargaining Agreement, (PSERS \$7.44) effective August 17, 2026, pending receipt of acceptable final clearances and all initial paperwork. Review and Action

11.M. Approve the appointment of Jamie Buckler to the position of Para-Educator for the 2026-2027 school year as per the Support Staff Collective Bargaining Agreement (PSERS \$7.44) effective August 17, 2026, pending receipt of acceptable final clearances and all initial paperwork. Review and Action

11.N. Approve the appointment for the 2026-2027 school year as per the Collective Bargaining Agreement for Lead Teachers: Jamie Buczak, Eric Coughlan, Haley Evans, Shane Killeen, Michael McGaughran, Carrier Miller and Kevin Pulli.

Review and Action.

11.O. Approve a temporary stipend for Accounts Payable Specialist, Jax Buist, for up to five (5) hours per week at the employee's hourly rate of \$26.92, as approved by the Executive Director each pay period, through August 28, 2026, to provide additional support to the business office during assigned summer hours. Review and Action.

11.P. Approve tenure status for Tana Blazure, Marketing and Retail Services Instructor, effective August 25, 2026. Review and Action.

11.Q. Approve tenure status for Michael McGaughran, Building Construction Technology Instructor, effective August 25, 2026. Review and Action.

11.R. Approve the 2026-2027 Substitute Personnel List as per the attached. Review and Action

11.S. Approve Gene Amy and Christian Darrohn as additional custodial substitutes for the 2026-2027 school year. Review and Action.

## **12. Business/Administrative**

12.A. Approve the Future Ready Comprehensive Plan, including Comprehensive Plan 2026-2029, Phase I, Induction and Professional Development Plan as available on the CIT website for review. Review and Action.

12.B. Approve the Independent Consulting Agreement with Strategic School Solutions, LLC to provide interim school business management and consulting services at a rate of \$90.00 per hour, not to exceed 20 hours per week, effective August 14, 2026, as per the attached agreement. Review and Action.

12.C. Approve the agreement between Career Institute of Technology and Bangor Area School District/Jill Kulek, CSN effective July 1, 2026 to June 30, 2027 as per the attached. Review and Action.

12.D. Approve the memorandum of Understanding from the County of Northampton for the use of CIT as a polling location for the November 3, 2026 election as per the attached. Review and Action.

12.E. Approve contract for services with Colonial IU 20 for network consulting on an as needed basis effective July 1, 2026 to June 30, 2027 as per the attached. Review and Action.

12.F. Approve to renew contract for service with Colonial IU 20 for ParaEducator Learning Network Subscription, effective August 1, 2026 to July 31, 2027 at a cost of \$47.00 per seat for 14 seats and not to exceed \$658.00, as per the attached. Review and Action.

12.G. Approve the agreement between CIT and PA Cyber Charter School to provide for the

enrollment of Student (ID#LE5852577936) effective August 31, 2026. Review and Action.

12.H. Approve the proposal from TRANE for the Roof Top Unit 1B replacement for \$189,732.00 as per the attached. Review and Action.

12.I. Approve the proposal from TRANE for the new welding lab roof top handler for \$121,971.00 as per the attached. Review and Action.

### **13. Program/Curriculum**

13.A. Approve to receive and file minutes from the Local Advisory Committee Meeting, June 26, 2025 as per the attached. Review and Action.

13.B. Approve the Welding Technology Course through the Adult Education Program for the 2026/2027 school year. Review and Action.

13.C. Approve the Automotive Technology Inspection and Emissions Course through the Adult Education Program for the 2026/2027 school year. Review and Action.

13.D. Approve Eric Coughlan as the Adult Education Welding Instructor - Beginner Class at a rate of \$35.00 per hour, with a maximum of 156 hours for the 2026/2027 school year. Review and Action.

13.E. Approve Eric Coughlan as the Adult Education Welding Instructor - Advanced Class at a rate of \$35.00 per hour, with a maximum of 156 hours for the 2026/2027 school year. Review and Action.

13.F. Approve Brandon Ball as the Adult Education Instructor for Inspection & Tactile Testing Class at a rate of \$30.00 per hour with a maximum of 180 for the 2026/2027 school year. Review and Action.

13.G. Approve Brandon Ball as the Adult Education Emission Instructor at a rate of \$30.00 per hour, with a maximum of 112.5 hours for the 2026/2027 school year. Review and Action.

### **14. Policies/Procedures - No Items to Report or Approve.**

### **15. Conference/Travel Request**

15.A. Approve PACTA Workshop for Business Managers; Participant: Adrienne Jones and Business Manager, Penn Stater Conference Center, State College PA, October 1-2, 2026. Total Cost: \$1,449.14. Review and Action.

15.B. Approve PACTA Workshop for CTE Facilities Director, Participant: Nick Kornafel, Penn Stater Conference Center, State College PA, October 1-2, 2026. Total Cost: \$780.41. Review and Action.

15.C. Approve PACTA Workshop for CTE Adult/Continuing Education, Participant: Rachel Rocco, Penn Stater Conference Center, State College PA, October 1-2, 2026. Total Cost:

\$774.24. Review and Action.

16. **Other Business**

17. **Next Meeting - September 10, 2026**

18. **Adjournment**

**CAREER INSTITUTE OF TECHNOLOGY**  
**STUDENT ACTIVITY ACCOUNTS**  
**7/31/2026**

| ACCOUNT                     | BEGINNING<br>BALANCE | RECEIPTS        | EXPENDITURES    | ENDING<br>BALANCE   |
|-----------------------------|----------------------|-----------------|-----------------|---------------------|
| RESTAURANT TIPS             | 786.32               | -               | -               | 786.32              |
| H.O.S.A.                    | 4,156.23             | -               | -               | 4,156.23            |
| SKILLS USA                  | 3,093.07             | -               | -               | 3,093.07            |
| D.E.C.A.                    | 7,336.80             | -               | -               | 7,336.80            |
| PA SALES TAX                | -                    | -               | -               | -                   |
| HONOR SOCIETY               | 4,451.20             | -               | -               | 4,451.20            |
| INTEREST                    | 1,392.46             | 85.60           | -               | 1,478.06            |
| A.W.S.-STUDENT CHAPTER      | 242.44               | -               | -               | 242.44              |
| PERINI SCHOLARSHIP          | 1,260.00             | -               | -               | 1,260.00            |
| J. LOANE SCHOLARSHIP        | -                    | -               | -               | -                   |
| BATTLE OF THE BEST          | 3,549.72             | -               | -               | 3,549.72            |
| CIT STUDENT SALES (SIGNS)   | 10.00                | -               | -               | 10.00               |
| CIT STUDENT INFLUENCER CLUB | 4,639.09             | -               | -               | 4,639.09            |
| GENERAL MISCELLANEOUS       | (1,133.60)           | -               | 30.00           | (1,163.60)          |
|                             | -                    |                 | -               | -                   |
| <b>TOTAL</b>                | <b>\$ 29,783.73</b>  | <b>\$ 85.60</b> | <b>\$ 30.00</b> | <b>\$ 29,839.33</b> |

**CAREER INSTITUTE OF TECHNOLOGY  
PRODUCTION CONTROL ACCOUNTS  
7/31/2026**

| <b>PROGRAM</b>                           | <b>BEGINNING<br/>BALANCE</b> | <b>RECEIPTS</b>  | <b>EXPENDITURES</b> | <b>ENDING<br/>BALANCE</b> |
|------------------------------------------|------------------------------|------------------|---------------------|---------------------------|
| AUTO BODY                                | 3,922.61                     | -                | -                   | 3,922.61                  |
| AUTO MECHANICS                           | 5,715.33                     | -                | -                   | 5,715.33                  |
| HEALTH OCCUPATIONS TECHNOLOGY            | (443.65)                     | -                | -                   | (443.65)                  |
| BUILDING PROPERTY MAINTENANCE            | -                            | -                | -                   | -                         |
| COMPUTER AIDED DRAFTING                  | 216.54                       | -                | -                   | 216.54                    |
| OCC CHILD CARE                           | 21.00                        | -                | -                   | 21.00                     |
| ELECTRICAL OCCUPATIONS                   | 3,188.63                     | -                | -                   | 3,188.63                  |
| ELECTRONICS                              | 1,149.04                     | -                | -                   | 1,149.04                  |
| BUILDING CONSTRUCTION TECHNOLOGY         | 4,387.96                     | -                | -                   | 4,387.96                  |
| MANUFACTURING TECHNOLOGY                 | 6,231.63                     | -                | -                   | 6,231.63                  |
| RESTAURANT PRACTICE                      | 10,794.99                    | 70.50            | -                   | 10,865.49                 |
| COSMETOLOGY/KITS                         | -                            | -                | -                   | -                         |
| COSMETOLOGY/CLINIC                       | 25,322.29                    | -                | -                   | 25,322.29                 |
| HEATING & VENTILATING                    | 5,539.42                     | -                | -                   | 5,539.42                  |
| WELDING                                  | 8,126.35                     | -                | -                   | 8,126.35                  |
| MASONRY                                  | -                            | -                | -                   | -                         |
| INFORMATION SYSTEMS TECH                 | 68.22                        | -                | -                   | 68.22                     |
| MARKETING TECHNOLOGY                     | 187.03                       | -                | -                   | 187.03                    |
| VET TECH                                 | 70.00                        | -                | -                   | 70.00                     |
| MEMORIAL FUND                            | 3,229.46                     | -                | -                   | 3,229.46                  |
| VOCATIONAL SKILLS                        | 251.93                       | -                | -                   | 251.93                    |
| PA SALES TAX                             | 99.04                        | -                | -                   | 99.04                     |
| SCHOOL STORE                             | 32,193.60                    | -                | -                   | 32,193.60                 |
| SMALL ENGINE AND OUTDOOR EQUIPMENT TECH  | 305.00                       | -                | -                   | 305.00                    |
| STUDENT ASSISTANCE FUND (PARKING PERMITS | 11,172.51                    | -                | -                   | 11,172.51                 |
| Bangor Car Show                          | 165.00                       | -                | -                   | 165.00                    |
| GENERAL MISCELLANEOUS                    | 3,218.74                     | -                | 226.44              | 2,992.30                  |
| INTEREST                                 | 4,318.86                     | 175.16           | -                   | 4,494.02                  |
| REIMBURSEMENT TO GENERAL FUND            | -                            | -                | -                   | -                         |
|                                          |                              | -                |                     |                           |
|                                          |                              |                  |                     |                           |
| <b>TOTAL</b>                             | <b>\$ 129,451.53</b>         | <b>\$ 245.66</b> | <b>\$ 226.44</b>    | <b>129,470.75</b>         |

## **HOUSE PROJECT # 21 EXPENDITURES**

**821 Zucksville Road**

**July 31, 2026**

|                         |            |
|-------------------------|------------|
| 2020 - 2021 Expenses    | 3,750.00   |
| 2021 - 2022 Expenses    | 14,550.00  |
| 2022 - 2023 Expenses    | 33,722.67  |
| 2023 - 2024 Expenses    | 194,053.45 |
| July 2024 Expenses      | 50.93      |
| August 2024 Expenses    | 1,824.95   |
| September 2024 Expenses | 207.78     |
| October 2024 Expenses   | 3,707.74   |
| November 2024 Expenses  | 1,000.00   |
| December 2024 Expenses  | 20,006.23  |
| January 2025 Expenses   | 18,597.68  |
| February 2025 Expenses  | 12,644.68  |
| March 2025 Expenses     | 12,071.75  |
| April 2025 Expenses     | 11,600.27  |
| May 2025 Expenses       | 1,092.54   |
| June 2025 Expenses      | 2,419.37   |
| July 2025 Expenses      | 5,689.47   |
| August 2025 Expenses    | 201.67     |
| September 2025 Expenses | 3,017.21   |
| October 2025 Expenses   | 12,938.61  |
| November 2025 Expenses  | 6,115.16   |
| December 2025 Expenses  | 4,325.81   |
| January 2026 Expenses   | 3,043.87   |
| February 2026 Expenses  | 6,597.82   |
| March 2026 Expenses     | 982.67     |
| April 2026 Expenses     | 3,165.90   |
| May 2026 Expenses       | 4,282.49   |
| June 2026 Expenses      | 5,699.88   |
| July 2026 Expenses      | 12,403.10  |
| Total Expenses          | 399,763.70 |