

**CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD**  
**June 29, 2017**

The June monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on June 29, 2017 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

Meeting was called order by Joseph Mondak, President at 7:00 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. Hank Stachura, Lakeland  
Mr. John Jordan, Carbondale  
Five (5) Board Members present, Three (3) Board Members absent

**Directors Absent**

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

**Others Present:** Dr. Thomas Baileys, Administrative Director, CTCLC, Mr. James McHale, Chief Financial Officer, CTCLC and John P. Finnerty, Esq.

**Others Absent:** Mr. Bryan McGraw, Superintendent of Record, North Pocono, Mr. George Pelepko-Filak, Assistant Administrative Director, CTCLC and Judith G. Price, Esq., Solicitor

**Visitors Present:** None

Motion by J. Mondak, seconded by W. Burke to Approve Agenda – June 29, 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 Meeting May 18, 2017.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak seconded by J. Jordan to approve the Report of the Treasurer–Attachment #1 supplemental minute book.

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

Motion by J. Mondak, seconded by P. Kolcharno, to Request Approval of Bills – June–Attachment #2, supplemental minute book.

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

**ANNOUNCEMENT OF EXECUTIVE SESSION:** Executive Session for Personnel  
Thursday, June 29, 2017  
6:00-7:00 pm  
Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS** – Administrative Director:

- **SCHOOL NOTES** – Serena Fuller, Senior, West Scranton High School & CTCLC Health Occupations Technology Program
- **SCHOOL NOTES** – Brent Ross, Senior, Valley View SD & CTCLC Carpentry Program.
- CTCLC Senior Awards Night May 25, 2017

**COMMENTS BY VISITORS** (Agenda Items Only): None

**REPORT OF ADMINISTRATIVE DIRECTOR:** Attachment #1 supplemental minute book

1. CTC enrollment projection for 2017-2018 currently stands at 341 AM students and 382 returning PM students for a total of 723.
2. Renovation on the entrance area has begun.
3. State Gold medal winner, Serena Fuller traveled to Louisville, KY representing CTC and PA at the national Skills USA competition. Serena placed 5th nationally.
4. Mr. Pat McLane and Mr. Paul Georgetti redesigned the CTC Student Brochure and presented a conceptual design to Administration. Work on the Final copy and press production has begun. The "brochure" will be tightly integrated with an interactive web feature that highlights programs using the previously produced video segments. The Campaign tag line will be "It's not just High School, it's MY School."
5. New student/parent orientation day is set for Tuesday, August 29th starting at 5:30 PM. Personalized postcards have been prepared by instructors and will be sent to new students in July. OneCall notifications will be done one-week prior and two days prior to the event. All are welcome.

**SUPERINTENDENT OF RECORD:** Absent

**SOLICITOR:** None

**OLD BUSINESS:** None

**ACTION ITEMS**

Motion by J. Mondak, seconded by P. Kolcharno, to approve two (2) Administrators to attend the PACTA Study Tour in Cincinnati, Ohio from October 24 thru 27, 2017. Cost for registration, lodging, subsistence & travel is approximately \$1000 per Administrator

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

Motion carried 5-0

Motion by W. Burke, seconded by J. Jordan, to review and comment on the following new textbook for the CTCLC Carpentry Program. Textbook will be available for a 30 day review and comments at CTCLC beginning June 23, 2017. Motion for final adoption will be on the August 17, 2017 JOC Board Meeting Agenda. Drew Simpson, Local Carpenters Union is working on getting as many as 15 copies with workbooks donated. (CTCLC would need to purchase an additional 5 more to have enough for all students) . 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 P. Kolcharno, seconded by H. Stachura, to authorize the CFO to enter into the renewal Consultant Contract with Nutrition Inc. for the 2017-2018 school year for cafeteria related services. Cost is \$1,012.70 per month for 10 months commencing August 1, 2017 - Attachment #3 supplemental minute book.

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

Motion carried 5-0

Motion by H. Stachura, seconded by P. Kolcharno, to approve the Administration's recommendation to approve the attached Articulation Agreement between Johnson College and CTCLC awarding articulated credits for students completing the required courses - Attachment #4 supplemental minute book.

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

Motion by J. Jordan, seconded by H. Stachura, to authorize the CFO to approve the payment of contracts and pay current bills in accordance with usual practice, in order that all indebtedness of the school shall be kept current; since the July meeting may be suspended. The copies of this resolution and the payment under contract for bills are recorded in a memorandum for circulation among members of the Joint Operating Committee.

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

Motion by H. Stachura, seconded by P. Kolcharno, to approve the Administration recommendation to approve the attached Memorandum of Understanding between Career & Technical Centers and Sending School Districts & The Bureau of Career & Technical Education for Participation in the BCTE Technical Assistance Program for the 2017-2018 school year - Attachment #A-5 supplemental minute book.

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

Motion by J. Jordan, seconded by H. Stachura, to approve the revised Policy #246 School Wellness - Attachment #A-6 supplemental minute book.

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

Motion by J. Mondak, seconded by W. Burke, to approve the Administration's recommendation to approve the attached Articulation Agreement between Culinary Institute of American (CIA) and Career Technology Center of Lackawanna County for students who successfully complete two years of the culinary arts program to enter the degree program at the CIA with advanced standing - Attachment #A-7 supplemental minute book.

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

Motion by W. Burke, seconded by J. Jordan, to ratify the approvals by the consortium school boards for 2017-2018 CTC of Lackawanna County Budget. Eight school districts, Carbondale Area, Dunmore, Forest City Regional, Lakeland, Mid Valley, North Pocono, Scranton and Valley View have returned affirmation resolutions for its adoption.

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

Motion by P. Kolcharno, seconded by H. Stachura, to review and comment on the following new textbook for the CTCLC Computer Systems Program. Textbook will be available for a 30 day review and comments at CTCLC beginning June 30, 2017. Motion for final adoption will be on the August 17, 2017 JOC Board Meeting Agenda. 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 H. Stachura, seconded by W. Burke, to authorize the CFO to enter into a renewal contract with Schoolwires, Inc for the CTCLC website for the period July 1, 2017 thru June 30, 2018 in the amount of \$3915.04

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

**PERSONNEL ITEMS**

Motion by J. Mondak, seconded by W. Burke, to accept the resignation of Richard Humphrey, Automotive Technology Instructor effective June 12, 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 approve the Administration's recommendation to appoint Cody Mowery to the position of Temporary Project Supervisor for Summer 2017 at the rate of \$19.00 per hour effective May 31, 2017.

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

Motion by P. Kolcharno, seconded by W. Burke, to approve the Administration's recommendation to appoint Ren Petrauskas to the 12 month position of CTC of Lackawanna County/Mid Valley School District Operations Supervisor at a salary of \$47,000. This position is an Act 93 position.

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

Motion by J. Jordan, seconded by P. Kolcharno, to approve the Administration's recommendation to appoint/transfer Jill Mathewson PN Substitute Faculty to fill the position of PN Part time Faculty effective with the 2017-2018 school year.

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

Motion by J. Mondak, seconded by W. Burke, to return Mrs. Lisa Bieri to the position of Coordinator of Special Education (190 days) as per the agreement governing her current position, effective July 1, 2017. Salary to be \$61,212 with up to 20 additional per diem days as directed by the Administrative Director. Reconciliation of accumulated vacation days to be at the discretion of the Administrative Director.

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

Motion by W. Burke, seconded by J. Jordan, to adjust the salary of Jenine Ikeler, Career Resource Coordinator by \$5000 effective July 1, 2017.

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

**NEW BUSINESS:** None

**COMMENTS FROM VISITORS:** Mr. Thomas Czachor, SkillsUSA Advisor expressed his thank you to the JOC Board for allowing himself and Kathy Czachor 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. Serena Fuller placed 5th nationally.

**PROGRAM PRESENTATION: Karla Carlucci, NEIU 19**

Motion by J. Jordan, seconded by P. Kolcharno, to adjourn the regular meeting. Meeting adjourned at 07:30 pm.

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

**INFORMATION ITEMS**

**Next Board Meeting Date and Time**

Thursday, August 17, 2017

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

**Student Events**

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

First Day for Students - August 30, 2017

**Board Information**

Respectfully submitted,

William Burke  
Secretary  
CTC of Lackawanna County JOC