

**CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD**  
**August 16, 2018**

The August monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on August 16, 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  
Mr. Stephen Ursich, Forest City  
Mr. John Jordan, Carbondale  
Eight (8) Board Members Present

**Directors Absent**

**Others Present:** Mr. Bryan McGraw, Superintendent of Record, North Pocono, Dr. Thomas Baileys, Administrative Director, CTCLC, Mr. George Pelepko-Filak, Assistant Administrative Director, CTCLC, and John P. Finnerty, Esq., Solicitor, CTCLC.

**Absent:** Mr. James McHale, Chief Financial Officer, CTCLC

**Visitors Present:** Dr. Karla Carlucci, Supervisor of CTE, CTCLC, Christine Menichini, Cosmetology Instructor, CTCLC, Jason Sheridan, Masonry Instructor, CTCLC and Lenore Wojciechowski.

Motion by J. Mondak, seconded by W. Burke, to Approve the Agenda - August 16, 2018.  
Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by J. Mondak seconded by P. Kolcharno, to Approve Minutes of previous Meeting- June 21, 2018.  
Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by J. Mondak, seconded by J. Jordan, to Approve Minutes of Special Meeting - July 31, 2018.  
Voice Vote-All Board Members voted yes. Motion carried 8-0

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. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak.  
Motion carried 8-0

Motion by J. Mondak, seconded by P. Kolcharno, to Request Approval of Bills – July & August 2018–Attachment #2, supplemental minute book.

Roll Call: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak..  
Motion carried 8-0

**ANNOUNCEMENT OF EXECUTIVE SESSION: Personnel Issues**

Monday, August 6, 2018 - 06:00 pm

Thursday, August 16, 2018 - 06:30-07:05 pm

Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS** – Administrative Director:

- Career Technology Center of Lackawanna County Class of 2017-2018 Graduates.
- CTCLC Culinary students in collaboration with Aramark Food Service prepare cupcakes for Scranton High School's National Honor Society event.
- CTCLC Kyle Linko, Welding Instructor winner in the Matt Burne Honda Teacher of the Year Program. Kyle Bonham. Forest City Regional & CTCLC welding student received a check for \$2500 for writing the winning essay.
- Camryn Kuchak, North Pocono SD and CTCLC Carpentry Program built two Free Little Libraries for the NE Reading Association.
- 2 Little Free Libraries Coming to Area.

**COMMENTS BY VISITORS (Agenda Items Only):** Christine Menichini, Cosmetology Instructor, CTCLC questioned Agenda Item D - Personnel - what Step the new Cooperative Education Instructor would be placed on.

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

1. CTC enrollment for the 2018-2019 school year currently stands at 703.
2. New Student/Parent Orientation will be held at CTC on Tuesday evening, August 28, from 5:30 – 8:30PM. All are invited to attend.
3. NEIU 19 iCreate STEM summer camps (2) were held at CTCLC in July.
4. Dr. Carlucci has completed the Middle States Accreditation application and we will be submitting it prior to the start of school.

**SUPERINTENDENT OF RECORD:** No Report.

**SOLICITOR:** No Report

**OLD BUSINESS:** None

**ACTION**

Motion by J. Mondak, seconded by W. Burke, to approve the fee for adults enrolled in various program. The attached schedule is recommended for the Practical Nursing Program - Attachment #3 supplemental minute book.

Roll Call: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak..  
Motion carried 8-0

Motion by W. Burke, seconded by S. Ursich, to authorize the CFO to enter into the renewal consultant contract with Nutrition Inc. for the 2018-2019 school year for cafeteria related services. Cost is \$1033.97 per month for 10 months commencing August 1, 2018 through June 15, 2019. - Attachment #4 supplemental minute book.

Roll Call: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak..  
Motion carried 8-0

Motion by H. Stachura, second P. Kolcharno, to approve the Administration's recommendation to approve the attached Memorandum of Understanding between Career & Technical Centers and Sending School Districts & The Bureau of Career & Technical Education for Participation in the BCTE Technical Assistance Program for the 2018-2019 school year - Attachment #5 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by S. Ursich, seconded by J. Jordan, to approve the Administration's recommendation to approve the attached Student Assistance Program (SAP) Letter of Agreement between the Northeastern Educational Intermediate Unit and Career Technology Center of Lackawanna County for the 2018-2019 school year - Attachment #6 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 8-0

#### **PERSONNEL ITEMS**

Motion by J. Jordan, seconded by W. Burke, to create and post the 10 month (190 days) position of Cooperative Education/Diversified Occupations Coordinator (75%) and Air Conditioning and Refrigeration Instructor (25%). A description of the job and essential duties is attached. - Attachment #7 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by K. Gilmartin, seconded by P. Kolcharno, to accept the resignation of Kaylyn A. Wiestling, Part Time PN Clinical Instructor effective at the end of the 2017-2018 school year and to post for said position

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by J. Summa, seconded by P. Kolcharno, to approve the Administration's recommendation to approve a 3.04 % increase (district overage) for part time hourly cafeteria employees for the 2018-2019 school year effective July 1, 2018

Roll Call: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak..  
Motion carried 8-0

Motion by P. Kolcharno, seconded by W. Burke, to approve the Administration's recommendation for the appointment of Matthew Zampetti to the position of Cooperative Education/Diversified Occupations Coordinator (75%) and Air Conditioning and Refrigeration Instructor (25%) effective for the 2018-2019 school year. This position is contingent upon receipt of credentials, pre-employment drug screening and also having on file current clearances; otherwise the appointment will be null and void. Salary per the Collective Bargaining Agreement Lackawanna County Area Vocational Technical Federation of Teachers

Roll Call: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak..  
Motion carried 8-0

Motion by J. Mondak, seconded by J. Jordan, to approve the Administration's recommendation to appoint Lenore Wojciechowski to the position of Paraprofessional effective with the 2018-2019 school year at a salary of \$14,000. This position is 190 days and represented by the Lackawanna County Area Vocational-Technical Federation of Secretaries and Support Staff.. This position is also contingent upon pre-employment drug screening and having on file current clearance; otherwise the appointment will be null and void.

Roll Call: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak..  
Motion carried 8-0

Motion by J. Mondak, seconded by W. Burke, to approve the Administration's recommendation to approve the attached PA Department of Education Emergency Permit Reissuance for Day-To-Day Instructional Substitutes for All Vocational Areas for the 2018-2019 school year at the per diem rate of \$90. After completion of 30 days of employment per diem rate for instructional substitutes will increase to \$110 for the 2018-2019 school year - Attachment #8 supplemental minute book.

Roll Call: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak..  
Motion carried 8-0

Motion by W. Burke, seconded by J. Summa to appoint George Pelepko-Filak, School Safety and Security Coordinator for the 2018-2019 school year.

ROLL CALL: Yes - Mme. Gilmartin. Messrs. Jordan, Ursich, Stachura, Burke, Summa, Kolcharno and Mondak.  
Motion carried 8-0

**NEW BUSINESS:** None

**COMMENTS FROM VISITORS:**

Christine Menichini, Cosmetology Instructor, CTCLC addressed the JOC Board with the following concerns:

- 1, Guidance Counselor position should be filled. Jenine Ikeler, Career Resource Coordinator, CTCLC who recently resigned and the position was not filled provided additional guidance support. This is an injustice to CTCLC students.
2. Lab Assistant in the construction wing was not replaced. Most of the instructors in the construction wing are fairly new.
3. We have positions that have been budgeted and are not being filled and we are starting a program that has not been budgeted.

Motion by W. Burke, seconded by P. Kolcharno, to adjourn the regular meeting. Meeting adjourned at 7:35 pm. Voice Vote-All Board Members voted yes. Motion carried 8-0

**INFORMATION ITEMS:**

**Next Board Meeting Date and Time**

Thursday, September 20, 2018

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

**Student Events**

New Student Orientation - August 28, 2018

First Day for Students - August 29, 2018

Back to School Night - September 12, 2018

CTC of Lackawanna County Open House - November 2018

CTC of Lackawanna County Awards Night - May 23, 2019

**Board Information**

Respectfully submitted,

William Burke  
Secretary  
CTC of Lackawanna County JOC