

C.T.C. OF LACKAWANNA COUNTY BOARD JOINT COMMITTEE
April 21, 2016

The April monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on April 21, 2016 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Linda Zefran, Vice, President due to the absence of the President at 7:00pm.

The group joined in the Pledge of Allegiance.

Directors Present

Mrs. Linda Zefran, Forest City (Vice-President)
Mr. William Burke, North Pocono (Secretary)
Mr. Peter Kolcharno, Mid-Valley (Treasurer)
Mr. James Timlin, Scranton
Mr. Thomas Evans, Lakeland
Mr. John Jordan, Carbondale
Six (6) Board Members present, Two (2) Board Members absent

Directors Absent

Mr. Joseph Mondak, Valley View (President)
Mr. John Summa, Dunmore

Others Present: Mr. Richard McDonald, Superintendent of Record, Dunmore, Dr. Thomas Baileys, Administrative Director, CTCLC, Mr. George Pelepko-Filak, Assistant Administrative Director, CTCLC, Mr. James McHale, Chief Financial Officer, CTCLC and Judith G. Price, Esq., Solicitor, CTCLC.

Visitors Present: John Dishong, Plumbing & Heating Technology Instructor, CTCLC, Michelle Lipko, Mathematics Instructor, CTCLC, Patrick McLane, Graphic Communications Technology Instructor, CTCLC and Jason Sheridan, Masonry Instructor, CTCLC

Motion by L. Zefran, seconded by J. Jordan to Approve Agenda – April 21, 2016.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by L. Zefran, seconded by P. Kolcharno to Approve Minutes of Previous Meeting – March 17, 2016.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by T. Evans, seconded by W. Burke, to approve the Report of the Treasurer–Attachment #1 supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Timlin, seconded by T. Evans, to Request Approval of Bills – March, 2016–Attachment #2, supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 6-0

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Personnel and Legal Issues
Thursday, April 21, 2016
6:30 pm- Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director

- **SCHOOL NOTES** – Landon York, Senior from Abington Heights & CTCLC Welding Technology Program. Landon placed 1st in the SkillsUSA district completion and will advance to the state conference in Hershey. After graduation Landon plans to attend Johnson College.
- **SCHOOL NOTES** – Kelly Gerrity, Dunmore, Teya Heller, Lakeland, & Miranda McCartney have all passed their licensing exam and completed their hours and are licensed Cosmetologist. Deborah Lombardi, North Pocono and Tori Romanosky, Mid Valley finished their hours and will take the exam in April.

- **SCHOOL NOTES** – Five students from Computer Systems Technology won medals in the SkillsUSA district competition & will advance to the state conference in Hershey: Justin Brace, Lakeland SD, Jacob Cianci, Dunmore, Jerry Hudak, Valley View SD, Lucas Paperowicz, North Pocono & Joseph Harrington, Abington Heights..
- **SCHOOL NOTES** – CTCLC National Technical Honor Society Induction
- CTCLC Culinary Arts students Crystal Akers, Forest City Regional & Jasmine Baker, Carbondale Area baked & decorated sheet cakes for 500 people for the annual Friends of The Poor St. Patrick's Day Dinner.
- CTCLC student Michael Kelly, Junior from Forest City Regional & CTCLC Building Mechanics Program recognized as CTCLC March Student of the month.

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment for 2015-2016 currently stands at 236 AM students and 342 PM students for a total of 578 Projected AM enrollment for 2016-2017 now stands at 296 exclusive of Abington Heights SD, the Service Occupations Program and several smaller non-member high schools. This projects to 2016-2017 beginning enrollment exceeding 750 students.
2. CTC Student of the Month for March was Michael Kelly a junior at Forest City Regional High School. His instructor, Mr. Joseph Vnuk in the Building Mechanics Program, recognized Michael for the leadership abilities he has shown while working on large building projects within the school. In his spare time, Michael enjoys soccer and after high school he would like to attend Johnson College or Pennsylvania College of Technology.
3. CTC Student of the Month for April is Erik Pritchky, a sophomore at Lakeland High School. Erik has been recognized by his instructors, Mr. Joe Granteed and Mr. Rick Humphrey, in the Automotive Technology program for contributing positively in cooperative learning environments and for the effort he exerts on a daily basis. Erik is a member of the Station 36 Scott Township volunteer fire department. In his spare time he enjoys hunting, fishing, and riding his ATV.
4. Scranton School Board held their public meeting at CTC this month. Board members were provided with a dinner prepared by the culinary Arts program and were provided with a tour of the facility. MidValley and Carbondale Area are scheduled to meet at CTC in May.
5. National Technical Honor Society induction was held on April 6, 2016. 34 students representing ten CTC programs and 12 High Schools were inducted. Congratulations to all of the NTHS students and faculty and the NTHS advisory, Mrs. Jordan.
6. The parking lot lighting upgrade project is substantially complete.
7. CTC Trowel Trades students completed the demolition of the brick wall in the cafetorium. We are awaiting quotes to complete the floor and column repairs.
8. Two CTC students won gold medals at the SkillsUSA competition in Hershey this month and one student won a silver medal. Jasper Lim, Electrical Construction Program, from Dunmore High School won a gold medal in Telecommunications Cabling and will be representing CTCLC at the National Competition in Louisville in June. Brandon Rusin, Automotive Technology, from Carbondale Area High School won a gold medal in Automotive Service Specialization. This category does not have a national component. Serena Fuller, Health Occupations Technology, from West Scranton High School won a silver medal in Medical Terminology. Congratulations to our winners, all of our competitors and their instructors and to Mr. Czachor, the SkillsUSA Faculty Advisor.
9. 31 senior student ambassadors will be traveling to the Franklin Institute on April 27th for the STEM exhibit. 22 junior student ambassadors will be attending the NEPA College Fair at King's College (over 100colleges/universities represented) on May 2nd. Ms. Ikeler coordinates the student ambassadors.

10. Mid Valley, Lakeland and Carbondale allowed us to participate in lunch period visits promoting Masonry, Collision Repair and Building Mechanics programs to potential students.
11. Holy Cross High School students recently donated 355 pounds of pasta to the Career Technology Center of Lackawanna County. The donation is for the Pasta Dinner Benefit for Matthew Toolan that will be held Wednesday, May 18th from 5:30 – 7:30 pm. Matthew is the son of Cafeteria Coordinator Marlene Toolan and has been diagnosed with a serious medical condition.
12. Juniors Anne Azevedo, Dunmore High School and Iyanna Oliver, Carbondale Area High School will be competing in the graphic design category at the Annual PA High School Computer Fair at Dickinson College in May. Their design and promotional materials for a fictitious mobile pet grooming service earned 1st place at the NEIU regional competition that was held at Keystone College. The identity campaign for "Toni's Traveling Tails" included an original logo, letterhead, business cards, brochure, apparel, and custom vehicle graphics.
13. The Plant Manager and HR Manager from Innocor foam technologies toured CTC on April 21 with Bill Schoen, Skills in Scranton Coordinator.

SUPERINTENDENT OF RECORD: No Report

SOLICITOR: No Report

OLD BUSINESS: None

ACTION ITEMS

Motion by J. Jordan, seconded by P. Kolcharno, to recommend the 2016-2017 CTCLC budget and authorize the Chief Financial Officer to distribute the 2016-2017 budget to the participating districts for approval.

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

Motion by P. Kolcharno, seconded by J. Jordan, to approve the proposed calendar for the Career Technology Center of Lackawanna County for the 2016-2017 school year. - Attachment #3 supplemental minute book.

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

Motion by W. Burke, seconded by J. Jordan, to authorize the Administrative Director to accept the lowest responsible bid offer for the Virtual Reality Arc Welding Trainer and the Robotic Welding Arm and award the bid(s).

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

PERSONNEL ITEMS

Motion by T. Evans, seconded by W. Burke, to create and post the 12 month position of Maintenance Mechanic. A description of the job and essential duties is attached. This position will be negotiated under the Collective Bargaining Agreement of Pennsylvania Social Services Union Local 668 Nonprofessional Maintenance. - Attachment #4 supplemental minute book.

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

Motion by J. Timlin, seconded by T. Evans, to approved the Memorandum of Understanding for the position of Maintenance Mechanic – To Be Distributed supplemental minute book.

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

Motion by J. Jordan, seconded by W. Burke, to authorize the Administrative Director to approve the hiring of part time summer help at minimum wage, as needed.

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

Motion by P. Kolcharno, seconded by J. Jordan, to approve the Administration's recommendation to appoint Colleen Stepanovich, Administrative Coordinating Assistant to the part time Continuing Education Coordinator position as part of her current duties.

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

Motion by W. Burke, seconded by P. Kolcharno, to approve the Administration's recommendation to appoint Jamie Tobias to the position of Full Time Custodian at the rate of \$10.00 hour. This position is contingent upon pre-employment drug screening and also having on file current clearances; otherwise the appointment will be null and void. This position is under the Collective Bargaining Agreement of Pennsylvania Social Services Union Local 668 Nonprofessional Maintenance

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

Motion by T. Evans, seconded by W. Burke to approve the Memorandum of Understanding allowing CTCLC to hire an outside cleaning agency during the summer to clean lab areas only – Attachment #5 supplemental minute book.

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

Motion by J. Timlin, seconded by J. Jordan, to approve the attached agreement to continue to work under the status quo of the current Collective Bargaining Agreement and that all future agreements reached shall be retroactive back to June 30, 2016 – Attachment #6 supplemental minute book.

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

NEW BUSINESS: None

COMMENTS FROM VISITORS:

Patrick McLane, Graphic Communications Technology Instructor, CTCLC questioned if the increases for instructors were part of the CTCLC budget. Dr. Baileys responded that the budget was not being passed at this April meeting. Budget will be distributed to districts for board approval. Motion 16A-G was also questioned by Mr. McLane. Dr. Baileys advised him that this motion applies to the maintenance collective bargaining agreement.

Michelle Lipko, Mathematics Instructor, CTCLC asked the board to review their district calendars for the 2016-2017 school year regarding district starting dates and common holidays.

PROGRAM PRESENTATION: James C. McHale, Jr., Chief Financial Officer

Motion by W. Burke, seconded by J. Jordan, to adjourn the regular meeting. Meeting adjourned at 7:42 pm.

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

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, May 19, 2016

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

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Student Events

NOCTI Written & Performance Testing for Seniors

Cooperative Employer Appreciation Dinner – 04-28-2016 – 6:30 pm

Cosmetology Total Look Competition – May 19, 2016 – 7:00 pm

CTC of Lackawanna County Senior Awards Night – May 26, 2016 – 7:00 pm

Board Information

CTC of Lackawanna County Safety Meeting Minutes of February 29 & March 31, 2016.

CTC of Lackawanna County Principal Meeting Minutes of March 16, 2016.

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC