

**CTC OF LACKAWANNA COUNTY
JOINT OPERATING COMMITTEE BOARD
AGENDA
Thursday, March 30, 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 – March 16, 2017.

Motion by _____ seconded by _____ Voice Vote _____

5. MOTION to Approve Minutes of Previous Meeting – February 16, 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–March 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						

8. ANNOUNCEMENT OF EXECUTIVE SESSION

9. COMMUNICATIONS – Administrative Director

- **SCHOOL NOTES** – Jake Winters, Junior, Scranton High School & CTCLC Plumbing & Heating Technology Program.
- **SCHOOL NOTES** – Shauna Walsh & Alicia Knoch, Seniors, West Scranton High School & CTCLC Cosmetology Program.
- **SCHOOL NOTES** – Anne Azevedo, Dunmore SD & Aliccia Parry, Carbondale Area, Seniors & CTCLC Graphic Communications Technology Program.
- **SCHOOL NOTES** – Dave Acevedo, Junior, West Scranton High School & CTCLC Electrical Construction Technology Program.
- **CTCLC Student of the Month for February** – Zack Waltos, Senior, West Scranton High School & CTCLC Culinary Arts Program.

10. COMMENTS BY VISITORS (Agenda Items only)

11. REPORT OF ADMINISTRATIVE DIRECTOR

Winners of the CTE Essay Contest

Kiernan Fraser, Scranton High School & CTCLC Child Development
 Kaiona Nelson, Scranton High School & CTCLC Child Development
 Dayna Pace, Forest City Regional & CTCLC Child Development

12. SUPERINTENDENT OF RECORD

13. SOLICITOR

14. OLD BUSINESS – None

15. ACTION ITEMS

A MOTION

Motion to approve the local audit report for the fiscal year ending June 30, 2016 as submitted by Robert Rossi & Company.

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 authorize the CFO to enter into an engagement with Robert Rossi & Co to prepare the annual audit report. The gross fee, including expenses, will not exceed \$19,000 for the years ended June 30, 2017, June 30, 2018 and June 30, 2019. Fees for preparing the Pennsylvania Department of Education Report PDE-2057 AFR will be billed at our standard hourly rates; not to exceed \$1,000 per year- **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						

C MOTION

Motion to approve a request from Thomas Czachor, SkillsUSA Advisor and two (2) CTCLC chaperones to accompany 28 CTCLC competitors and 2 delegates at the 2017 SkillsUSA Pennsylvania Leadership and Skills Championships, April 19, 20, 21, 2017 at the Hershey Lodge, Hershey, PA. Approximate cost for the conference registration, lodging, subsistence and travel \$15,644.27.

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 authorizing the Administration to approve the following student field trips:
Long Island Hair/Fashion Expo Spring & Summer, Patchogue, NY – March 19, 2017 - Yolanda Martinelli, Cosmetology Instructor
Cooper Hewitt Design Museum, NYC - April 7, 2017 - Patrick McLane, Commercial Advertising & Design Instructor, Rebecca Hayden, Graphics Communications Technology Instructor and Paul Georgetti, Digital Communications Instructor
911 Museum, NYC – April 27, 2017 – Jenine Ikeler, Career Resource Coordinator
All student field trips paid through CTCLC student activity.

Motion by _____ seconded by _____ Voice Vote _____

E MOTION

Motion to review and comment on the following new textbook for the CTCLC Health Occupations Technology Program. Textbook will be available for a 30 day review and comments at CTCLC beginning March 17, 2017. Motion for final adoption will be on the April 20, 2017 JOC Board Meeting Agenda. Nursing Assisting – A Foundation in Caregiving -4th Edition - ISBN: 978-1-60425-061-9

Motion by _____ seconded by _____ Voice Vote _____

F MOTION

Motion to approve the Administration’s recommendation to approve the attached Service Contract to provide preparation and instructional time for the Machine Lathe in the Welding Lab between Career Technology Center of Lackawanna County and James Granahan at \$25 an hour for a maximum of 10 hours of preparation time and 14 hours of instructional time – **Attachment #4.**

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 Memorandum of Understanding with the Lackawanna County Area Vocational-Technical Federation of Teachers, Local 386 regarding the CTCLC Tuition Reimbursement Article 52 of the current Collective Bargaining Agreement is retroactive to August 31, 2015 – **Attachment #5**

Motion by _____ seconded by _____ Voice Vote _____

H MOTION

Motion to approve the Administration’s recommendation to approve the attached Affiliation Agreement with Pennsylvania Ambulance, LLC. This agreement provides the initial step in the process that will allow our Protective Services students to participate in cooperative education with this company and achieve their EMT certification in the process. – **To Be Distributed**

Motion by _____ seconded by _____ Voice Vote _____

I MOTION

Motion to approve the Administration’s recommendation to approve the attached Young Adult Opportunity and Education Program Work Experience Training Agreement with ResCare Workforce Services and Career Technology Center of Lackawanna County January 01, 2017 through June 30, 2018 – **Attachment #6**

Motion by _____ seconded by _____ Voice Vote _____

16. PERSONNEL ITEMS

A MOTION

Motion to approve the Administration's recommendation to approve Cody Mowry as a Day-To-Day Instructional Substitute for All Vocational Areas for the 2016-2017 school year.

Motion by _____ seconded by _____ Voice Vote _____

17. NEW BUSINESS - None

18. COMMENTS FROM VISITORS (Courtesy of the Floor)

19. PROGRAM PRESENTATION – TBA

20. MOTION TO ADJOURN - Time _____

Motion by _____ seconded by _____ Voice Vote _____

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, April 20, 2017
Executive Session 6:00 pm
Board Business Meeting 7:00 pm
Informational Session to follow

Student Events

National Vocational Technical Honor Society Induction – April 5, 2017
SkillsUSA Pennsylvania Leadership & Skills Conference – April 19-20-21, 2017
Cooperative Employer Appreciation Dinner – April 27, 2017
CTC of Lackawanna County Awards Night – May 25, 2017
Practical Nursing Graduation – June 7, 2017

Board Information

**ADDENDUM
 CTC OF LACKAWANNA COUNTY
 JOINT OPERATING COMMITTEE BOARD AGENDA
 Thursday, March 30, 2017 7:00 PM
 Henry J. Dende Campus**

15. ACTION ITEMS

A-J MOTION

Motion to approve a change to the 2016-2017 School Calendar to include April 13 & 17 and June 9 thru 15, 2017 as regular school days for CTCLC (snow make-up days)

Motion by _____ seconded by _____ Voice Vote _____

A-K MOTION

Motion to approve the attached CTCLC Local Advisory Committee Membership as per the recommendation of the Administrative Director – **Attachment #A-7**

Motion by _____ seconded by _____ Voice Vote _____

A-L MOTION

Motion to approve the attached CTCLC Occupational Advisory Committees Membership as per the recommendation of the Administrative Director – **Attachment #A-8**

Motion by _____ seconded by _____ Voice Vote _____

A-M MOTION

Motion to approve the attached Welding Program Articulation Agreement between Johnson College and Career Technology Center of Lackawanna College - **Attachment #A-9**

Motion by _____ seconded by _____ Voice Vote _____

A-N MOTION

Motion to approve the attached Memorandum of Understanding with the Lackawanna County Area Vocational-Technical Federation of Teachers, Local 3876 for a AFT Sick Pool Donation-**Attachment #A-10**

Motion by _____ seconded by _____ Voice Vote _____

16. PERSONNEL ITEMS

A-B MOTION

Motion authorizing the Administration to approve the attached Service Contract to provide financial aid student services for CTCLC PN students between Suzie Morgan and Career Technology Center of Lackawanna County at the rate of \$46.67 an hour not to exceed a total of 20 hours/week – **Attachment #A-11**

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						