

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

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

The meeting was called to order by Joseph Mondak, President at 7:08pm.

The group joined in the Pledge of Allegiance.

Directors Present

Mr. Joseph Mondak, Valley View (President)
Mr. William Burke, North Pocono (Secretary)
Mr. Peter Kolcharno, Mid-Valley (Treasurer)
Mr. James Timlin, Scranton
Mr. John Summa, Dunmore
Mr. Thomas Evans, Lakeland
Six (6) Board Members present, Two (2) Board Members absent

Directors Absent

Mrs. Linda Zefran, Forest City (Vice-President)
Mr. John Jordan, Carbondale

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: None

Motion by J. Mondak, seconded by W. Burke to Approve Agenda – January 21, 2016.

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

Motion by J. Mondak, seconded by P. Kolcharno to Approve Minutes of Reorganization Meeting - December 17, 2015

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

Motion by J. Mondak, seconded by T. Evans to Approve Minutes of Previous Meeting – December 17, 2015.

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

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

ROLL CALL: Yes- Messrs. Evans, Burke, Timlin, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by J. Mondak, seconded by P. Kolcharno to Request Approval of Bills – January, 2016–Attachment #2, supplemental minute book.

ROLL CALL: Yes- Messrs. Evans, Burke, Timlin, Summa, Kolcharno and Mondak.

Motion carried 6-0

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

COMMUNICATIONS – Administrative Director

- SCHOOL NOTES – Austin Flyte, Junior from North Pocono High School & CTCLC Building Mechanics Trades Program. Austin has received the CTCLC service ambassador’s award, recently volunteered for Habitat for Humanity, also a volunteer firefighter for the Moscow Fire Department and is involved in the Science Olympiad at North Pocono High School
- SCHOOL NOTES – Christina Freeman, Senior from West Scranton High School & CTCLC Culinary Arts Program. Christina has been accepted to the Culinary Institute of America and Johnson & Wales, member of the CTCLC National Technical Honor Society and is a SkillsUSA competitor for culinary commercial baking. She also participates in after school catering events held at the CTCLC.

- SCHOOL NOTES – James McCormack, Senior from West Scranton High School & CTCLC Carpentry Program. James recently competed in SkillsUSA. After graduation he plans to join the Marine Corps.
- CTC Student of the Month - Brian Coslet, Senior from Forest City Regional High School & CTCLC Collision Repair Technology Program. Brian is a CTCLC student ambassador and competed in SkillsUSA. After graduation he plans to attend Pennsylvania College of Technology in Diesel Mechanics.
- NAME DROPPER – CTCLC students and chefs display cakes they made for the annual Friends of the Poor holiday dinner.
- CTCLC culinary students participate in Operation Cookie for troops overseas.
- CTCLC student ambassadors help the homeless.

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 250 AM students and 351 PM students for a total of 601. The December, 2015 attendance was 90% opposed to December, 2014 which was 73%.
2. CTC Student of the Month for December is James McCormack, a senior at West Scranton High School. His instructor, Mr. Frank Guida in the carpentry program states, "James is an excellent student with great leadership qualities. He is always willing to help other students and has a strong desire to better himself." James recently competed in the SkillsUSA regional competition and works part time for Daniels Masonry. In his spare time he enjoys weightlifting, hunting and fishing. After graduation, he plans on joining the United States Marine Corps. Mr. McCormack could not be here this evening, but he will join us next month.
3. A very interesting and effective in-service was held on January 18, 2016. Topics included Suicide Awareness and Integrated Learning Conference Sharing. Both topics were well prepared and well received by our staff. We have installed an "idea board" in the vestibule next to the conference room as a result of one of the staff presentations.
4. Negotiations with the Faculty and Maintenance Staff will begin this month. Both contracts expire in 2016.
5. Interested 9th grade students from SHS (~120) will be touring CTC on January 27th. Interested 9th grade students from WSHS (~100) will be touring a week or so later. This is an example of the improvement in working relationships between SSD and CTC.

SUPERINTENDENT OF RECORD: No Report

SOLICITOR: No Report

OLD BUSINESS: None

ACTION ITEMS

Motion by W. Burke, seconded by P. Kolcharno, to authorize the Chief Financial Officer to enter into an agreement with DeHey McAndrew for consulting services in relation to IRS, FMLA, HIPPA & COBRA compliance, and general human resource consulting for the period January 1 thru December 31, 2016. Annual cost of the retainer for these services is \$1,750.00.

ROLL CALL: Yes- Messrs. Evans, Burke, Timlin, Summa, Kolcharno and Mondak.
Motion carried 6-0

Motion by J. Summa, seconded by P. Kolcharno, to authorize the Chief Financial Officer to enter into a renewal agreement with Dehey McAndrew for 403B Administrative and Common Remitter services for the 2016 calendar year. Amount of the contract is \$2,975.00 plus \$1.59 per contributing employee per pay period.

ROLL CALL: Yes- Messrs. Evans, Burke, Timlin, Summa, Kolcharno and Mondak.
Motion carried 6-0

Motion by P. Kolcharno, seconded by W. Burke, to review and comment on the attached Principles for Governance and Leadership for 30 days. It will be on the February 2016 board agenda for final adoption. Attachment #3 supplemental minute book.

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

Motion by T. Evans, seconded by J. Timlin, to approve the JOC monthly meeting dates for 2016: February 18, March 17, April 21, May 19, June 23, August 18, September 15, October 20, November 17, and December 15, 2016. The aforementioned to be advertised accordingly for the upcoming year.

ROLL CALL: Yes- Messrs. Evans, Burke, Timlin, Summa, Kolcharno and Mondak.
Motion carried 6-0

PERSONNEL ITEMS

Motion by J. Timlin, seconded by W. Burke, to approve the retirement of Linda Naro, Visual Art and Design Instructor effective with the end of the 2015-2016 school year and to post for said position.

ROLL CALL: Yes- Messrs. Evans, Burke, Timlin, Summa, Kolcharno and Mondak.
Motion carried 6-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION – Ren. E. Petrauskas, Operations Coordinator

Motion by W. Burke, seconded by J. Timlin, to adjourn the regular meeting. Meeting adjourned at 7:40 pm.
Voice Vote-All Board Members voted yes. Motion carried 6-0

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, February 18, 2016

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

Student Events

Career & Tech Education Week – February 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 - TBA

Practical Nursing Graduation – March 10, 2016

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

Cooperative Employer Appreciation Dinner – TBA

CTC of Lackawanna County Senior Awards Night – May 26, 2016

Board Information

CTC of Lackawanna County Principal's Meeting Minutes of November 18, 2015

CTC of Lackawanna County Fall School Counselor Meeting Minutes of October 2, 2015

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC