

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD
May 18, 2017

The May monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on May 18, 2017 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

Due to the absence of the Board President, the meeting was called to order by Linda Zefran, Vice-President at 7:03 pm.

The group joined in the Pledge of Allegiance.

Directors Present

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. Hank Stachura, Lakeland

Six (6) Board Members present, Two (2) Board Members absent

Directors Absent

Mr. Joseph Mondak, Valley View (President)

Mr. John Jordan, Carbondale

Others Present: Mr. Bryan McGraw, Superintendent of Record, North Pocono, Dr. Thomas Baileys, Administrative Director, CTCLC, George Pelepkow-Filak, Assistant Administrative Director, CTCLC, Mr. James McHale, Chief Financial Officer, CTCLC and Judith G. Price, Esq., Solicitor

Visitors Present: None

Motion by W. Burke, seconded by P. Kolcharno to Approve Agenda – May 18, 2017.

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

Motion by J. Summa, seconded by H. Stachura Approve Minutes of Previous Meeting March 30, 2017.

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

Motion by W. Burke, seconded by P. Kolcharno to approve the Report of the Treasurer-Attachment #1 supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

Motion by W. Burke, seconded by J. Summa, to Request Approval of Bills – April & May 2017-Attachment #2, supplemental minute book.

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Negotiations, Personnel and Legal Issues
Thursday, May 18, 2017
6:00-7:00 pm
Henry J. Dende Campus, Scranton, Pennsylvania

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.
- 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.

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment for 2016-2017 currently stands at 223 AM students and 377 PM students for a total of 600. Approximately 174 Senior students will be leaving and approximately 330 new students have been admitted for 2017-2018.
2. CTC Student of the Month for April is Ryan Doherty, a senior from Carbondale Area High School in the Service Occupations Program. Ryan comes every day ready to work and stays focused on his tasks. Ryan does an exceptional job in his co-op position working with the CTC maintenance staff. He exemplifies what a hard working and determined individual is. In his spare time, Ryan enjoys football and building model cars. After graduation he will be attending Hiram G Andrews Center and Commonwealth Technical Institute.
3. CTC student of the month for May is Isabel Lopez, a junior from Holy Cross High School, in the Computer Systems Technology Program. Isabel is always looking for a challenge, and eager to learn new concepts. At Holy Cross, Isabel competed in the Pennsylvania Junior Academy of Science, is the vice president of the pro-life club, and is on the yearbook staff. She recently won third place while competing for CTC at the Northeastern Educational Intermediate Unit's regional computer fair for design. After high school Isabel plans on obtaining her Bachelor's Degree in Computer Forensics.
4. The PSBA regional Town Hall meeting was held at CTC on May 15th. Approximately 20 local board members and superintendents attended.
5. Ms. Ikeler hosted a College/Union fair for CTC juniors and seniors on May 4th. Seventeen groups were represented. The Carpenter's Union participated in the fair and donated a set of new textbooks to the carpentry program saving CTC considerable money.
6. Mr. Kyle Linko, Welding Program Instructor was awarded the Howard E. Adkins Memorial Instructor District Award as Welding Teacher of the Year by the Lehigh Valley Section of the American Welding Society for the second year in a row.
7. The Cosmetology "Total Look" competition and show is being held this evening at CTC.
8. Five Seniors in Cosmetology have successfully completed their state boards, an additional five have completed their hours and have state board exams scheduled and an additional three are still working on completing their hours.
9. HOT Blood Drive collected 35 units with 53 potential donors presenting and met their scholarship requirement. Donated scholarship funds are used by the HOT students to offset the cost of their CNA licensing exams.

10. 2017 NOCTI written test results have been received and are being analyzed. ALL programs had class averages above the state Competent level; all but 3 programs had class averages above the state Advanced level. Five programs had class averages above 80%. Mr. Linko's Welding class had the highest average of 82%. Congratulations to all of our seniors and their instructors for their hard work and success.
11. The PDE Approved Program Evaluation was completed in March. CTC received six citations and five commendations. The citations were all very minor and all paperwork items. The commendations were for our work on improving Occupational Advisory Committees, Mentor Program, Professional Development, Data Analysis (Performance Indicators) and Local Advisory Committee efforts.
12. Building Mechanics Trades students constructed and set up a scent wall for the Scranton Police Department canine unit to use for training.
13. Service Occupations visited the Lowe's Distribution Center on May 5 with their Teacher and Lab Assistant.
14. 34 Student Ambassadors visited the 9/11 Memorial on a Leadership Trip organized by Ms. Ikeler.
15. 15 Seniors from the Culinary Program visited the Culinary Institute of America in April.
16. CTC Students won medals in six categories at the state-level SkillsUSA competition in April. The students and their awards are listed below:
 - a. Serena Fuller - Gold Medal - Medical Terminology. Serena will be advancing to the National competition in June.
 - b. Colin Johnson, Saleem Pearson, Hunter Penn, Noah Barton, Matt Nemeth and Joshua Notari - Silver Medal - Chapter Business Procedure team.
 - c. Anna Nulter - Bronze Medal - Building Maintenance
 - d. Anne (Toni) Azevedo - Bronze Medal -Graphic Communications
 - e. Joe Harrington - Bronze Medal - Information Services Technology
 - f. Dave Acevedo - Bronze Medal - Telecommunications Cabling
17. Two seniors will be honored on Awards Night for perfect attendance at CTC over three years:
 - a. Dillan Keiper - Building Mechanics - North Pocono
 - b. Kodie Huston - Plumbing and Heating - Carbondale
18. Senior Sendoff will be held at CTC on Monday afternoon, May 22.
19. Fourteen Computer Systems students received their PC Pro Certification, CTC will become a Certified Testing Center for Computer Industry exams.
20. Kim Mehalick, para-educator, organized the CTC team for the Color-me-rad 5K charity race in Scranton on May 13th.
21. Three students from the Culinary Program successfully completed the ServSafe certification.
22. Fourteen Protective Services students completed First Aid/CPR certification.
23. HOT Instructor Tammy Bauman is a finalist in the Teacher of the Year contest from Matt Burne Honda. The winning teacher gets a 2017 Honda Civic. The winning nominating student gets a \$2500 scholarship. Ms. Bauman was nominated by two individual students.

SUPERINTENDENT OF RECORD: None

SOLICITOR: None

OLD BUSINESS: None

ACTION ITEMS

Motion by H. Stachura, seconded by W. Burke, to approve the proposed calendar for the Career Technology Center of Lackawanna County for the 2017-2018 school year - Attachment #3 supplemental minutes book. Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Summa, seconded by P. Kolcharno, 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

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

Motion by P. Kolcharno, seconded by W. Burke, to adopt the new textbooks for the CTCLC Health Occupations Technology Program.

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

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

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

Motion by L. Zefran, seconded by W. Burke, 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 supplemental minute book

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

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

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

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

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

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

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

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

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

Motion by L. Zefran, seconded by W. Burke, to approve the Administration's recommendation to approve a proposal with CC Cleaning. The proposal and quote for this service to be distributed supplemental minute book.

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

Motion by H. Stachura, seconded by W. Burke, 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 supplemental minute book

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

Motion by J. Summa, seconded by J. Timlin, 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.

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

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

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

Motion by W. Burke, seconded by L. Zefran, 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

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

Motion by L. Zefran, seconded by P. Kolcharno, 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.

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.

Motion carried 6-0

PERSONNEL ITEMS

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

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

Motion by J. Summa, seconded by H. Stachura, 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 supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by P. Kolcharno, seconded by W. Burke, to authorize the Administrative Director to approve the hiring of part time summer help - (1) one technology assistant and (5) five custodians.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by W. Burke, seconded by J. Summa, to approve the Administration's recommendation to hire Jacob Cianci for Summer Help in the Technology Department at \$10.00 per hour effective May 8, 2017.

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.
Motion carried 6-0

Motion by L. Zefran, seconded by H. Stachura, 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.

Roll Call: Yes-Mrs. Zefran. Messrs. Stachura, Burke, Timlin, Summa, and Kolcharno.
Motion carried 6-0

Motion by H. Stachura, seconded by J. Summa, 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.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Summa, seconded by P. Kolcharno, 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.
Voice Vote-All Board Members voted yes. Motion carried 6-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION: Karla Carlucci, NEIU 19

Motion by W. Burke, seconded by P. Kolcharno, to adjourn the regular meeting. Meeting adjourned at 07:50 pm.
Voice Vote-All Board Members voted yes. Motion carried 6-0

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

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC