

**CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD**  
**November 17, 2016**

The November monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on November 17, 2016 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 7:02pm.

The group joined in the Pledge of Allegiance.

**Directors Present**

Mr. Joseph Mondak, Valley View (President)  
Mr. William Burke, North Pocono (Secretary)  
Mr. Peter Kolcharno, Mid-Valley (Treasurer)  
Mr. Thomas Evans, Lakeland  
Mr. John Jordan, Carbondale

Five (5) Board Members present, Three (3) Board Members absent

**Directors Absent**

Mrs. Linda Zefran, Forest City (Vice-President)  
Mr. James Timlin, Scranton  
Mr. John Summa, Dunmore

**Others Present:** Mr. Bryan McGraw, Superintendent of Record, North Pocono, Dr. Thomas Baileys, Administrative Director, CTCLC, George Pelepko-Filak, Assistant Administrative Director, CTCLC, and Mr. James McHale, Chief Financial Officer, CTCLC.

**Others Absent:** Judith G. Price, Esq., Solicitor, CTCLC.

**Visitors Present:** Patrick McLane, Commercial & Advertising Design Instructor, CTCLC

Motion by J. Mondak, seconded by P. Kolcharno to Approve Agenda – November 17, 2016.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by W. Burke to Approve the Corrected Minutes of Special Meeting – October 10, 2016. (Comments from Visitors.)  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by J. Jordan to Approve Minutes of Previous Meeting – October 20, 2016.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by T. Evans, to approve the Report of the Treasurer–Attachment #1 supplemental minute book.

ROLL CALL: Yes-Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 5-0

Motion by J. Mondak, seconded by P. Kolcharno, to Request Approval of Bills – November 2016–Attachment #2, supplemental minute book.

ROLL CALL: Yes-Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 5-0

**ANNOUNCEMENT OF EXECUTIVE SESSION:** Executive Session for Negotiations, Personnel and Legal Issues  
Thursday, November 17, 2016  
6:30-7:00 pm  
Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS – Administrative Director:**

- SCHOOL NOTES – Miranda Rossetti, Senior Carbondale Area & CTCLC Culinary Arts Program.
- SCHOOL NOTES – Angela Arendt, Junior Carbondale Area & CTCLC Service Occupations Program.
- SCHOOL NOTES – Eric Cruz, Sophomore Carbondale Area & CTCLC Protective Services Program.
- Lawmaker Looks to Enhance Career, Technical Education – Lackawanna County CTC Official Skeptical of Exams Opt-Out Initiative

**COMMENTS BY VISITORS (Agenda Items Only):** None

**REPORT OF ADMINISTRATIVE DIRECTOR:** Attachment #1 supplemental minute book

1. Enrollment is currently 397 PM and 239 AM for a total of 636
2. Ryan Cullen, a junior Computer Systems Technology student from West Scranton High School, is our November Student of the Month. "Ryan is always one of the first students to offer help," stated Mr. Moran. In his spare time he plays piano and clarinet and enjoys basketball and video games. Ryan will be competing in the SkillsUSA district level competition for Internetworking. He currently works part time at CVS Pharmacy and after he graduates he would like to pursue a career in computer engineering.
3. Mid Valley School Board held their regular monthly meeting here on Wednesday, November 16. Culinary students prepared a fine dinner and the board members and administration was provided with a comprehensive tour of CTC.
4. Pre-NOCTI testing has been completed. Instructors have been provided with their individual student data and have begun working on their Student Learning Objectives for this year.
5. Automotive Repair and Collision Repair students attended a field trip to Universal Technical Institute in Exton, PA on November 7<sup>th</sup>. UTI paid for the buses for the trip and provided lunches for the students and chaperones. It was a great learning experience for our students.
6. CTC was awarded a PDE Supplemental Equipment Grant in the amount of \$27,230. Administration is currently evaluating OAC minutes to determine the most urgent and productive needs for equipment.
7. CTC met with a vendor to discuss the leasing of a parcel of land for the erection of a digital billboard facing Interstate 81. In return, CTC would receive advertising "clicks" on the sign. The new Digital Graphics Communications program would be able to use this as lab equipment for their learning.
8. On November 10<sup>th</sup>, District Attorney Shane Scanlon and members of his staff presented AM and PM sessions to our students regarding Cyber Bullying and online security. Ms. Ikeler arranged these presentations.
9. On November 9<sup>th</sup>, Michael Cobb, Chicago Bears presented an assembly to our AM students about the importance of morals, values, education and making positive choices. Mr. Filak arranged this assembly.
10. CTC Open House was held on Friday, November 11, Veterans Day. Over 100 people visited CTC and were treated to lab demonstrations in the morning and afternoon sessions.
11. Mr. Shane Malicky, Carpentry Instructor started work on Oct. 27. We are excited to welcome Mr. Malicky to our staff.
12. Mr. Paul Georgetti, Digital Graphic Communications Instructor started work on Nov. 1. Mr. Georgetti is busy filling our daily substitute needs, preparing the curriculum for the new program, participating in tours and recruiting presentations for the new program and is also assisting the existing creative communications cluster instructors.
13. The newest Practical Nursing class will begin on November 29<sup>th</sup> with 47 new students confirmed. Graduation for the current senior class is Dec. 8, at 6:30 PM. All are invited to attend.
14. Ms. Ikeler and five student ambassadors attended the Mayor's prayer breakfast at the Radisson Lackawanna Station on October 27. The students were very impressed and represented CTC in a positive light.

15. CTCs Health Occupations Program is conducting a blood drive on Friday, Dec. 2. Geisinger will make a donation to the program based on the number of participants. The funds are used to offset licensing and certification exams for HOT students.
16. CTC Cosmetology students participated in the Pathway to Success Fashion Show at Keystone College – Ms. Menichini’s class.
17. Ms. Marcelo DeSousa from Fastenal presented to our students in the construction wing. Former electrical student Jasper Lim (SkillsUSA National Champion 2015) is currently employed at Fastenal and attended the presentation. Lim was on co-op at Fastenal while a student at CTC.
18. The student ambassadors raised \$1975 toward their student leadership field trip in the spring.
19. Student Council elected the following officers for 2016-2017:  
President – Ethan Byron, Culinary, MVSD  
Vice President- Saleem Pearson, Electrical Construction, SHS (Football & Tract)  
Secretary-Alex Reed, Automotive Repair, SHS.
20. CTC has erected a digital job board in the rear of the cafeteria. Ms. Ikeler is providing employment updates to the CST classes who update the digital display. Digital information displays have also been restored in the cafeteria area by the CST classes.
21. CTC is participating in the WNEP Feed-a-Friend program again this year.
22. Currently, 14 students are participating in the Cooperative Education Program. Nine of them are from the Automotive Repair Program.
23. Cosmetology students and their teacher, Mrs. Martinelli traveled to the Creekside Rehabilitation Center in Carbondale to treat the residents to SPA Services that were greatly enjoyed by both parties.

**SUPERINTENDENT OF RECORD:** None

**SOLICITOR:** None

**OLD BUSINESS:** None

**ACTION ITEMS**

Motion by T. Evans, seconded by W. Burke, to adopt the new textbook for the CTCLC Health Occupations Technology Program.

The Electronic Health Record for the Physician’s Office ISBN: 9780323322836

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Jordan, seconded by P. Kolcharno, to approve the Memorandum of Understanding with the Lackawanna County Area Vocational-Technical Federation of Teachers, Local 3876 for Tuition Reimbursement for IU Courses – Attachment #3 supplemental minute book

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by W. Burke, to authorize the Administrative Director to enter into a Contracted Service for CTCLC On-Premise Hosted Firewall 1G with CIU 20. Cost is \$525.00 monthly for 66 months commencing January 1, 2017 thru June 30, 2022. – Attachment #4 supplemental minute book.

**ROLL CALL:** Yes-Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.

Motion carried 5-0

Motion by W. Burke, seconded by J. Jordan, to approve the attached quote from Stonhard for Resinous Flooring Renovations at CTCLC. Pricing Summary – Electrical Room Flooring \$19,000.00, Service Occupation Flooring \$15,800.00, Protective Services \$17,080.00. Installation of all three (3) at the same time \$51,880.00 – Attachment #5 supplemental minute book

ROLL CALL: Yes-Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 5-0

Motion by J. Jordan, seconded by W. Burke, to authorize the Chief Financial Officer to transfer \$217,982 from the General Fund Due to Other Governmental Units account to the Capital Reserve Fund. This amount represents the fund balance for the 2013-2014.

ROLL CALL: Yes-Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 5-0

Motion by T. Evans, seconded P. Kolcharno to review and comment on the following new textbook for the CTCLC Secondary Child Development. Textbook will be available for a 30 day review and comments at CTCLC. Motion for final adoption will be at the December 2016 JOC Board Meeting.  
Child Development Early Stages Through Age 12 8<sup>th</sup> Edition ISBN: 978-1-63126-038-4  
Voice Vote-All Board Members voted yes. Motion carried 5-0

#### **PERSONNEL ITEMS**

Motion by J. Jordan, seconded by W. Burke, to approve the Administration's recommendation to approve Nancy Casey as a Day-To-Day Instructional Substitute for All Vocational Areas for the 2016-2017 school year at the per diem rate of \$85.00. After completion of 30 days of employment per diem rate for instructional substitutes will increase to \$100 for the 2016-2017 school year.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by W. Burke, seconded by T. Evans, to accept the resignation of Barbara Spryn, Paraeducator effective November 23, 2016.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by J. Jordan, to approve the Administration's recommendation to appoint Pamela Delfino to the position of part time cafeteria worker at an hourly rate of \$8.25. This position is contingent upon pre-employment drug screening and having on file current clearances; otherwise the appointment will be null and void.

ROLL CALL: Yes-Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 5-0

Motion by T. Evans, seconded by W. Burke, to approve the Administration's recommendation to appoint Nancy Casey RN to the position of Health Occupations Technology Instructor. This position is contingent upon verifying a minimum of two (2) years of related vocational work experience, obtaining the CNA Train the Trainer Certification, as well as, enrolling with a certifying institution to become certified with PDE as a vocational instructor and passing the Occupational Competency Assessment (OCA) administered by Temple University. This position is also contingent upon pre-employment drug screening and having on file current clearances; otherwise the appointment will be null and void. Salary as per the Collective Bargaining Agreement Lackawanna County Area Vocational Technical Federation of Teachers.

ROLL CALL: Yes-Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 5-0

**NEW BUSINESS:** None

**COMMENTS FROM VISITORS:** Patrick McLane, Commercial & Advertising Design Instructor inquired what step Nancy Casey, Health Occupations Technology Instructor would be placed on. Dr. Baileys replied based on the CBA and verification of experience.

**PROGRAM PRESENTATION:** None

Motion by T. Evans, seconded by P. Kolcharno to adjourn the regular meeting. Meeting adjourned at 07:28 pm.

Voice Vote-All Board Members voted yes. Motion carried 5-0

**INFORMATION ITEMS:**

**Next Board Meeting Date and Time**

Thursday, December 15, 2016

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

**Student Events**

CTC of Lackawanna County Open House – November 11-2016

Practical Nursing Graduation – December 8, 2016

CTC of Lackawanna County Awards Night – May 25, 2017

Practical Nursing Graduation – June 7, 2017

**Board Information**

CTC of Lackawanna County Safety Committee Meeting Minutes of September 1, 2016

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC