

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD
November 20, 2018

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

The meeting was called to order by Joseph Mondak, President at 7:05 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
Mr. John Summa, Dunmore
Six (6) Board Members Present, Two (2) Board Members Absent

Directors Absent

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: None

Motion by J. Mondak, seconded by W. Burke, to Approve the Agenda - November 20, 2018.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Mondak seconded by P. Kolcharno, to Approve Minutes of previous Meeting- October 18, 2018.
Voice Vote-All Board Members voted yes. Motion carried 6-0

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

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak
Motion carried 6-0

Motion by J. Mondak, seconded by J. Summa, to Request Approval of Bills – November 2018-Attachment #2, supplemental minute book.

Roll Call: Yes - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak
Motion carried 6-0

ANNOUNCEMENT OF EXECUTIVE SESSIONS: Personnel & Legal Issues
Thursday, November 20, 2018 - 06:00-07:00 pm
Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS - Administrative Director

- Brian Fulton's Day in History: 50 Years Ago - 9 Districts Support Area Vo-Tech

COMMENTS BY VISITORS: None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment currently stands at 680.
2. Joanna VanDunk, from Mr. McLane's Commercial and Advertising Design Classroom is the CTC Student of the Month for October. Joanna was selected not only for her active participation in her new class, for whom she organized a potluck dinner so that they can all get to know one another, but she is also actively involved in both school and extracurricular activities, including being in her church youth group. She has participated in fellowship building activities and community service and even has used her training in graphic design to create a logo for the church that is being utilized for promotional materials. Mr. McLane has stated that Joanna is constantly striving to promote a positive and inclusive culture within the class. And these are just some of the examples of what she has done to promote a positive influence both in and out of the classroom. Congratulations to Joanna on her accomplishment and for serving as a great example of what helping others looks like!
3. Two Computer Systems students earned certifications this month. Colby Kogan, NPSD earned his PCPro Certification and Nate Webbe, NPSD earned his CompTIA IT Fundamentals Certification.
4. Jonathan Oakley, Collision Repair Technology sophomore student from Lakeland SD is the first student at CTC to earn a full I-CAR certification, Introduction to Collision Repair Series. This includes successful completion of 14 sub-modules of this certification series.
5. Plumbing student Alec Yanisco was recognized as Citizen of the Year for helping to search for and find a missing person in Dunmore last year.
6. CTC Student Ambassadors collected a significant amount of food for the Feed-A-Friend food drive. Team Welding was awarded a pizza party for having the most donations, compliments of the Administrators.
7. Dr. Carlucci and several student ambassadors assisted at the Scranton Cultural Center preparing food (peeling potatoes) for the annual Friends of the Poor Thanksgiving dinner.
8. Cosmetology will be hosting the Santa's Snippers fundraiser on December 2 at CTC with all funds benefitting the Women's Resource Center.
9. The McAndrew Family's annual Cookies for Kids Cancer fundraiser will be held at the CTC on Dec. 9. This year, half of the funds raised will go directly to support the family of Luca Burgio, a Dunmore student with leukemia. Additionally, a basket raffle will be held to support the student and his family.
10. Mr. Linko and some of his Team Welding students took their community service on the road this month and re-attached the head of a metal turtle for the Heritage Trail in Scranton.
11. Mr. Sheridan and his masonry students continued their work on the front entrance improvements. During the month they completed construction of the feature wall, poured some additional sidewalk sections and sealed the new concrete sidewalks.
12. Fall Occupational Advisory Committee meetings were held for almost all programs. A dinner meeting was held on November 1 with approximately 140 in attendance.
13. The CTC Renovation Project audit has begun to satisfy the PLANCON requirements. Following the audit we will submit Plancon J and upon approval will be in the queue for annual reimbursements. Total reimbursements to districts is expected to be \$5.23 million dollars.
14. I attended a Foundations workshop at PSBA on November 13th at PSBA. CTC will be starting the process of forming a charitable foundation.
15. I attended a NOCTI Data Analysis workshop at Penn State on November 19th. Mr. Todd Luke presented several additional data analysis tools to assist instructors in identifying instructional improvements. Several industry certification providers are granting their certifications for NOCTI achievement.

16. CTC was awarded a Supplemental Equipment Grant from the Pa. Dept. of Education of approximately \$25,000. This grant will be used primarily for upgrades to equipment in the Collision Repair Program.

SUPERINTENDENT OF RECORD: No Report

SOLICITOR: No Report

OLD BUSINESS: None

ACTION

Motion by J. Mondak, seconded by H. Stachura, to adopt the new textbook for the CTCLC Digital Communications Program. Digital Media Concepts and Applications, 4th Edition - ISBN10: 1-305-66172-9 - Authors: Crews/Bean May - ©2017.

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

Motion by J. Mondak, seconded by W. Burke, to review and comment on the following new textbook for the CTCLC Protective Services Program. Textbook will be available for a 30 day review and comments at CTCLC beginning November 16, 2018. Motion for final adoption will be on the December 20, 2018 JOC Board Meeting Agenda. 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 6-0

Motion by J. Mondak, seconded by P. Kolcharno, to authorize the Administrative Director to approve a contract to design and deliver Health Care Career Pathways instruction as defined by the Lackawanna County Strategic Innovation Grant project with the Lackawanna County Workforce Development Board at \$38 an hr. for a maximum of 90 instructional hours and 30 preparation hours.

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak

Motion carried 6-0

Motion by W. Burke, seconded by K. Gilmartin to approve the Administration's recommendation to approve the attached Non-NATEF Automotive/Diesel Articulation Agreement between Universal Technical Institute (UTI) and CTC of Lackawanna County.- Attachment #3 supplemental minute book.

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 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 H. Stachura, seconded by P. Kolcharno, to approve the Administration's recommendation the attached PA Department of Transportation Emissions Inspector Certification (EIC) 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 H. Stachura, seconded by W. Burke, to approve the Administration's recommendation to change the UGI Energy Services, LLC Current Rate Election from DS to the New Rate Election of LFD - Attachment #4 supplemental minute book.

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

Motion by K. Gilmartin, seconded by J. Summa, to authorize the Administrative Director and Chief Financial Officer to enter into an agreement to provide natural gas and electric to CTC of Lackawanna County for a future period. The date of the signing of the agreement will be based on a market price for natural gas and electric that will be considered financially advantageous to CTCLC.

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak
Motion carried 6-0

Motion by K. Gilmartin, seconded by P. Kolcharno, to authorize the Chief Financial Officer to transfer RACP Grant proceeds of \$24,931 from member school districts to the CTCLC capital reserve account for us in the completion of the CTCLC capital projects.

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

Motion by P. Kolcharno, seconded by H. Stachura, to approve the date and time for the CTC of Lackawanna County JOC Board Reorganization Meeting as follows: Reorganization Session Date & Time Thursday, December 20, 2018 at 7:00 pm, Executive Session: 6:30 pm, Monthly JOC Board Meeting: 7:05 pm.

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

PERSONNEL ITEMS

Motion by P. Kolcharno, seconded by W. Burke, to approve the Administration's recommendation to appoint Gina Troianiello to the CTCLC Day to Day Instructional Substitute List for All Vocational Areas for the 2018-2019 school year.

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 appoint Alexandra Zero to the position of Career Resource Coordinator. as part of the CTCLC Act 93 Administrative Team. This position is contingent upon verification of credentials, pre-employment drug testing and also having on file current clearances, otherwise the appointment will be null and void. This position is 12 months with an annual salary of \$40,000.

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak
Motion carried 6-0

Motion by J. Summa, seconded by W. Burke, to approve the Administration's recommendation to appoint Nicole Gaetano to the position of Secondary School Counselor. This position is contingent upon verification of credentials, pre-employment drug testing and also having on file current clearances, otherwise the appointment will be null and void. Salary as per the Lackawanna County Area Vocational Technical Federation of Teachers Collective Bargaining Agreement.

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION - Administrative Director's Goals Presentation

Motion by W. Burke, seconded by J. Summa, to adjourn the regular meeting. Meeting adjourned at 7:40 pm.
Voice Vote-All Board Members voted yes. Motion carried 6-0

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, December 20, 2018

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

Student Events

Practical Nursing Graduation - December 6, 2018 - 6:30 pm

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