

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD
November 16, 2017

The November monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on November 16, 2017 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

Meeting was called order by Joseph Mondak, President at 7:05 pm.

The group joined in the Pledge of Allegiance.

Directors Present

Mr. Joseph Mondak (President)
Mr. William Burke, North Pocono (Secretary)
Mr. Peter Kolcharno, Mid-Valley (Treasurer)
Mr. John Summa, Dunmore
Mr. Hank Stachura, Lakeland
Mr. John Jordan, Carbondale
Six (6) Board Members present, Two (2) Board Member absent

Directors Absent

Mrs. Linda Zefran, Forest City (Vice-President)
Mr. James Timlin, Scranton - Resigned

Others Present: Mr. Bryan McGraw, Superintendent of Record, North Pocono, 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: Karla Carlucci, Supervisor of CTE, CTCLC, Ashley Bailey, Gibbons Ford, Charles Fargo, Maintenance Mechanic, CTCLC

Motion by J. Mondak, seconded by W. Burke to Approve Agenda – November 16, 2017.

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

Motion by J. Mondak, seconded by P. Kolcharno to Approve Minutes of previous monthly Meeting- October 19, 2017.

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. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by J. Mondak, seconded by H. Stachura, to Request Approval of Bills – November 2017-Attachment #2, supplemental minute book.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Personnel

Thursday, November 16, 2017

6:00-7:00 pm

Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director:

- **SCHOOL NOTES** Pavol Almasi & Joseph Ranlett Seniors, Forest City Regional and CTCLC Masonry Program, Noah Barton, Junior, Dunmore SD and CTCLC Electrical Program and Dante Clark, Junior, Scranton SD and CTCLC Commercial & Advertising Design Program
- **SCHOOL NOTES** Joe Harrington, Senior, Abington Heights and CTCLC Computer Systems Technology Program.
- **SCHOOL NOTES** Deztine Balducci, Senior, North Pocono SD, Mario Ferrer, Michael McHale and Peter Nicholas, Seniors, Scranton SD and CTCLC Communications and Commercial Advertising and Design Classes
- CTCLC Ambassadors attend Mayor's Prayer Breakfast
- CTCLC Culinary students CupCake War competition winners.

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment currently stands at 257 AM students and 394 returning PM students for a total of 651.
2. Our October Student of the month is here with us tonight. Mariah Winburn, a senior Culinary Arts student from Scranton High School. After graduation, Mariah plans to attend Culinary School.

Dan Congdon, a Junior from Forest City Regional, is November Student of the Month. Dan is a motivated and well rounded student with exceptional eye-hand coordination according to his instructor, Mr. Parri. He has taken on several outside projects and willingly helps other students who are struggling with tasks. Dan also has perfect attendance so far this year. In his spare time, Dan is a nationally ranked Motocross racer and he plans to continue his education in a post-secondary program or technical college when he graduates.

3. Our two new school vans have been delivered and the Commercial Advertising and Design and Graphics Communications and Production classes designed, printed and installed decals on the vans promoting our new *My School* theme.
4. The Fall Occupational Advisory Committee dinner meeting was held on Thursday, November 2. Approximately 175 Advisory members attended. A dinner was served from 6:00-7:00PM. Mr. Mondak and Mr. Burke attended and participated in several of the meetings.
5. Pre-NOCTI testing has been completed. Students and Instructors have been provided with their results and Professional Development has been focused on strategies for improving the results.
6. JOC member high schools have begun Freshman tours of CTC. Both Dunmore and Forest City sent their entire class to tour. North Pocono sent interested Freshman and Valley View sent a much smaller number of shadow students. All Carbondale Area freshmen are scheduled to visit tomorrow and all Lakeland freshmen are scheduled to visit on November 29th.
7. 32 students (Child Development and Protective Services) toured Lackawanna College on 11/7. They sat in on college classes and learned about the benefits of SOAR and how to take advantage of the 9 college credits they can earn because they attended CTC. Lackawanna provided lunch and paid for transportation for the trip and President Mark Volk spoke with our students.

SUPERINTENDENT OF RECORD: No Report.

SOLICITOR: No Report

OLD BUSINESS: None

ACTION ITEMS

Motion by J. Mondak, seconded by H. Stachura, authorizing the Administration to approve the following student trips: SkillsUSA District I Competition, Luzerne County Community College, December 15, 2017 & January 4, 2018.

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

Motion by J. Mondak, seconded by J. Summa to adopt the new textbook for the CTCLC Health Occupations Technology Program

Illustrated Guide to Medical Terminology, 2nd Ed.

ISBN # 9781305791206

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

Motion by J. Mondak, seconded by W. Burke, to review and comment on the following new textbook for the CTCLC Health Occupations Technology Program. (This new book replaces the **Career Development for Health Professions Success in School and on the Job 4th Ed (2 credit) that was being review from last month**) Textbook will be available for a 30 day review and comments at CTCLC beginning November 17, 2017. Motion for final adoption will be on the January, 2018 JOC Board Meeting Agenda.

Health Careers Today, 6th Edition

Author: Judith Gerdin, BSN. MS

Copyright: 2017

ISBN. 9780323280501

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

Motion by W. Burke, seconded by J. Mondak, to authorize the Administrative Director to enter into an agreement with NRG Controls North, Inc. to provide services to CTCLC for eight (8) 1st year and twelve (12) 2nd and 3rd year predictive and preventative maintenance visits per year. Cost is 1st Year \$6800.00 - 2nd Year \$10,200.00 - 3rd Year \$10,500.00 commencing November 1, 2017 thru June 30, 2020 - Attachment #3 supplemental minute book.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by W. Burke, seconded by P. Kolcharno, to authorize the CFO to enter into an agreement with Educational Computer System, Inc. (ECSI) to provide IRS Form 1098-T services to the CTCLC Practical Nursing Program. The contract is for a period of three (3) years and cost of the service is on a per form per student basis.- Attachment #4 supplemental minute book.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by W. Burke, seconded by J. Summa, to authorize the Administrative Director to approve a contract to design and deliver Math for the Trades instruction as defined by the NEPA Pre-Apprenticeship contract with the Luzerne Schuylkill Workforce Investment Board in partnership with the Lackawanna County Workforce Development Board at \$32 an hour for a maximum of 45 instructional hours and 10 preparation hours. - Attachment #5 supplemental minute book.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by H. Stachura, seconded by W. Burke, to authorize the Administrative Director to approve a contract to design and deliver Health Care Career Pathways instruction as defined by the Lackawanna County Strategic Innovation Grant contract with the Lackawanna County Workforce Development Board at \$38 an hour for a maximum of 90 instructional hours and 30 preparation hours.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

Motion by H. Stachura, seconded by P. Kolcharno, to approve the Administration's recommendation to approve the attached CTCLC Memorandum of Understanding - New Student/Parent Orientation - Attachment #6 supplemental minute book.

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

Motion by H. Stachura, seconded by W. Burke, to approve the Administration's recommendation to amend 2017-2018 CTCLC School Calendar changing the Wednesday prior to Thanksgiving to a half day.

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

Motion by P. Kolcharno, seconded by W. Burke, to approve the date and time for the CTC of Lackawanna County JOC Board Reorganization Meeting as Follows: Reorganization Session Date & Time December 5, 2017 - 7:00 pm Executive Session: 6:00 pm, Monthly JOC Board Meeting: 7:15 pm.

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

Motion J. Summa, seconded by J. Mondak, to approve the Administration's recommend to approve the attached revised Memorandum of Understanding between Pennsylvania College of Technology and Career Technology Center of Lackawanna County Penn College NOW Concurrent Enrollment Partnership - Attachment #A-7 supplemental minute book.

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

PERSONNEL ITEMS

Motion by P. Kolcharno, seconded by J. Summa, to approve the Administration's recommendation to appoint Jessica Ogonosky to the position of Long Term Secondary Mathematics Substitute Instructor effective October 25, 2017. This position is contingent upon verification of credentials, pre-employment drug testing and also having on file current clearances, otherwise the appointment will be null and void. Salary as per the Lackawanna County Area Vocational Technical Federation of Teachers Collective Bargaining Agreement.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

Motion by P. Kolcharno, seconded by J. Summa, to approve the Administration's recommendation to appoint Rosemary Earley to the position of substitute PN clinical Instructor pending receipt of pre-employment drug testing, current clearances and credentials. Salary based on a per diem rate per the Collective Bargaining Agreement Lackawanna County Area Vocational Technical Federation of Teachers

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

Motion by J. Jordan, seconded by W. Burke, to approve the Administration's recommendation to increase the starting rate for part time cafeteria workers to \$9.50/hr and to adjust//increase the hourly rate of other part time cafeteria workers by .50

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

Motion by J. Jordan, seconded by P. Kolcharno, to approve the Administration's recommendation to approve CTCLC School Field Experience: Kristin Evans - King's College - Fall 2017 (Current clearances on file).
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Jordan, seconded by H. Stachura, to accept the resignation of Wendy McCabe, part time cafeteria worker and to post for said position.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Summa, seconded by H. Stachura, to approve the Administration's recommendation to appoint Nicholas Guarino (West Scranton High School) CTCLC Computer Systems Technology student to the CTCLC Cooperative Education Training Program to work with the CTCLC Technology Specialist for the 2017-2018 school year at \$7.25/hr.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION: Ashley Bailey, Gibbons Ford - ACE
Christine Menichini, CTCLC Cosmetology Instructor

Motion by W. Burke, seconded by J. Jordan, to adjourn the regular meeting. Meeting adjourned at 08:00 pm.
Voice Vote-All Board Members voted yes. Motion carried 6-0

INFORMATION ITEMS:

Next Board Meeting Date and Time

Tuesday, December 05, 2017

Reorganization Meeting

Executive Session

Board Business Meeting

Informational Session to follow

Student Events

SkillsUSA District 1 Competitions LCCC - December 15, 2017

SkillsUSA District 1 Competitions Toyota - December 19, 2017

SkillsUSA District 1 Competitions LCCC - January 4, 2018

Career & Tech Education Week - February 2018

Community Awards Breakfast (SkillsUSA) - February 2018

National Vocational Technical Honor Society Induction TBA

Practical Nursing Graduation - March 15, 2018 - 6:30 pm

SkillsUSA Pennsylvania Leadership & Skills Conference - Hershey - April 18-19-20, 2018

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CTCLC Cooperative Education - School to Work Awards Banquet - April 26, 2018 - 6:00 pm
CTCLC Awards Night - May 24, 2018

Board Information

CTC of Lackawanna County Safety Meeting Minutes of October 17, 2017

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC