

CTC OF LACKAWANNA COUNTY JOINT OPERING COMMITTEE BOARD

October 20, 2016

The October monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on October 20, 2016 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 7:05pm.

The group joined in the Pledge of Allegiance.

Directors Present

Mr. Joseph Mondak, Valley View (President)
Mrs. Linda Zefran, Forest City (Vice-President)
Mr. William Burke, North Pocono (Secretary)
Mr. John Summa, Dunmore
Mr. Thomas Evans, Lakeland
Five (5) Board Members present, Three (3) Board Members absent

Directors Absent

Mr. Peter Kolcharno, Mid-Valley (Treasurer)
Mr. James Timlin, Scranton
Mr. John Jordan, Carbondale

Others Present: Mr. Bryan McGraw, Superintendent of Record, North Pocono, Dr. Thomas Baileys, Administrative Director, CTCLC, Mr. James McHale, Chief Financial Officer, CTCLC and John P. Finnerty, Esq.

Others Absent: George Pelepko-Filak, Assistant Administrative Director, CTCLC and Judith G. Price, Esq., Solicitor, CTCLC.

Visitors Present: Laura Kanavy, Director of Practical Nursing, CTCLC and Colleen Stepanovich, Administrative Coordinating Assistant, CTCLC

Motion by J. Mondak, seconded by W. Burke to Approve Agenda – October 20, 2016.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by L. Zefran to Approve Minutes of Special Meeting – October 10, 2016.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by J. Summa to Approve Minutes of Previous Meeting – September 15, 2016.
Voice Vote-All Board Members voted yes. Motion carried 5-0

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

ROLL CALL: Yes-Mrs. Zefran. Messrs. Evans, Burke, Summa and Mondak.
Motion carried 5-0

Motion by J. Mondak, seconded by W. Burke, to Request Approval of Bills – October 2016–Attachment #2, supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran. Messrs. Evans, Burke, Summa and Mondak.
Motion carried 5-0

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Negotiations, Personnel and Legal Issues
Thursday, October 20, 2016
6:00-7:00 pm
Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director:

- SCHOOL NOTES – Wyatt Holzman, Senior Lakeland SD & CTCLC Welding Technology Program.
- SCHOOL NOTES – CTCLC Students, Administrators, Faculty & Staff participated in Race for the Cure.
- SCHOOL NOTES – Isabel Lopez, Junior Holy Cross High School & CTCLC Computer Systems Technology Program.
- SCHOOL NOTES – Klara Negron, Senior West Scranton High School & CTCLC Protective Services Program.
- CTCLC Student of Month – Shauna Walsh, Senior West Scranton High School & CTCLC Cosmetology Program

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. Enrollment is currently 404 PM and 242 AM for a total of 646.
2. Marvin Rice a Service Occupations Program student from Lakeland High School is our October Student of the Month. Marvin has been doing an outstanding job in the Service Occupations program. Marvin welcomes new students in to the program and helps to peer teach the new students. He coaches his peers by demonstrating the tasks and assisting them throughout their job tasks. Marvin has truly stood out as a role model to the other students here at CTC. In his spare time, he likes to play video games, watch movies, and play basketball.
3. Our CTC Tour dates have been established with most of the sending districts. In accordance with our new touring initiative, interested freshmen students from each district will be touring CTC.
4. CTC students were featured in a WNEP news story for the help that they provide to our cafeteria staff during lunch. The piece portrayed our students and the CTC in a very positive light.
5. Lakeland School Board held their regular monthly meeting here on Tuesday, October 18. Culinary students prepared a fine dinner and the board members and administration was provided with a comprehensive tour of CTC. Mid Valley School Board will be holding their monthly meeting here in November.
6. Ms. Ikeler has re-constituted the student ambassadors group and they have raised \$1100 towards their spring field trip. This year they will be traveling to NYC for a museum tour or Broadway play.
7. Pre-NOCTI testing has begun and will last for three weeks. Mrs. Jordan and Mrs. Bieri are setting students up for their testing.
8. Career Objective forms are being completed as required by PDE for all students. Ms. Ikeler and Mrs. Jordan are assisting students in completing these forms.
9. Susie Prisk, a CO2 graduate and a member of Scranton High class of 2007 visited CTC this week. She was a SkillsUSA gold medal winner, attended the Cinema Make-Up Academy in Los Angeles, then attended the Aveda Institute in NY City. She has worked on MTV videos doing hair and make-up. She has worked on Cover Girl magazine layouts doing hair and make-up for cover shoots. She did hair and make-up for Miley Cyrus video "23". She also worked on local TV and movies in Scranton, styled hair for numerous Miss America pageants, weddings, photo shoots and the Video Music Awards. She addressed the afternoon Cosmetology class with an inspirational talk and a demo. Photos are on the CTC Facebook page.
10. Cosmetology and Welding held an open house and "get pinked" event at CTC on Saturday, October 15th. Cosmetology raised \$450 giving haircuts, facials, manicures and pink streaks. Welding raised about \$400 in donations and by selling sculptured "flowers" made from scrap iron. Photos are on the CTC Facebook page.

SUPERINTENDENT OF RECORD: Congratulations to CTCLC for assisting the districts with their SPP scores.

SOLICITOR: None

OLD BUSINESS: None

ACTION ITEMS

Motion by L. Zefran, seconded by W. Burke, to adopt the new textbooks for the CTCLC Secondary Child Development & Graphic Communications Technology Programs.

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

Motion by T. Evans, seconded by L. Zefran, to adopt the CTCLC Practical Nursing Program Courtesy Scholarship.

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

Motion by J. Summa, seconded by L. Zefran, to review and comment on following new textbook for the CTCLC Health Occupations Technology Program. Textbook will be available for comments and a 30 day review at CTCLC. Motion for final adoption will be at the JOC Board meeting on November 17, 2016.

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. Mondak, seconded by T. Evans, to approve the Architectural Services Proposal. The entire fee for this scope of work is not to exceed \$11,500 Attachment #3 supplemental minute book.

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

Motion by W. Burke, seconded by L. Zefran, to approve the Video Production Treatment & Production Proposal. The fee for this service is \$12,000 Attachment #4 supplemental minute book.

Voice Vote-Four (4) Board Members voted yes. One (1) Board Member voted no.

Motion carried 4-1

PERSONNEL ITEMS

Motion by L. Zefran, seconded by W. Burke, to set the hourly wage at \$38.00/hour for Continuing Education CNA Instructors Tammy Bauman and Mary Diane Hennemuth for the 2016-2017 school year

ROLL CALL: Yes-Mrs. Zefran. Messrs. Evans, Burke, Summa, and Mondak.

Motion carried 5-0

Motion by T. Evans, seconded by L. Zefran, to approve the Administration's recommendation to approve Frank Guida 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 Doona Piontkowski, Health Occupations Technology Instructor effective October 31, 2016 and to post for said position

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

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION: Laura Kanavy, Director of Practical Nursing

Motion by W. Burke, seconded by L. Zefran to adjourn the regular meeting. Meeting adjourned at 07:38 pm.

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

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, November 17, 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 Principal's Meeting Minutes of August 18, 2016

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC