

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD
June 21, 2018

The June monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on June 21, 2018 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

Due to the absence of Joseph Mondak, President, the meeting was called to order by Henry Stachura, Vice-President at 7:02 pm.

The group joined in the Pledge of Allegiance.

Directors Present

Mr. Hank Stachura, Lakeland (Vice President)
Mr. William Burke, North Pocono (Secretary)
Mr. Peter Kolcharno, Mid-Valley (Treasurer)
Ms. Katie Gilmartin, Scranton
Mr. Stephen Ursich, Forest City
Mr. John Jordan, Carbondale
Six (6) Board Members present, Two (2) Board Member absent

Directors Absent

Mr. Joseph Mondak, Valley View (President)
Mr. John Summa, Dunmore

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 H. Stachura, seconded by W. Burke, to Approve the Agenda - June 21, 2018.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by H. Stachura seconded by P. Kolcharno, to Approve Minutes of previous Meeting- May 17, 2018.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by H. Stachura seconded by S. Ursich, to approve the Report of the Treasurer–Attachment #1 supplemental minute book.

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

Motion by H. Stachura, seconded by W. Burke, to Request Approval of Bills – June 2018–Attachment #2, supplemental minute book.

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

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Personnel & Contract Issues
Thursday, June 21, 2018 - 06:00-07:00 pm & 07:20 pm
Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director:

- **SCHOOL NOTES** – CTCLC students in the Commercial & Advertising Design Program illustrated & produced an original alphabet book for early readers “Animalphabet.” Four Health Occupations seniors successfully completed the PA Nurse Aide Training Program & will test in June, Karissa Heath-Lakeland; Paige Wombacker-North Pocono; Virginia Ramirez-Scranton; & Caroline Bailon-Valley View
- **SCHOOL NOTES** - NORTH POCONO - Trevor Owens, Senior, North Pocono & CTCLC Computer Systems Technology Program
- **SCHOOL NOTES** - VALLEY VIEW - Rain Noble, Senior, Valley View SD & CTCLC Protective Services Program.
- **SCHOOL NOTES** - Brandon Betley, Senior, Lakeland SD and CTCLC Protective Services Program
- **SCHOOL NOTES** – Four seniors from CTCLC Computer Systems/Cyber Security competed at the SkillsUSA PA Leadership & Skills Conference in April - Dylan Morgan-Valley View; John Zator-MidValley; Isabel Lopez-Holy Cross; & Danny Lockett-Forest City..
- **SCHOOL NOTES**- LAKELAND - Regina Tochydlowski, Senior and CTCLC Cosmetology Program. CTCLC Student of the Year Award.
- **SCHOOL NOTES** - Alyssa Kurey, Junior, Scranton High School & CTCLC Early Child Care & Child Development Program.
- **SCHOOL NOTES** - FOREST CITY - Makayla Piasecki, Senior, Forest City Regional & CTCLC Cosmetology Program.
- CTCLC 2018 Teacher of the Year Award - Kyle Linko, Welding Instructor & Kyle Bonham, Forest City Regional & CTCLC Welding Program for submitting the winning nomination.
- CTCLC May Student of the Month - Tessa Conmy, Senior, Scranton high School & CTCLC Automotive Technology Program..
- CTCLC Masonry student Matthew George Minner & Senior, Mid Valley SD earned the rank of Eagle Scout
- An Honorable Resting Place - CTCLC Carpentry Students Mike Arendt & Matt Frankovsky, Carbondale Area, Brandon Homitz, Mid Valley, Zach Major, North Pocono SD & Juan Morales, Scranton High School made benches for the cemetery.
- Members of the CTCLC Chapter Business Procedure Team who will attend the National SkillsUSA Leadership & Skills conference.
- CTCLC Ambassadors donated over \$700 of new art supplies for the art room at the Boys and Girls Club of NEPA.
- CTCLC Culinary students donate homemade natural dog biscuits to the True Friends Animal Shelter.
- CTCLC Scholastic Superstars

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment for the end of the school year stood at 237 AM students and 375 returning PM students for a total of 612. 179 Seniors graduated and admissions for 2018-2019 currently stands at 296.
2. Julia Reese, a sophomore from North Pocono High School, is the CTCLC June Student of the Month. Julia is a first year student in the Culinary Program who has displayed a great desire to become a young culinarian. She comes to school every day with a positive attitude and is always the first student to ask what is needed, according to instructor, Mr. McAndrew. Julia participates in the Drama Club and Marching Band at North Pocono High School. In her spare time, she likes to hang out with her friends and play with her dogs. After high school, Julia would like to obtain a degree in culinary arts.

3. CTC admission letters for 2018-2019 were mailed.
4. The CTC Chapter Business team will be heading to Louisville for National competition on June 25. Team members are: Gladys Orroya, Scranton HS; Colin Johnson, Lakeland HS; Shea Kelly, North Pocono HS; James Angerson, Dunmore HS; Matthew Nemeth, Mid Valley HS; Hunter Penn, Mid Valley HS.
5. L&I Deputy Secretary Eileen Cipriani toured CTC on Wednesday, May 30. The secretary also visited Gibbons Ford and spoke with a graduate who is employed there and a cooperative education student.
6. Mr. Kyle Linko was selected as the Matt Burne Honda Teacher of the Year and was awarded a 2018 Honda Civic. His student, Mr. Kyle Bonham, who wrote the nominating essay was awarded a \$2500 cash scholarship. We are extremely proud of Mr. Linko, Mr. Bonham and additional nominees, Mrs. Tammy Bauman, Health Occupations Instructor and Mr. Jonathan Coyne, Protective Services Instructor.
7. Protective Services students participated in the Scranton Police Department search for the missing nun on May 11.
8. Scranton Fire Department has been using CTCLC property for trench rescue training this week, furthering our community resource commitment.
9. Mr. Filak has secured a commitment from the Challenge Foundation program for implementation at CTCLC beginning with the 2018-2019 school year. Our Community Business Partner is UGI Energy Services. They will be rewarding students in 10th, 11th and 12th grades for achievements in Attendance, Academic Excellence, Academic Improvement, Community Service and STEM achievement. The program will kick-off with Assemblies in September and seniors awards on Senior Award night. Underclassmen will receive their awards the following September. This has been a year-long effort and a 2017-2018 CTC Goal.

SUPERINTENDENT OF RECORD: No Report.

SOLICITOR: No Report

OLD BUSINESS: None

ACTION

Motion by S. Ursich, seconded by W. Burke, to review and comment on the following new textbooks for the CTCLC Culinary and Computer Systems Programs. Textbook will be available for a 30 day review and comments at CTCLC beginning June 22, 2018. Motion for final adoption will be on the August 16, 2018 JOC Board Meeting Agenda. Culinary Profess ISBN 978-1-63126-440-5. Network+Guide to Networks, 8th Student edition + Mind Tap (1-year access) West/Andrews/Dean 8th Edition (Skills, 2019) 9781337976658/1337975567

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

Motion by P. Kolcharno, seconded by J. Jordan, to authorize the CFO to approve the payment of contracts and pay current bills in accordance with usual practice, in order that all indebtedness of the school shall be kept current; since the July meeting may be suspended. The copies of this resolution and the payment under contract for bills are recorded in a memorandum for circulation among members of the Joint Operating Committee

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

Motion by J. Jordan, seconded by S. Ursich, to approve the PN Universal Student Affiliation Agreements between Career Technology Center of Lackawanna County (CTCLC) and Geisinger Medical Center and CTCLC and Mountain View Care Center
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by K Gilmartin, seconded by J. Jordan, to approve the the CFO to enter into a renewal contract with Blackboard Inc. for the CTCLC website for the period July 1, 2018 thru June 30, 2019 in the amount of \$3993.35 -Attachment #3 supplemental minute book.

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

Motion by S. Ursich, seconded by W. Burke, to approve the Administration's recommendation to approve the attached revised shared services Cooperative Agreement between Career Technology Center of Lackawanna County and Mid Valley School District effective July 1, 2018 - Attachment # A-5 supplemental minute book.

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

Motion by P. Kolcharno, seconded by K. Gilmartin, to post, review and comment on Policy #247 Hazing, 248 Unlawful Harassment & 249 Bullying/Cyberbullying for 30 days. Policies will be on the August 2018 board agenda for final adoption - (updated policies will be mailed).
Voice Vote-All Board Members voted yes. Motion carried 6-0

PERSONNEL ITEMS

Motion by W. Burke, seconded by P. Kolcharno, to 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 #4 supplemental minute book.

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

Motion by J. Jordan, seconded by W. Burke, to approve the appointment of Mr. Bryan McGraw, North Pocono School District to the position of Superintendent of Record for the Career Technology Center of Lackawanna County for a two (2) year term (2018-2019 & 2019-2020). The stipend for each fiscal year is \$3600

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

Motion by K. Gilmartin, seconded by J. Jordan, to accept the resignation of Kathleen Brudzinski, Confidential Secretary to the Assistant Director and to post for said position.
Voice Vote-All Board Members voted yes. Motion carried 6-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

PROGRAM PRESENTATION:

Motion by W. Burke, seconded by P. Kolcharno, to adjourn the regular meeting. Meeting adjourned at 7:20 pm.
Voice Vote-All Board Members voted yes. Motion carried 6-0

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, August 16, 2018

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

Student Events

SkillsUSA 2018 National Leadership & Skills Conference, Louisville, Kentucky - June 25 thru 30, 2018

Board Information

CTC of Lackawanna County Safety Meeting Minutes of April 27, May 30, & June 14, 2018.

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC