

**CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD**  
**December 20, 2018**

The December monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on December 20, 2018 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 7:20 pm.

The group joined in the Pledge of Allegiance.

**Directors Present**

Mr. Joseph Mondak, Valley View (President)  
Mr. Hank Stachura, Lakeland (Vice President)  
Mr. William Burke, North Pocono (Secretary)  
Mr. Peter Kolcharno, Mid-Valley (Treasurer)  
Ms. Katie Gilmartin, Scranton

Five (5) Board Members Present, Three (3) Board Members Absent

**Directors Absent**

Mr. John Summa, Dunmore  
Mr. Stephen Ursich, Forest City  
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., Solicitor, CTCLC.

**Visitors Present:** Karla Carlucci, Supervisor of CTE, CTCLC

Motion by J. Mondak, seconded by W. Burke, to Approve the Agenda - December 20, 2018.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by W. Burke seconded by P. Kolcharno, to Approve Minutes of previous Meeting- November 20, 2018.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

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

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

Motion by P. Kolcharno, seconded by H. Stachura to Request Approval of Bills - December 2018-Attachment #2, supplemental minute book.

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

ANNOUNCEMENT OF EXECUTIVE SESSIONS: Personnel & Legal Issues  
Thursday, December 20, 2018 - 06:30-07:10 pm  
Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS** - Administrative Director

- SCHOOL NOTES - CTCLC students from Health Occupations Technology Program qualified to participate in a dual enrollment program with Pennsylvania College of Technology.
- SCHOOL NOTES - CTCLC students from Commercial and Advertising Design and Digital Communications will exhibit their design and illustration work at Wonderstone gallery in Dunmore for the month of December.

- SCHOOL NOTES - Jonathan Oakley, Senior Lakeland High School & CTCLC Collision Repair Program.
- CTCLC receives \$16K state grant.
- 6th Annual McAndrew Family Cookies for Kids' Cancer Holiday Bake Sale which raised money for Luca Burgio.
- Manufacturing Tour - A Sweet Field Trip for CTCLC students.

**COMMENTS BY VISITORS:** None

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

1. CTC enrollment currently stands at 672.
2. Kayla Reed, a Health Occupations Technology senior from Scranton High School is the CTC Student of the Month for November. Kayla is a Certified Nurse Aide and has been overcoming some very challenging situations in her life while maintaining good grades and excellent performance at her co-op placement. Kayla received a 95 for the first quarter for co-op and her employer performance reviews have been stellar. In addition to working two jobs, Kayla has assumed the role of primary caregiver for her siblings. Kayla participated in the CTC Blood Drive, has been nominated for NTHS, is enrolled in the Penn. College Now dual enrollment program and plans to attend college to become a Physician's Assistant after graduation.
3. CTC was awarded a Competitive Equipment Grant from the Pa. Dept. of Education of \$16,733. This grant will be used for two welders for the Welding program and a press tool for the Plumbing program. This is a matching grant and Capital Reserve funds will be used for the match.
4. CTC's Practical Nursing program held their 84<sup>th</sup> Commencement exercise on December 6. 28 New nurses were pinned.
5. CTC is applying for a PA Smart Pre-Apprenticeship grant proposing to develop an approved, registered pre-apprenticeship program for Automotive Service Technicians. Mrs. Stepanovich is preparing that grant.
6. Gibbons Ford, in conjunction with Ford Motor Company, donated a 2012 Ford Focus to the Automotive Repair program for use by students in the lab. WNEP sent a crew and filmed the event and interviewed instructors and students.
7. Regional SkillsUSA competitions have completed. CTC won 19 Gold, 15 Silver, and 12 Bronze medals. A complete listing with student names and sending schools has been provided to Directors and Superintendents.
8. Parent portal letters were sent with progress reports. The CTC Parent Portal is now open for all CTC students.
9. Santa's Snippers raised \$2600 in client services and over \$10,000 with corporate sponsors included. This community service project benefits the Women's Resource Center
10. Cookies for Kids' Cancer raised over \$6000 for a local student battling leukemia and approximately an additional \$6000 for the national charity.
11. Kadin Hazleton, Mid Valley is one of the first sophomore students to earn his OSHA 10 certification this year in welding.
12. Ms. Menichini is super excited to announce that Grace Wallo, a senior at Mid Valley School District, passed her "early bird" Cosmetology exam.
13. Students in Digital Communications and Commercial and Advertising Design visited Kings College to shadow communications students and learn about the new articulation agreement opportunities.
14. Santa and his elves visited the CTC Masonry shop yesterday and posed for pictures by the annual brick fireplace with the preschool students from the Head Start program.

**SUPERINTENDENT OF RECORD:** No Report

**SOLICITOR:** No Report

**OLD BUSINESS:** None

**ACTION**

Motion by J. Mondak, seconded by W. Burke, to adopt the new textbook for the CTCLC Protective Services Program - Criminal Justice Today: An Introductory Text for the 21st Century, (High School Edition) Fourteenth Edition © 2017  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by W. Burke, seconded by J. Mondak, to authorize the Administrative Director to approve the following student trips: SkillsUSA District I Competition, Johnson College, December 10, Wilkes Barre CTC, December 13, and Luzerne County Community College, December 14, 2018.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by H. Stachura, seconded by P. Kolcharno, to allow the CTCLC School Nurse to acquire, store and administer the opioid overdose medication Naloxone in accordance with the standing physician's order on file.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by P. Kolcharno, seconded by H. Stachura, to approve the 2019-2022 Comprehensive Strategic Plan for review. The plan approval will be at the January board meeting. The plan can be accessed on the CTCLC website.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

Motion by K. Gilmartin, seconded by P. Kolcharno, to authorize the Administrative Director to enter into a new 63 month copier lease agreement with Toshiba that is beneficial to the CTCLC.

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

Motion by J. Mondak, seconded by W. Burke, to authorize the Administrative Director to accept the lowest bid on the Wireless Computerized Measuring System for use in Collision Repair lab.

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

**PERSONNEL ITEMS** - None

**NEW BUSINESS:** None

**COMMENTS FROM VISITORS:** Karla Carlucci, Supervisor of CTE wishes everyone a Merry Christmas and Happy New Year.

**PROGRAM PRESENTATION** - None

Motion by J. Mondak, seconded by W. Burke, to adjourn the regular meeting. Meeting adjourned at 7:44 pm.  
Voice Vote-All Board Members voted yes. Motion carried 5-0

**INFORMATION ITEMS:**

**Next Board Meeting Date and Time**

Thursday, January 24, 2019

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

CTC of Lackawanna County

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**Student Events**

SkillsUSA District 1 Competitions - December 2018

Brooks Harper Enterprises Booking Agreement - January 21-22, 2019

Community Awards Breakfast (SkillsUSA) February 2019

Career & Tech Education Week - February 2019

National Vocational Technical Honor Society Induction TBA

SkillsUSA Pennsylvania Leadership & Skills Conference - April, 2019

CTCLC Cooperative Education - School to Work Awards Banquet - April 2019

CTC of Lackawanna County Awards Night - May 23, 2019

Practical Nursing Graduation - June 2019 - 6:30 pm

**Board Information**

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC