

**CTC OF LACKAWANNA COUNTY JOINT OPERING COMMITTEE BOARD**  
**August 25, 2016**

The August monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on August 25, 2016 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 7:15pm.

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. Peter Kolcharno, Mid-Valley (Treasurer)  
Mr. Thomas Evans, Lakeland  
Mr. John Jordan, Carbondale  
Six (6) Board Members present, Two (2) Board Members absent

**Directors Absent**

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, Mr. James McHale, Chief Financial Officer, CTCLC and Judith G. Price, Esq., Solicitor, CTCLC.

**Visitors Present:** None

Motion by J. Mondak, seconded by W. Burke to Approve Agenda – August 25, 2016.  
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Mondak, seconded by L. Zefran to Approve Minutes of Special Meeting – July 14, 2016.  
Voice Vote-All Board Members voted yes. Motion carried 6-0

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

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by J. Mondak, seconded by J. Jordan, to Request Approval of Bills – July & August 2016–Attachment #2, supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

**ANNOUNCEMENT OF EXECUTIVE SESSION:** Executive Session for Personnel and Legal Issues  
Thursday, August 25, 2016  
6:00-7:15 pm-  
7:35 -8:00 pm  
Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS** – Administrative Director: None

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

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

1. Teacher In-Service began today. First day for students is Monday August 29<sup>th</sup>.
2. Opening day enrollment is currently 386 PM and 314 AM for a total of 700.
3. I wish to publicly commend the maintenance department for the amazing condition of our school, both inside and outside.
4. I would like to publicly commend the CTC Mentor teachers and protégé teachers for refining the mentor program to make it better and for drawing up a new teacher orientation program out of their combined experience and wisdom. Three new staff participated in the two-day orientation and I received very favorable comments.
5. The NEIU opening day In-Service was held at CTC on August 24. Approximately 200 people from throughout NEPA visited our facility to attend the meeting.

**SUPERINTENDENT OF RECORD:** No Report

**SOLICITOR:** No Report

**OLD BUSINESS:** None

**ACTION ITEMS**

Motion by L. Zefran, seconded by W. Burke, to approve the fee for adults enrolled in various programs. The attached schedule is recommended for the Practical Nursing Program – Attachment #3 supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by J. Jordan, seconded by P. Kolcharno, to ratify the approvals by the consortium school boards for the 2016-2017 CTC of Lackawanna County Budget. Eight school districts, Carbondale Area, Dunmore, Forest City Regional, Lakeland, Mid Valley, North Pocono, Scranton and Valley View have returned affirmative resolutions for its adoption.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by P. Kolcharno, seconded by T. Evans, to approve the CTCLC student handbook for the 2016-2017 school year – Attachment #4 supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by W. Burke, seconded by L. Zefran, to approve the attached Pennsylvania Technical Assistance Program for the 2016-2017 school year – Attachment #5 supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by J. Mondak, seconded by L. Zefran, to approve the Agreement of Affiliation between Career Technology Center of Lackawanna County and Moses Taylor Hospital July 1, 2016 thru June 30, 2019 as per Attachment #6 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by T. Evans, seconded by P. Kolcharno, to authorize the CFO to enter into the renewal consultant contract with Nutrition Inc. for the 2016-2017 school year for cafeteria related services. Cost is \$991.87 per month for 10 months commencing August 1, 2016 thru June 15, 2017 - Attachment #7 supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by L. Zefran, seconded by J. Jordan, to approve the recommendation of the CFO to increase the adult meal prices by ten cents. Breakfast \$0.85 and Lunch \$1.95. The increase is recommended by the Pennsylvania Department of Nutrition.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by J. Jordan, seconded by L. Zefran, to approve the Administrations recommendation that the attached resolution be approved recognizing Mayor Courtright, City Council and Mr. Gallagher, Director of Department of Public Works for their successful efforts in rebuilding/resurfacing Greenbush, Rockwell and Reese Streets – **Attachment #8** supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by P. Kolcharno, seconded by W. Burke, to approve PlanCon J – Project Accounting Based on Final Costs & PlanCon K – Refinancing Transaction Explanation – Attachment #A-I supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

#### **PERSONNEL ITEMS**

Motion by P. Kolcharno, seconded by W. Burke, to accept the retirement of Frank Guida, Carpentry Instructor effective at the end of the 2015-2016 school year.

Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by W. Burke, seconded by L. Zefran, to accept the resignation of Katrina Powell, Part Time PN Clinical Instructor and to resume a position as Substitute PN Clinical Instructor for the 2016-2017 school year. Salary based on a per diem rate from the Collective Bargaining Agreement.

Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Mondak, seconded by W. Burke, to appoint Jill Mathewson to the position of Substitute PN Clinical Instructor effective with the 2016-2017 school year. Salary based on a per diem rate from the Collective bargaining agreement. This position is contingent upon pre-employment drug screening and also having on file current clearances; otherwise the appointment will be null and void.

Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by T. Evans, seconded by J. Jordan, to approve a 3.5% increase for part time hourly cafeteria employees for the 2016-2017 school year effective July 1, 2016.

ROLL CALL: Yes-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.  
Motion carried 6-0

Motion by L. Zefran, seconded by W. Burke, to approve the Administration's recommendation to approve the attached Day-To-Day Instructional Substitutes for All Vocational Areas for the 2016-2017 school year at the per diem rate of \$85. After completion of 30 days of employment per diem rate for instructional substitutes will increase to \$100 for the 2016-2017 school year. – Attachment #9 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Jordan, seconded by L. Zefran, to confirm the satisfactory Principal/School Leader Rating for Thomas Bailey, Ed., D, Administrative Director, CTCLC for the 2015-2016 school year – Attachment #10 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by W. Burke, seconded by L. Zefran, to approve the Administration's recommendation to appoint John Moran to the position of Computer Systems Technology Instructor. This position is contingent upon verifying a minimum of two (2) years of related vocational work experience, 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-Mrs. Zefran, Messrs. Jordan, Evans, Burke, Kolcharno and Mondak.

Motion carried 6-0

Motion by J. Mondak, seconded by W. Burke, to approve the Administration's recommendation to recall Mr. Valenti from furlough to the position of Carpentry Program Instructor. This recall is 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 with the Lackawanna County Area Vocational Technical Federation of Teacher

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

Motion carried 6-0

**NEW BUSINESS:** None

**COMMENTS FROM VISITORS:** None

**PROGRAM PRESENTATION:** None

Motion by L. Zefran, seconded by W. Burke to adjourn the regular meeting. Meeting adjourned at 07:35 pm.

Voice Vote-All Board Members voted yes. Motion carried 6-0

**INFORMATION ITEMS:**

**Next Board Meeting Date and Time**

Thursday, September 15, 2016

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

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**Student Events**

First Day for Students – August 29, 2016

Back to School Night – September 20, 2016

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 - None**

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC