

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

The September monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on September 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. William Burke, North Pocono (Secretary)

Mr. Peter Kolcharno, Mid-Valley (Treasurer)

Ms. Katie Gilmartin, Scranton

Mr. John Summa, Dunmore

Mr. Stephen Ursich, Forest City

Six (6) Board Members Present, Two (2) Board Members Absent

**Directors Absent**

Mr. Hank Stachura, Lakeland (Vice President)

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:** Dr. Karla Carlucci, Supervisor of CTE, CTCLC

Motion by J. Mondak, seconded by W. Burke, to Approve the Agenda - September 20, 2018.

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

Motion by J. Mondak seconded by S. Ursich, to Approve Minutes of previous Meeting- August 16, 2018.

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

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

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

Motion carried 6-0

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

Roll Call: Yes - Mme. Gilmartin. Messrs. Ursich, Burke, Summa, Kolcharno and Mondak..

Motion carried 6-0

**ANNOUNCEMENT OF EXECUTIVE SESSIONS:** Personnel Issues

Thursday, September 20, 2018 - 06:30-07:20 pm

Thursday, September 20, 2018 - 07:40-08:20 pm

Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS** – Administrative Director: None

**COMMENTS BY VISITORS:** None

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

1. CTC enrollment currently stands at 690.
2. New Student/Parent Orientation was held at CTC on Tuesday evening, August 28, from 5:30 – 8:30PM. The cafeteria was again filled and an estimated 500 people participated.
3. The Middle States Accreditation application was submitted and we are awaiting an accreditation visit.
4. Competitive Equipment Grant (\$1M) applications and Supplemental Equipment Grant (\$2.5M) applications have been released and are being prepared by Colleen Stepanovich for the 18-19 school year funding cycle. Competitive Equipment grants are very limited and have strict program requirements.
5. A successful in-service was held on August 27 and 28. Attorney Andy Faust addressed the staff regarding special education law as it applies to Career and Technical Education students.
6. Selected students from the construction trades will be visiting Penn College on October 18, 2018 to participate in the PA Build My Future program.
7. On Oct. 9, Thaddeus Stevens College of Technology will be visiting CTC and on Oct. 23, Penn. College of Technology will be visiting CTC to speak to students about post-secondary opportunities.
8. Assemblies are being held each day this week to advise Juniors and Seniors about the following opportunities:
  - a. National Technical Honor Society
  - b. Student Council
  - c. Student Ambassadors
  - d. Pre-NOCTI testing
  - e. SkillsUSA Competitions
  - f. Student Assistance Program
9. Mr. Zampetti, Mrs. Stepanovich and I participated in a tour of the Cardinal Glass manufacturing facility in the Valley View Business Park. They are interested in hiring cooperative education students as potential future employees.
10. Mike Brust from the IBEW local will be presenting to AM and PM Electrical Program students on Sep. 21. During lunch we will be exploring some additional opportunities for Continuing Education with the IBEW.
11. CTC will be holding a blood drive on October 22, 2018. This is a fund-raising activity for the Health Occupations program.
12. Eight students in the Welding program earned additional welding certifications already this school year. Joe Kessler, NPSD has earned five welding certifications as well as OSHA 10 and OSHA 30 safety certifications and is working on his pipe welding certification.
13. 12 Students are currently working in cooperative education opportunities. Allied services has hired five Health Occupations students who achieved CNA certification for Co-op and they will be starting shortly. Additional interested students are in process.
14. Jonathan Oakley, Lakeland SD, became our first Collision Repair student to earn an I-Car certification.

**SUPERINTENDENT OF RECORD:** No Report.

**SOLICITOR:** No Report

**OLD BUSINESS:** None

**ACTION**

Motion by J. Mondak, seconded by W. Burke, to approve the Administration's recommendation to enter into a contract with Colonial Intermediate Unit 20 to provide network consulting to CTC of Lackawanna County effective July 1, 2018 through June 30, 2019. This contract shall not exceed \$20,000 - ATTACHMENT #3 supplemental minute book.

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

Motion J. Mondak, seconded by S. Ursich, to approve the Administration's recommendation to approve the attached CTCLC Memorandum of Understanding - New Student/Parent Orientation, as amended - Attachment #4 supplemental minute book.

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

Motion by W. Burke, seconded by P. Kolcharno, to approve the Administration's recommendation to approve the Brooks Harper Enterprises Booking Agreement for January 21-22, 2019. Speaking Fee \$4500 (Perkins Funded) - Attachment #5 supplemental minute book.

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

Motion by P. Kolcharno, seconded by W. Burke, to approve a field trip to Penn College for selected students to participate in the PA Build My Future program on October 18. Transportation partially funded via Perkins and student contributions - Attachment A-6 supplemental minute book.

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

**PERSONNEL ITEMS**

Motion by P. Kolcharno, seconded by J. Summa, to approve the Administration's recommendation to appoint Thomas Czachor to the position of SkillsUSA Advisor the rate of \$950 per year as per the Lackawanna County Area Vocational-Technical Federation of Teachers Collective Bargaining Agreement for the 2018-2019 school year

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Ursich, 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 Ann Jordan to the position of NTHS Advisor the rate of \$450 per year as per the Lackawanna County Area Vocational-Technical Federation of Teachers Collective Bargaining Agreement for the 2018-2019 school year

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

Motion by K. Gilmartin, seconded by J. Mondak, to approve the Administration's recommendation to appoint Michelle Boyle to the CTCLC Day to Day Instructional Substitute List as School Nurse and All Vocational Areas for the 2018-2019 school year.

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

Motion by J. Mondak, seconded by J. Summa, to approve the Administration's recommendation to appoint Louis Parri 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 W. Burke, seconded by P. Kolcharno, to authorize the Administrative Director to approve the hiring of two (2) CTCLC student to assist with the CTCLC front entrance project at the hourly rate of \$8.00/hr.

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

Motion by S. Ursich, seconded by J. Summa, to approve the Administration's recommendation to appoint two (2) CTCLC Service Occupations students and one (1) CTCLC Computer Systems Technology student to the CTCLC Cooperative Education Training Program to work with the CTCLC Maintenance Department and the Technology Specialists for the 2018-2019 school year at \$7.25/hr.

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

**NEW BUSINESS:** None

**COMMENTS FROM VISITORS:** None

**PROGRAM PRESENTATION** - Goals Presentation - Health Occupations Technology

Motion by W. Burke, seconded by K. Gilmartin, 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, October 18, 2018

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

**Student Events**

CTCLC Open House "Get Pinked" Kyle Linko, Welding Instructor & Yolanda Martinelli, Cosmetology Instructor - October 13, 2018

CTC of Lackawanna County Open House - November 2018

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**

CTC of Lackawanna County Safety Meeting Minutes of September 5, 2018

Respectfully submitted,

William Burke  
Secretary  
CTC of Lackawanna County JOC