

**CTC OF LACKAWANNA COUNTY
JOINT OPERATING COMMITTEE BOARD
AGENDA
Thursday, September 21, 2017 - 7:00 PM
Henry J. Dende Campus**

1. CALL TO ORDER – Time _____

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

- _____ 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. Henry Stachura, Lakeland
- _____ Mr. John Jordan, Carbondale

Also in attendance:

- _____ Mr. Bryan McGraw, Superintendent of Record, North Pocono
- _____ Dr. Thomas Baileys, Administrative Director, CTCLC
- _____ Mr. George Pelepko-Filak, Asst. Administrative Director, CTCLC
- _____ Mr. James McHale, Chief Financial Officer, CTCLC
- _____ John P. Finnerty, Esq.

4. MOTION to Approve Agenda – September 21, 2017.

Motion by _____ seconded by _____ Voice Vote _____

5. MOTION to Approve Minutes of Previous Special Meeting – July 31, 2017.

Motion by _____ seconded by _____ Voice Vote _____

6. MOTION to Approve Minutes of Previous Special Meeting – July 18, 2017.

Motion by _____ seconded by _____ Voice Vote _____

7. MOTION to Approve Minutes of Previous monthly Meeting – June 29, 2017.

Motion by _____ seconded by _____ Voice Vote _____

8. MOTION to Approve the Report of the Treasurer – Attachment #1.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRA						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

9. MOTION to Request Approval of Bills–July, August & September 2017 - Attachment #2.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

10. ANNOUNCEMENT OF EXECUTIVE SESSION

11. COMMUNICATIONS – Administrative Director

- SkillsUSA Medal Winner - Serena Fuller, Senior Fuller, Scranton High School & CTCLC Health Occupations Technology Program
- Fidelity Bank Donates Computers to CTCLC
- Workforce Opportunities Discussed

12. COMMENTS BY VISITORS (Agenda Items only)

13. REPORT OF ADMINISTRATIVE DIRECTOR

14. SUPERINTENDENT OF RECORD

15. SOLICITOR

16. OLD BUSINESS – None

17. ACTION ITEMS

A MOTION

Motion to approve the Chief Financial Officer's recommendation to increase the student meal prices by (05) five cents. Breakfast \$0.90 and Lunch \$2.00, The increase is recommended by the Pennsylvania Department of Nutrition.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

B MOTION

Motion to approve the Chief Financial Officer's recommendation to increase the meal prices:
Adults - \$3.50, Salads - \$2.75, Extra Entree - \$1.75.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

C MOTION

Motion to approve the fee for adults enrolled in various programs. The attached schedule is recommended for the Practical Nursing Program - **Attachment #3**

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

D MOTION

Motion to approve the CTCLC Bureau of Career and Technical Education Approved Program Evaluation (APE) Correction Plan and Status Update 2016-2017 - **Attachment #4**

Motion by _____ seconded by _____ Voice Vote _____

E MOTION

Motion to adopt the new textbook for the CTCLC Carpentry Program..
Carpentry-6th Edition-2013 ISBN: 978-0-8269-0809-4 by Leonard Koel

Motion by _____ seconded by _____ Voice Vote _____

F MOTION

Motion to adopt the new textbook for the CTCLC Computer System Program.
CCNA Guide to Cisco Networking Fundamentals,4th Edition - ISBN:10 1-4188 3705 9 ISBN13:
978-1-4188 3705-1 by Cannon/Caudle/Chiarella

Motion by _____ seconded by _____ Voice Vote _____

G MOTION

Motion to approve the Administration's recommendation to approve the CTCLC Student Handbook for the 2017-2018 school year.

Motion by _____ seconded by _____ Voice Vote _____

H MOTION

Motion to approve the Administration's recommendation to approve the attached CTCLC Meal Reimbursement Policy - **Attachment #5.**

Motion by _____ seconded by _____ Voice Vote _____

I MOTION

Motion to approve the Administration's recommendation to approve the attached Memorandum of Understanding - Individualized Professional Development - **Attachment #6.**

Motion by _____ seconded by _____ Voice Vote _____

J MOTION

Motion to approve the CTC participation in the Transperfect translation program agreement being offered by the NEIU #19. This agreement makes translation resources readily available to schools. Agreement and fee schedule attached. - **Attachment #7.**

Motion by _____ seconded by _____ Voice Vote _____

18. PERSONNEL ITEMS

A MOTION

Motion to accept the resignation of John Dishong, Plumbing Technology Instructor effective date to be determined (no later than 10-31-2017 and to post for said position..

Motion by _____ seconded by _____ Voice Vote _____

B MOTION

Motion to accept the resignation of Margaret Hynosky, PN Financial Aid Advisor effective July 27, 2017.

Motion by _____ seconded by _____ Voice Vote _____

C MOTION

Motion to approve the Administration's recommendation to approve the attached PA Department of Education Emergency Permit Re-issuance for Day-To-Day Instructional Substitutes for All Vocational Areas for the 2017-2018 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 2017-2018 school year - **Attachment #8**

Motion by _____ seconded by _____ Voice Vote _____

D MOTION

Motion to approve the Administration recommendation to appoint Matthew Matassa (Mid Valley SD and Angela Arendt (Carbondale Area), CTCLC Service Occupations students to the CTCLC Cooperative Education Training Program to work with the CTCLC Maintenance Supervisor for the 2017-2018 school year at \$7.25/hr.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

E MOTION

Motion to approve the Administration recommendation to appoint Dominick Carachilo to the position of Lab Assistant - Transportation & Welding effective August 28, 2017 at a salary of \$19,000.00. This position is 190 days.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

F MOTION

Motion to approve the Administration's recommendation to move the Cafeteria Point Person position and employee to the non-contracted employee group and convert the hourly position to a salaried position including 190 work days with a starting salary of \$25,000 per year for the 2017-2018 school year.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

G MOTION

Motion to approve the Administration's recommendation to appoint Leonard DeMarco to the position of Plumbing Technology Instructor effective immediately. This position is contingent upon receipt of current clearances, credentials and pre-employment drug screening; otherwise the appointment will be null and void. Salary per the Collective Bargaining Agreement Lackawanna County Area Vocational Technical Federation of Teachers.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

H MOTION

Motion to approve the Administration's recommendation to approve a 3.5% increase for part time hourly cafeteria employees for the 2017-2018 school year effective July 1, 2017

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

I MOTION

Motion to approve the Administration recommendation to approve an increase for Kathy Czachor, Part Time ParaEducator to \$11.08 per hour effective August 28, 2017

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

J MOTION

Motion to approve the Administration recommendation to appoint Thomas Czachor to the position of SkillsUSA Advisor at the rate of \$950 per year as per the Lackawanna County Area Vocational-Technical Federation of Teachers Collective Bargaining Agreement for the 2017-2018 school year.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

K MOTION

Motion to approve the Administration recommendation to appoint Ann Jordan to the position of NTHS Advisor Advisor at the rate of \$450 per year as per the Lackawanna County Area Vocational-Technical Federation of Teachers Collective Bargaining Agreement for the 2017-2018 school year.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

L MOTION

Motion to approve the Administration recommendation to appoint Michelle Lipko to the position of Lead Teacher at the rate of \$900 per year as per the Lackawanna County Area Vocational-Technical Federation of Teachers Collective Bargaining Agreement for a three (3) year term 2017-2018, 2018-2019 & 2019-2020.

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAN						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

19. NEW BUSINESS - None

20. COMMENTS FROM VISITORS (Courtesy of the Floor)

21. PROGRAM PRESENTATION – TBA

22. MOTION TO ADJOURN - Time _____

Motion by _____ seconded by _____ Voice Vote _____

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, October 19, 2017
 Executive Session 6:00 pm
 Board Business Meeting 7:00 pm
 Informational Session to follow

Student Events

Board Information

CTC of Lackawanna County Principal Meeting Minutes of May 11, 2017
 CTC of Lackawanna County Guidance Counselor Meeting Minutes of Sept 30, 2016 & Feb 3, 2017
 CTC of Lackawanna County Safety Meeting Minutes of Dec. 22, 2016, Jan. 12, Feb. 28, March 30, April 28, May 31, June 13, & August 30, 2017

**ADDENDUM
 CTC OF LACKAWANNA COUNTY
 JOINT OPERATING COMMITTEE BOARD AGENDA
 Thursday, September 21, 2017 7:00 PM
 Henry J. Dende Campus**

17. ACTION ITEMS

A-K MOTION

Motion to approve the Administration's recommendation to approve the attached CTCLC Service Contract between CTCLC & Elaine Geroulo, MS, Autism Expert and Behavior Consultant effective September 19, 2017 and not to exceed June 1, 2018 - **Attachment # A-9.**

BOARD MEMBERS	MOTION	2 ND	YES	NO	ON THE QUESTION	ABSTAIN
MR. JORDAN						
MS. ZEFRAH						
MR. STACHURA						
MR. BURKE						
MR. TIMLIN						
MR. SUMMA						
MR. KOLCHARNO						
MR. MONDAK						
ON THE QUESTION						

A-L MOTION

To approve the Administration's recommendation to approve the attached Memorandum of Understanding (MOU) between Temple University and Career Technology Center of Lackawanna County to offer a certificate program in Cooperative Education to certain individuals affiliated with CTCLC, in accordance with the terms and conditions of the MOU **Attachment # A-10.**

Motion by _____ seconded by _____ Voice Vote _____