

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD
September 21, 2017

The September monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on September 21, 2017 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

Meeting was called order by Joseph Mondak, President at 7:02 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. James Timlin, Scranton
Mr. Hank Stachura, Lakeland
Five (5) Board Members present, Three (3) Board Members absent

Directors Absent

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

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 John P. Finnerty, Esq.

Others Absent: Judith G. Price, Esq., Solicitor, CTCLC

Visitors Present: Karla Carlucci, Supervisory of CTE, CTCLC, Kim Maholick, Paraeducator, CTCLC, Christine Pazzaglia, Paraeducator, CTCLC, and Leonard DeMarco.

Motion by J. Mondak, seconded by W. Burke to Approve Agenda – September 21, 2017.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by H. Stachura to Approve Minutes of Previous Special Meeting- July 31, 2017.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by P. Kolcharno to Approve Minutes of Previous Special Meeting- July 18, 2017.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by W. Burke to Approve Minutes of Previous monthly Meeting- June 29, 2017.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak seconded by P. Kolcharno to approve the Report of the Treasurer-Attachment #1 supplemental minute book.

ROLL CALL: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by J. Mondak, seconded by W. Burke, to Request Approval of Bills – July, August & September 2017-Attachment #2, supplemental minute book.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Personnel
Thursday, September 21, 2017
6:00-7:00 pm
Henry J. Dende Campus, Scranton, Pennsylvania

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

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment currently stands at 268 AM students and 405 returning PM students for a total of 673.
2. Jesse James, a senior from Lackawanna Trail High School, is the September Student of the Month. Mr. Moran, Computer Systems Instructor states, "Jess has been instrumental in getting the Computer Systems class ready for the school year. He is always the first to volunteer for any project and has excelled at teaching others the process." He is currently a CTC Student Mentor. In his spare time, Jesse enjoys quad running and fishing. After graduation, he plans to work as a Construction Foreman at Castle Concrete Construction. A listing of gift bag items and their sponsors is provided in your packet.
3. Renovation on the entrance area has begun.
4. Opening In-Service days were held on August 28 and 29. A dinner was provided for all staff on August 29 from 3:00-5:00PM.
5. New student/parent orientation day was held on Tuesday, August 29th starting at 5:30PM. Personalized post cards prepared by instructors were sent to new students in July. OneCall notifications were done one-week prior and two days prior to the event. Over 500 people were in attendance.
6. The donated flexographic print machine has been delivered and set up. The machine requires extraordinary power (125 Amp circuit) that is being installed.
7. A surprise inspection was conducted in the Cosmetology Salon by the state board. All items were found satisfactory and the inspector Passed our facility. Thirteen Cosmetology students graduated from the program last year and all have passed their state licensing exam and are working as licensed cosmetologists. Three students, Shelbe Scarborough, Senior, North Pocono, Regina Tochydlowski, Senior, Lakeland and Alexis Carmanno, Senior, Lakeland passed their "early bird" licensing exam.
8. The Children's Advocacy Center presented to morning and afternoon sessions on Wednesday, September 13. The sessions were informative and engaging. Three students came forward to report abuse and Childline referrals were made.
9. Two seniors, Jasmine Gomez, Forest City Regional and Jaylene Delossantos, Scranton High School passed their CNA licensing exam and are Certified Nurse Aids.
10. The Fall Occupational Advisory Committee dinner meeting has been scheduled for Thursday, November 2. Meeting slots are available from 4-6PM and from 7-9PM. A dinner will be served from 6:00-7:00PM. All JOC board members are invited to attend and are encouraged to participate in the committee meetings.
11. We will be administering the Computer Diagnostic Test (CDT) in mathematics to all AM students to capture data on the level of incoming students to inform our instruction.
12. Pre-NOCTI testing is scheduled throughout the month of October for seniors.
13. CTC has completed the process of becoming a Pearson VUE test center and we can now test our students for certifications and certain licenses. Initially, computer systems and soon to expand to Cosmetology, CNA and LPN and possibly PRAXIS.

14. Gibbons Ford has offered to sponsor CTC in Ford Motor Company's new ACE program. ACE stands for Automotive Career Exploration and the pilot program gives Technical Schools the ability to access many of Ford's technician training programs. Students can complete training modules and accumulate certificates through this program. We were notified today that Ford has accepted CTCLC as one of 32 schools nationwide in the program. Ashley Bechaver from Gibbons will speak to the board about this program next month.

SUPERINTENDENT OF RECORD: Mr. Bryan McGraw thanked the CTCLC Administration, Faculty and Staff for a great start to the 2017-2018 school year.

SOLICITOR: No Report

OLD BUSINESS: None

ACTION ITEMS

Motion by J. Mondak, seconded by H. Stachura, 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.

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

Motion carried 5-0

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

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

Motion carried 5-0

Motion by J. Mondak, seconded by W. Burke, to approve the fee for adults enrolled in various programs. The attached schedule is recommended for the Practical Nursing Program - Attachment #3 supplemental minute book.

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

Motion carried 5-0

Motion by J. Mondak, seconded by P. Kolcharno, to approve the CTCLC Bureau of Career and Technical Education Approved Program Evaluation (APE) Correction Plan and Status Update 2016-2017 - Attachment #4 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by W. Burke, to adopt the new textbook for the CTCLC Carpentry Program.

Carpentry-6th Edition-2013 ISBN: 978-0-8269-0809-4 by Leonard Koel.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by H. Stachura, 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.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by P. Kolcharno, to approve the Administration's recommendation to approve the CTCLC Student Handbook for the 2017-2018 school year.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by H. Stachura, to approve the Administration's recommendation to approve the attached CTCLC Meal Reimbursement Policy - Attachment #5 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by H. Stachura, to approve the Administration's recommendation to approve the attached Memorandum of Understanding - Individualized Professional Development - Attachment #6 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by P. Kolcharno, 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 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by H. Stachura, 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 supplemental minute book.

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

Motion carried 5-0

Motion by J. Mondak, seconded by H. Stachura, 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 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 5-0

PERSONNEL ITEMS

Motion by W. Burke, seconded by J. Mondak, 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.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by W. Burke, seconded by P. Kolcharno, to accept the resignation of Margaret Hynosky, PN Financial Aid Advisor effective July 27, 2017.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by W. Burke, seconded by J. Mondak, 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 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion W. Burke, seconded by P. Kolcharno, 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.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by W. Burke, seconded by J. Mondak, 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.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by W. Burke, seconded by P. Kolcharno, 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.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by P. Kolcharno, seconded by H. Stachura, 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.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by P. Kolcharno, seconded by W. Burke, 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.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by P. Kolcharno, seconded by H. Stachura, to approve the Administration recommendation to approve an increase for Kathy Czachor, Part Time ParaEducator to \$11.08 per hour effective August 28, 2017.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by P. Kolcharno, seconded by H. Stachura, 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.

Roll Call: Yes - Messrs. Stachura, Burke, Timlin, Kolcharno and Mondak.
Motion carried 5-0

Motion by H. Stachura, seconded by W. Burke, 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.

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

Motion carried 5-0

Motion by H. Stachura, seconded by P. Kolcharno, 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 and 2019-2020.

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

Motion carried 5-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION: None

Motion by W. Burke, seconded by H. Stachura, to adjourn the regular meeting. Meeting adjourned at 07:32 pm. Voice Vote-All Board Members voted yes. Motion carried 5-0

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

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC