

**CTC OF LACKAWANNA COUNTY
JOINT OPERATING COMMITTEE BOARD
AGENDA
Thursday, May 18, 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
 _____ Judith G. Price, Esq., Solicitor, CTCLC

4. MOTION to Approve Agenda – May 18, 2017.

Motion by _____ seconded by _____ Voice Vote _____

5. MOTION to Approve Minutes of Previous Meeting – March 30, 2017.

Motion by _____ seconded by _____ Voice Vote _____

6. 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						

7. MOTION to Request Approval of Bills–April & May 2017 - Attachment #2.

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						

8. ANNOUNCEMENT OF EXECUTIVE SESSION

9. COMMUNICATIONS – Administrative Director

- **SCHOOL NOTES** – James Angerson, Sophomore, Dunmore SD & CTCLC Electrical Construction Program
- **SCHOOL NOTES** – Kaitlyn Shaffer, Makayla Emerson, Becky Olson & Nicole Gilmore, North Pocono SD & Samantha Keating & Brooke Cherney, Dunmore SD & CTCLC Cosmetology Program.
- **SCHOOL NOTES** – Laura Whiting, Sophomore, Lakeland SD & CTCLC Culinary Program.
- **SCHOOL NOTES** – Liz Kacer, Senior, Mid Valley SD & CTCLC Commercial & Advertising Design Program.
- **SCHOOL NOTES** - Victoria Longcor, Senior, Abington Heights & CTCLC Cosmetology Program.
- **SCHOOL NOTES** -
- CTCLC Culinary students Breona Cox, North Pocono SD, Braneltha English, Scranton SD, Kaden Stormes, West Scranton High School & Jocelyn Uribe, Scranton SD made sheet cakes for the annual Friends of the Poor St Patrick's Day Dinner.
- CTCLC Building Mechanics class constructed a "Scent Wall" for police dog training.

10. COMMENTS BY VISITORS (Agenda Items only)

11. REPORT OF ADMINISTRATIVE DIRECTOR

12. SUPERINTENDENT OF RECORD

13. SOLICITOR

14. OLD BUSINESS – None

15. ACTION ITEMS

A MOTION

Motion to approve the proposed calendar for the Career Technology Center of Lackawanna County for the 2017-2018 school year - **Attachment #3**

Motion by _____ seconded by _____ Voice Vote _____

B MOTION

Motion to authorize the CFO to transfer \$101,891.00 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 2015-2016 fiscal year.

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						

C MOTION

Motion to adopt the new textbooks for the CTCLC Health Occupations Technology Program.

Motion by _____ seconded by _____ Voice Vote _____

D MOTION

Motion authorizing the Administration to approve the following student field trip:
The Culinary Institute of America, Hyde Park, NY - May 3, 2017 - Mark McAndrew, Culinary Instructor.
Student field trip paid through CTCLC student activity and Perkins.

Motion by _____ seconded by _____ Voice Vote _____

E MOTION

Motion to approve the Administration's recommendation to approve the attached revised leased space Letter of Agreement between Career Technology Center of Lackawanna County and Northeastern Education Intermediate Unit effective July 1, 2017 - Attachment #4

Motion by _____ seconded by _____ Voice Vote _____

F MOTION

Motion to approve the Administration's recommendation to approve the attached revised shared services Cooperative Agreement between Career Technology Center of Lackawanna County and Mid Valley School District effective July 1, 2017 - Attachment #5

Motion by _____ seconded by _____ Voice Vote _____

G MOTION

Motion to approve the Administration's recommendation to approve the attached revised and updated Welding Technology Articulation Agreement with Advanced Placement between Northampton Community College and the Career Technology Center of Lackawanna County – Attachment #6

Motion by _____ seconded by _____ Voice Vote _____

H MOTION

Motion to approve the Administration's recommendation to approve the attached PA Department of Transportation Safety Inspector Certification & Recertification Training Program Performance Agreement between the Commonwealth of PA, acting through the Department of Transportation and Career Technology Center of Lackawanna County.

Motion by _____ seconded by _____ Voice Vote _____

I MOTION

Motion to approve the Administration's recommendation to approve the attached PA Department of Transportation Emissions Inspector Certification (EJC) and Emissions Inspector Recertification (EIR) Training Program Performance Agreement between the Commonwealth of PA, acting through the Department of Transportation and Career Technology Center of Lackawanna County.

Motion by _____ seconded by _____ Voice Vote _____

J MOTION

Motion to approve the Administration's recommendation to approve a proposal with CC Cleaning. The proposal and quote for this service to be distributed.

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						

K MOTION

Motion to approve the Administration's recommendation to approve the attached quote from Stonhard for Resinous Flooring Renovations at CTCLC. Pricing Summary - Machine Shop Flooring \$27,900 - Attachment #7.

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						

L MOTION

Motion to approve a request from Thomas Czachor, SkillUSA Advisor and Kathy Czachor, chaperone to accompany Serena Fuller, Gold Medal winner in Medical Terminology (CTCLC Health Occupations Technology Program & West Scranton High School) at the SkillsUSA 2017 National Leadership & Skills Conference in Louisville, Kentucky from June 19 thru 24, 2017. Cost for registration, lodging, subsistence & travel is approximately \$3400.

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						

16. PERSONNEL ITEMS

A MOTION

Motion to create and post the 12 month position of Supervisor of Career and Technical Education. A description of the job and essential duties is attached. This position will be an Act 93 position. - Attachment #8.

Motion by _____ seconded by _____ Voice Vote _____

B MOTION

Motion to create and post the 12 month position of CTC of Lackawanna County/Mid Valley School District Operations Supervisor. A description of the job and essential duties is attached. This position will be an Act 93 position. - Attachment #9.

Motion by _____ seconded by _____ Voice Vote _____

C MOTION

Motion to authorize the Administrative Director to approve the hiring of part time summer help - (1) one technology assistant and (5) five custodians.

Motion by _____ seconded by _____ Voice Vote _____

D MOTION

Motion to approve the Administration's recommendation to hire Jacob Cianci for Summer Help in the Technology Department at \$9.00 per hour effective May 8, 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						

E MOTION

Motion to approve the Administration's recommendation to appoint James Johnson to the position of Full Time Custodian at the rate of \$11.00 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.

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						

17. NEW BUSINESS - None

18. COMMENTS FROM VISITORS (Courtesy of the Floor)

19. PROGRAM PRESENTATION – Karla Carlucci, NEIU 19

20. MOTION TO ADJOURN - Time _____

Motion by _____ seconded by _____ Voice Vote _____

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, June 22, 2017

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

Student Events

CTC of Lackawanna County Awards Night – May 25, 2017

Practical Nursing Graduation – June 7, 2017

SkillsUSA 2017 National Leadership & Skills Conference in Louisville, Kentucky from June 19 thru 24, 2017.

Board Information

CTC of Lackawanna County Principal's Meeting Minutes of February 23, 2017

CTC of Lackawanna County Safety Meeting Minutes of February 28, 2017

**ADDENDUM
 CTC OF LACKAWANNA COUNTY
 JOINT OPERATING COMMITTEE BOARD AGENDA
 Thursday, May 18, 2017 7:00 PM
 Henry J. Dende Campus**

15. ACTION ITEMS

A-M MOTION

Motion to authorize the CFO to enter into a renewal contract with Johnson Controls for maintenance on the chiller unit and controls from July 1, 2017 thru June 30, 2018. Cost for services is \$8,026.00.

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						

A-N MOTION

Motion to amend the agreement with DX Dempsey for additional architectural and engineering services related to the exterior improvements for the additional total fee of \$6450.00

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						

A-O MOTION

Motion to create a temporary position of project supervisor for exterior improvements for summer, 2017 and to post for said position. Hourly rate for this position will be between \$18 - \$20/hour.

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						

**ADDENDUM
CTC OF LACKAWANNA COUNTY
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16. PERSONNEL ITEMS

A-F MOTION

Motion to post and accept applications for an Automotive Repair Technology Instructor to supplement the current staff due to the progress in the Automotive Repair Technology Program at CTC. Approval for this anticipated position would be sought for the 2017-2018 school year at a later date.

Motion by _____ seconded by _____ Voice Vote _____

A-G MOTION

Motion to approve the Administration's recommendation to approve William J Lawlor as a Day-To-Day Instructional Substitute for All Vocational Areas for the 2016-2017 school year at the per diem rate of \$85.00. After completion of 30 days of employment per diem rate to instructional substitutes will increase to \$100 for the 2016-2017. This position is contingent upon pre-employment drug screening and also having on file current clearances; otherwise the appointment will be null and void.

Motion by _____ seconded by _____ Voice Vote _____