

**C.T.C. OF LACKAWANNA COUNTY BOARD JOINT COMMITTEE**  
**February 18, 2016**

The February monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on February 18, 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)  
Mrs. Linda Zefran, Forest City (Vice-President)  
Mr. William Burke, North Pocono (Secretary)  
Mr. Peter Kolcharno, Mid-Valley (Treasurer)  
Mr. James Timlin, Scranton  
Mr. John Summa, Dunmore  
Mr. John Jordan, Carbondale

Seven (7) Board Members present, One (1) Board Members absent

**Directors Absent**

Mr. Thomas Evans, Lakeland

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

**Others Absent:** Mr. James McHale, Chief Financial Officer, CTCLC

**Visitors Present:** Colleen Stepanovich, Administrative Coordinating Assistant, CTCLC.

Motion by J. Mondak, seconded by W. Burke to Approve Agenda – February 18, 2016.  
Voice Vote-All Board Members voted yes. Motion carried 7-0

Motion by J. Mondak, seconded by L. Zefran to Approve Minutes of Previous Meeting – January 21, 2016.  
Voice Vote-All Board Members voted yes. Motion carried 7-0

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, Burke, Timlin, Summa, Kolcharno and Mondak.  
Motion carried 7-0

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

ROLL CALL: Yes- Mrs. Zefran. Messrs. Jordan, Burke, Timlin, Summa, Kolcharno and Mondak.  
Motion carried 7-0

**ANNOUNCEMENT OF EXECUTIVE SESSION:** Executive Session for Personnel and Legal Issues  
Thursday, February 18, 2016  
6:00 pm- Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS – Administrative Director**

- **SCHOOL NOTES** – Sophomore CTCLC Carpentry students Dean Baigis, from Lakeland School District, Matthew Abbott from North Pocono School District and Elan Williams from Abington Heights are building a smokehouse for the CTCLC Protective Services Program.
- **SCHOOL NOTES** – Zach Setzer, Junior from Lakeland School District & CTCLC Plumbing Program recognized for his work ethic and being a positive role model. Zach is a volunteer firefighter with Scott Twp. After graduation he plans to attend PA College of Technology or Johnson College.
- **SCHOOL NOTES** – Jasper Lim, Senior from Dunmore High School & CTCLC Electrical Construction Technology Program. Jasper will be competing in April at the state SkillsUSA in Hershey. After graduation he plans on attending Penn State University.
- **SCHOOL NOTES** – Rachel McCarthy, Junior from Valley View School District and CTCLC Health Occupations Technology Program. After graduating next year, she plans to pursue a career in the medical field.
- CTCLC culinary students served an appreciation luncheon for emergency personnel.
- The Valley Advantage – Skills USA Winners from Carbondale Area High School – Savannah Kimble, Senior - CTCLC Health Occupations Technology Program, Brandon Rusin, Junior – CTCLC Automotive Technology Program and Iyanna Oliver, Junior – CTCLC Graphic Communications Technology Program.
- Lifestyles – Meet the Artist of the Month – Cody Malaker, Sophomore from Carbondale Area High School and CTCLC Visual Art & Design Program.

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

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

Winner of the CTE Essay Contest

1. CTC enrollment for 2015-2016 currently stands at 246 AM students and 346 PM students for a total of 592. The January 2016 attendance was 87% opposed to January 2015 which was 74%.
2. CTC Student of the Month for January is Jasper Lim, a senior at Dunmore High School. Jasper has been recognized by his instructor Mr. Robert Hassaj in the Electrical Construction Technology Program. Jasper has excelled in the program eclipsing much of the curriculum and is currently working with advanced trainers in motor control. Jasper is a regional SkillsUSA Gold Medal winner and will be competing at the state SkillsUSA competition in Hershey for telecommunications. In his spare time he enjoys fishing and billiards. After graduation, he plans on attending Penn State University to major in engineering.
3. Interested 9<sup>th</sup> grade students from WSHS (~75) will be touring CTC tomorrow. This is another example of the improvement in working relationships between SSD and CTC.
4. CTC Community Awards breakfast was held on Tuesday, February 16, 2016 to recognize all of the regional SkillsUSA medal winners. Mr. Burke and Mr. Timlin represented the JOC Board. Five Superintendents attended as well as numerous principals and assistant principals from sending schools. Lackawanna County Commissioner Patrick O'Malley attended and Mr. Michael Kushner attended representing State Senator John Blake.
5. A majority of the materials for the parking lot lighting upgrade have been received and we expect the installation to begin within the next few weeks, weather permitting.
6. A Perkins Review team will be here next week to monitor implementation of the Federal Perkins Program. Mrs. Stepanovich is coordinating the visit.
7. All CTC approved CTE programs are due to re-approval this year. Submittals are due by May 31, 2016. Mrs. Stepanovich is coordinating this re-approval process.
8. The Practical Nursing Graduation ceremony will be held on Thursday, March 10<sup>th</sup> at 6:30 PM.

9. SkillsUSA state competitors will be hosting a benefit breakfast on Saturday from 8:00-10:00 at Applebee's at the Viewmont Mall to offset the cost of their SkillsUSA dues. Cost is \$7.00 per person, and your support is appreciated.

**SUPERINTENDENT OF RECORD:** No Report

**SOLICITOR:** No Report

**OLD BUSINESS:** None

**ACTION ITEMS**

Motion by B. Burke, seconded by L. Zefran, to approve PSBA's Principles for Governance and Leadership

ROLL CALL: Yes- Mrs. Zefran. Messrs. Jordan, Burke, Timlin, Summa, Kolcharno and Mondak.  
Motion carried 7-0

Motion by F. Summa, seconded by P. Kolcharno, to approve the local audit report for the fiscal year ending June 30, 2015 as submitted by Robert Rossi & Company.

ROLL CALL: Yes- Mrs. Zefran. Messrs. Jordan, Burke, Timlin, Summa, Kolcharno and Mondak.  
Motion carried 7-0

Motion J. Jordan, seconded by L. Zefran, to post the attached CTCLC Health Occupations Nurse Aide Policies & Procedures for Clinical Instructor for 30 day review and comments. This policies & procedures will be on the March 2016 board agenda for final adoption. Attachment #3 supplemental minute book.  
Voice Vote-All Board Members voted yes. Motion carried 7-0

**PERSONNEL ITEMS**

Motion by P. Kolcharno, seconded by W. Burke, to appoint Judith Price, Esq. as council for the CTC of Lackawanna County for general legal purposes for the period of 1 year with a retainer of \$1500 monthly effective February 2016.

ROLL CALL: Yes- Mrs. Zefran. Messrs. Jordan, Burke, Timlin, Summa, Kolcharno and Mondak.  
Motion carried 7-0

Motion by L. Zefran, seconded by J. Jordan, to appoint Collette Kopa to the position of clinical substitute PN Instructor pending receipt of current clearances and credentials. Salary based on a per diem rate from the Collective bargaining agreement.

ROLL CALL: Yes- Mrs. Zefran. Messrs. Jordan, Burke, Timlin, Summa, Kolcharno and Mondak.  
Motion carried 7-0

Motion by J. Timlin, seconded by F. Summa, to accept the resignation of Jenine Ikeler, Part Time Continuing Education Coordinator effective March 1, 2016 and to post for said position.

ROLL CALL: Yes- Mrs. Zefran. Messrs. Jordan, Burke, Timlin, Summa, Kolcharno and Mondak.  
Motion carried 7-0

**NEW BUSINESS:** None

**COMMENTS FROM VISITORS:** None

**PROGRAM PRESENTATION** – Raymond Decker, Maintenance Supervisor

Motion by J. Timlin, seconded by J. Jordan, to adjourn the regular meeting. Meeting adjourned at 7:33 pm.  
Voice Vote-All Board Members voted yes. Motion carried 7-0

**INFORMATION ITEMS:**

**Next Board Meeting Date and Time**

Thursday, March 17, 2016

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

**Student Events**

Career & Tech Education Week – February 8 thru 11, 2016

Community Awards Breakfast (SkillsUSA) – February 17, 2016 – 9:00 am

Applebee's Dickson City Flapjack Student Fundraiser for SkillsUSA – February 20, 2016 -

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

**Board Information**

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC