

C.T.C. OF LACKAWANNA COUNTY BOARD JOINT COMMITTEE

March 17, 2016

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

The meeting was called to order by Joseph Mondak, President at 7:00pm.

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. Richard McDonald, Superintendent of Record, Dunmore, Dr. Thomas Baileys, Administrative Director, CTCLC, and Mr. George Pelepko-Filak, Assistant Administrative Director, CTCLC.

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

Visitors Present: Thomas Czachor, Computer Systems Technology Instructor and SkillsUSA Advisor, CTCLC, Ann Jordan, Guidance Counselor, CTCLC, Laurie Marino, and Frank and Rosemarie Turnbaugh

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

Motion by J. Mondak, seconded by L. Zefran to Approve Minutes of Previous Meeting – February 18, 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 J. Summa to Request Approval of Bills – March, 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 Personnel and Legal Issues
Thursday, March 17, 2016
6:00 pm- Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director

- **SCHOOL NOTES** – Anne Azevedo, Junior from Dunmore High School & CTCLC Graphic Communications Technology Program.

- **SCHOOL NOTES** – Five Seniors from CTCLC Health Occupations Technology Program successfully passed their state certification for nurse aides. Students are Ashlee Froncek, Valley View; Hannah Gingerlowski, North Pocono; Savannah Kimble, Carbondale Area; Alexandra Patterson, Mid Valley and Autumn Taft, West Scranton
- **SCHOOL NOTES** – Alex Zakreski, Senior from North Pocono High School & CTCLC Protective Services Program placed 9th in the country last year in SkillsUSA. This year Alex placed 2nd in SkillsUSA Districts.
- CTCLC students create top costumes for Career & Technical Education Week.
- Chocolatier Adam Turoni 2007 graduate of Riverside High School & CTCLC Culinary Program was just named one of the Top 10 Chocolatiers in North America by Dessert Professional magazine.
- Forest City News – Jake Reeder & Alex Bean, Seniors from Forest City Regional School District & CTCLC Welding Program used their talents to complete their senior project making gates for the Herrick Township Municipal Building.

COMMENTS BY VISITORS (Agenda Items Only):

Thomas Czachor, Computer Systems Technology Instructor & SkillsUSA Advisor, CTCLC spoke and congratulated the SkillsUSA winners

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

Student representative from NTHS explained the mission of NTHS and personally invited board members to attend the ceremony on April 6th at 7:00 pm

CTE Essay Winners – Opportunities for career success

1. CTC enrollment for the 2015-2016 currently stands at 242 AM students and 344 PM students for a total of 586. Attendance figures for February are not available due to a computer problem at Central Susquehanna IU.
2. CTC Student of the Month for February is Christina Freeman, a senior at West Scranton High School. Christina is an outstanding class leader who participates in all banquets and school functions. She is a member of the mock trial and drama clubs at West Scranton, and works part-time at Burger King. She was a recent SkillsUSA district competitor in baking and pastry arts. After graduation, she plans on attending Johnson and Wales University in Providence, Rhode Island where she has been awarded a \$20,000 scholarship to obtain her Bachelor's Degree in baking.
3. Dunmore School Board held their public meeting at CTC yesterday. Board members were provided with a dinner prepared by the Culinary Arts program and were provided with a tour of the facility.
4. Practical Nursing graduation for the March, 2016 class was held on March 10, 2016. 32 students graduated from the program.
5. The parking lot lighting upgrade project has begun this week and is expected to take approximately two weeks to complete, weather permitting.
6. The Perkins Review exit meeting indicated a very successful review. All four outstanding items from the previous review were closed. No new items were identified. Mrs. Stepanovich coordinated the review.
7. CTC staff has developed a new career pathway that will be called Creative Communications. This pathway will incorporate the existing programs of Graphics Communications and Visual Art and Design into three programs that will be entitled 1.) Graphic Communications, Multimedia and Production Technology, 2.) Commercial Art, Digital Advertising and Multimedia and 3.) Information Design, Technology and Social Media Communications. Students entering this pathway in 2016-2017 will receive a "foundations" curriculum in their first year and then branch into one of the three career paths for their second and third year.

8. CTC has been notified by the PA Department of Education that we have been awarded equipment grant funds in the amount of \$63,198. The equipment grant award will fund the purchase of a robotic welding arm and a welding simulator for the welding program.
9. CTC's Mentor Program has been recognized by the Bureau of Career and Technical Education as a "Promising Practice" and we have received inquiries on our program from other CTCs.
10. CTC Trowel Trades students are performing the demolition of the brick wall in the cafetorium.
11. Health Occupations senior students Ashlee Froncek, Valley View High School, Hannah Gingerlowski, North Pocono High School, Savannah Kimble, Carbondale Area High School, Alexandra Patterson, Mid Valley High School and Autumn Taft, West Scranton High School. All have successfully passed PA certification for nurse aide.
12. Kelly Gerrity, Dunmore; Miranda McCartney, Forest City and Teya Heller, Lakeland have all passed their licensing exam and completed their hours and are licensed Cosmetologists.

SUPERINTENDENT OF RECORD:

On Behalf of Dunmore SD Board of Education, Mr. Richard McDonald expressed his thanks to CTCLC Administration and Culinary Program for a job well done for their March board meeting held at CTCLC.

SOLICITOR: Not in Attendance

OLD BUSINESS: None

ACTION ITEMS

Motion by W. Burke, seconded by J. Mondak, to approve the CTCLC Health Occupations Nurse Aide Policies & Procedures for Clinical Instructors.

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

Motion by J. Summa, seconded by L. Zefran, to approve a request from Thomas Czachor SkillsUSA Advisor and a substitute instructor to accompany 21 CTCLC competitors and 2 delegates at the 2016 SkillsUSA Pennsylvania Leadership & Skills Championships, April 13-14-15, 2016 at the Hershey Lodge, Hershey PA. Approximate cost for the conference registrations \$2750; lodging subsistence & travel for 25 \$6080.

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

Motion by L. Zefran, seconded by T. Evans, to authorize the Chief Financial Officer and Administrative Director to enter into an agreement with UGI Energy Services to provide natural gas to CTC of Lackawanna County for a future period. The date of the signing of the agreement will be based on a market price for natural gas that will be consider financially advantageous to CTCLC through June 30, 2019.

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 Cocciardi and Associates, Inc. Proposal of Services – Total/Respirable Particulate Monitoring and Identification in the amount of \$2,225.00 as per Attachment #3 supplemental minute book.

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

Motion by W. Burke, seconded by L. Zefran, to approve a contract with NEIU #19 to provide Wide Area Network (WAN) services to the Career Technology Center for the 2016-2021 school year. Gross cost of the contract is \$28,800. E-rate discount of 60% will bring the estimated net cost of the contract to \$15,660. - Attachment #4 supplemental minute book.

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

Motion by T. Evans, seconded by W. Burke, to authorize the Chief Financial Officer to transfer \$409,078 from the General Fund due to other governmental units account to the Capital Reserve Fund. The amount represents the excess revenue over expenditures for the 2014-2015 fiscal year.

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

Motion by W. Burke, seconded by J. Summa, for Board approval for Thomas Czachor, Computer Systems Technology Instructor, and SkillsUSA Advisor to apply to become a member of the SkillsUSA Pennsylvania Board of Directors, for a three (3) year term.

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

PERSONNEL ITEMS

Motion by J. Summa, seconded by L. Zefran, to approve the retirement of Leon Mittan, Custodian effective April 8, 2016 and to post for said position.

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

Motion by L. Zefran, seconded by W. Burke, to approve the retirement of Deborah Nallo, School Nurse effective with the end of the 2015-2016 school year and to post for said position.

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

NEW BUSINESS: None

COMMENTS FROM VISITORS:

Ann Jordan, Guidance Counselor CTCLC spoke regarding non-traditional students.

PROGRAM PRESENTATION – Lisa Bieri, Pupil Services Coordinator

Motion by W. Burke, seconded by L. Zefran, to adjourn the regular meeting. Meeting adjourned at 8:15 pm. Voice Vote-All Board Members voted yes. Motion carried 5-0

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, April 21, 2016

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

Student Events

NOCTI Written & Performance Testing for Seniors – TBA

National Vocational Technical Honor Society Induction – April 6, 2016 – 7:00 pm

Practical Nursing Graduation – March 10, 2016

SkillsUSA Pennsylvania Leadership & Skills Conference – April 13-14-15, 2016

Cooperative Employer Appreciation Dinner – April 28, 2016

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

Board Information

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC