

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD
March 30, 2017

The March monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on March 30, 2017 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 7:03 pm.

The group joined in the Pledge of Allegiance.

Directors Present

Mr. Joseph Mondak, Valley View (President)
Mrs. Linda Zefran, Forest City (Vice-President)
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

Mr. William Burke, North Pocono (Secretary)
Mr. James Timlin, Scranton
Mr. John Summa, Dunmore

Others Present: Dr. Thomas Baileys, Administrative Director, CTCLC, Mr. James McHale, Chief Financial Officer, CTCLC and Judith G. Price, Esq., Solicitor

Absent: Mr. Bryan McGraw, Superintendent of Record, North Pocono and George Pelepko-Filak, Assistant Administrative Director, CTCLC

Visitors Present: None

Motion by J. Mondak, seconded by L. Zefran to Approve Agenda – March 30, 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 February 16, 2017.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by J. Mondak, seconded by L. Zefran to approve the Report of the Treasurer-Attachment #1 supplemental minute book.

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

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

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

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Negotiations, Personnel and Legal Issues
Thursday, March 30, 2017
6:00-6:33 pm
Henry J. Dende Campus, Scranton, Pennsylvania

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 & Alicia 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.

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

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

1. CTC enrollment for 2016-2017 currently stands at 226 AM students and 378 PM students for a total of 604.
2. CTC Student of the Month for March is Seth Dolan, a senior student in the Collision Repair Technology program from Scranton High School. Seth currently has a 90 average in the program and in his spare time he enjoys riding motorcycles and quads.
3. Approximately 100 West Scranton High School interested 9th Grade students toured CTC on February 24th in the afternoon. Many students are shadowing our programs: almost every morning. Student selection for 2017-2018 is in progress.
4. Ms. Ikeler and Mr. Georgetti attended the Career Fair at Lakeland High School on March 23.
5. The PA Dept of Education ESSA public education tour event at CTC is scheduled for April 4, 2017 at 4:00 PM. All board members are encouraged to attend.
6. The annual Co-operative Education dinner, hosted by Mr. Bishop, Co-op Advisor, will be held at CTC on April 27 beginning at 6:30. All board members are invited and encouraged to attend.
7. Shauna Walsh, West Scranton passed the state cosmetology licensing exam and is completing her hours.
8. National Technical Honor Society induction will be held on April 5, 2017 at 7:00 PM. All board members are invited and encouraged to attend.
9. Approved Program Evaluation (339 Review) is ongoing; exit conference tomorrow 3/31 at 11:00 AM.
10. Today is CASUAL Day (Colon Cancer awareness). HOT students led by Ashley Taroli, Scranton High School, raised \$1015 for this cause.
11. HOT students will be conducting a blood drive at CTC on April 19 in conjunction with Geisinger. This is a fundraising effort by the students to help offset the cost of their CNA licensing exams.
12. CTC Ambassadors will be traveling to NYC on April 27th to visit the 9/11 Museum. The Ambassadors program is operated by Ms. Ikeler.
13. County Commissioners O'Malley and Cummings visited CTC on March 1st to recognize SkillsUSA award winners.
14. The Video Presentation System was installed during the week of March 13th and is operational. We are very pleased with the outcome and thankful to the JOC Board for their support of this initiative.
15. The 2017 Arts Alive event will be held at CTC this year during the month of July.

16. The NEIU iCreate STEM camps will be held at CTC this year during the month of July.
17. Mrs. Bauman and Mrs. Casey, HOT Instructors received training on our new simulator mannequins this week. This equipment was purchased with grant funding that also paid for the training.
18. I attended the National Policy Seminar in Washington, D.C. on March 12 & 13 on behalf of the Eastern Region of PACTA along with two other Directors from the Eastern Region. We met with the staffs of seven PA legislators to advocate for the Perkins renewal and other CTE initiatives. Our visit was cut short due to the snowstorm.
19. Mr. Filak and I attended the Temple Director's Academy in Philadelphia on March 23 and 24. The meetings were informative and beneficial.

SUPERINTENDENT OF RECORD: Absent

SOLICITOR: None

OLD BUSINESS: None

ACTION ITEMS

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

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

Motion P. Kolcharno, seconded by H. Stachura, 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 supplemental minute book

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

Motion by J. Jordan, seconded by H. Stachura, to approve a request from Thomas Czachor, SkillsUSA Advisor and two (2) CTCL 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.

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

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

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

Motion by L. Zefran, seconded by J. Mondak, to review and comment on the following new textbook for the CTCLC Health Occupation 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

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

Motion by J. Mondak, seconded by L. Zefran, 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 supplemental minute book.

ROLL CALL: Yes-Mrs. Zefran. Messrs. Jordan, Stachura, Kolcharno and Mondak.

Motion carried 5-0

Motion by P. Kolcharno, seconded by H. Stachura, 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 supplemental minute book.

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

Motion by J. Jordan, seconded by L. Zefran, 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 supplemental minute book

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

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

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

Motion by J. Mondak, seconded by L. Zefran, 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)

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

Motion by J. Mondak, seconded by L. Zefran, to approve the attached CTCLC Local Advisory Committee Membership as per the recommendation of the Administrative Director – Attachment #A-7 supplemental minute book.

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

Motion J. Mondak, seconded by L. Zefran, to approve the attached CTCLC Occupational Advisory Committees Membership as per the the recommendation of the Administrative Director – Attachment #A-8 supplemental minute book.

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

Motion by J. Mondak, seconded by L. Zefran, to approve the attached Welding Program Articulation Agreement between Johnson College and Career Technology Center of Lackawanna County - Attachment #A-9 supplemental minute book.

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

Motion by J. Mondak, seconded by L. Zefran, 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 supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 5-0

PERSONNEL ITEMS

Motion by L. Zefran, seconded by H. Stachura, 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.
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by H. Stachura, seconded by L. Zedran, 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 supplemental minute book.

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

Motion by J. Mondak, seconded by L. Zefran, to approve the Administration's recommendation to approve an increase for Jared O'Hearn, Part Time Custodian to \$11.00 per hour effective July 1, 2016.

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

Motion by J. Mondak, seconded by J. Jordan, to approve the Administration's recommendation to approve a 3.5% increase for William R. Burke and Margaret F. Hynosky, PN Financial Aid Consultants to \$45.54 per hour effective July 1, 2016.

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

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION: Jenine Ikeler, Career Resource Coordinator & Rebecca Hayden, Graphics Communications Technology Instructor

Motion by H. Stachura, seconded by P. Kolcharno, to adjourn the regular meeting. Meeting adjourned at 08:05 pm.
Voice Vote-All Board Members voted yes. Motion carried 5-0

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

CTC of Lackawanna County

March 30, 2017

Page 6-6

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

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC