

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD

April 19, 2018

The April monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on April 19, 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)
Mr. John Summa, Dunmore
Mr. John Jordan, Carbondale
Six (6) Board Members present, Two (2) Board Member absent

Directors Absent

Ms. Katie Gilmartin, Scranton
Mr. Stephen Ursich, Forest City

Others Present: Mr. Bryan McGraw, Superintendent of Record, North Pocono, Dr. Thomas Baileys, Administrative Director, CTCLC, CTCLC, Mr. James McHale, Chief Financial Officer, CTCLC and John P. Finnerty, Esq., Solicitor, CTCLC

Absent: Mr. George Pelepko-Filak, Assistant Administrative Director.

Visitors Present: Karla Carlucci, Supervisor of Career & Technical Education, CTCLC and Colleen Stepanovich, Administrative Coordinating Assistant.

Motion by J. Mondak, seconded by H. Stachura, to Approve the Agenda - April 19, 2018.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Mondak, seconded by W. Burke, to Approve Minutes of previous Meeting- March 15, 2018.
Voice Vote-All Board Members voted yes. Motion carried 6-0

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

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

Motion by J. Mondak, seconded by H. Stachura, to Request Approval of Bills - April 2018-Attachment #2, supplemental minute book.

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

ANNOUNCEMENT OF EXECUTIVE SESSION: Executive Session for Personnel Issues
Thursday, April 19, 2018 - 06:30-07:05 pm
Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director:

- **SCHOOL NOTES** – Josh Henneforth, Senior, Mid Valley High School & CTCLC Automotive Technology Program.
- **SCHOOL NOTES** – Madison Cloud, Junior, Valley View High School & CTCLC Service Occupations Program; Senior students Samantha Searless, Lakeland High School & CTCLC Child Care Program, Regina Tochydowski, Lakeland High School & CTCLC Cosmetology Program and Kalona Nelson, Scranton High School & CTCLC Child Care Program; Dylan Morgan, Senior, Valley View High School & CTCLC Computer Systems Program.
- **SCHOOL NOTES** – Samantha Jankowski, Senior, Mid Valley High School and CTCLC Early Child Care & Child Development Program.
- CTCLC Culinary Art students made cakes for annual Friends of the Poor St Patrick's Day Dinner.
- CTCLC Service Occupations students receive classroom supplies for their mock grocery store from Wegman, Dickson City and Weis, Hamlin
- Valley View High School students who attend CTCLC took home medals in the 2018 SkillsUSA Competition

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment currently stands at 240 AM students and 380 returning PM students for a total of 620.
2. Regina Tochydowski, a senior from Lakeland High School, is the CTC April Student of the Month. Regina is very responsible, a great peer coach and is passionate about Cosmetology according to her teacher, Ms. Menichini. She is a CTC Ambassador and member of the afternoon announcement team. She works part-time at McDonalds and in her spare time enjoys dancing, singing and being outside. Regina passed the Pennsylvania Cosmetology licensing exam and is a licensed cosmetologist. After graduation, Regina plans to work at Collins Beauty Academy Salon and Spa.
3. CTC Selection process for 2018-2019 admissions has begun and will continue throughout April. Currently admissions for next year's AM class are at 256, significantly below last year's pace. Scranton and West Scranton are especially low.
4. Thirty CTC students are currently attending the SkillsUSA state competitions in Hershey, Pa. along with three CTC chaperones. An additional 38 CTC students traveled to Hershey for the day today to observe the Skills competitions and be encouraged to participate next year.
5. Graphics instructor Rebecca Hayden and Lab Assistant Cody Mowry chaperoned four students in Charlotte, NC. Last week for the Phoenix Foundation Challenge for flexographic printing. Two of the students won second place in a sub-competition on color matching. The students and staff learned a lot about the competition for next year.
6. NTHS Induction was held on April 11th. Fifty one CTC Seniors were inducted. Mrs. Jordan is the CTC Advisor for this program.
7. The Valley View Board of Education held their March meeting at CTC on March 19.
8. The Perkins monitoring review was completed; there were no findings or recommendations. Several best practices were identified.
9. The Comprehensive Strategic Planning Committee met for the initial meeting and will be meeting approximately monthly until the plan is complete.
10. Ms. Ikeler and I attended a School Safety summit at Marywood University on April 5th.
11. The North Pocono Board of Education held their April meeting at CTC on April 12.
12. Carbondale Area Board of Education will hold their May meeting at CTC on May 14th.
13. CTC will be hosting sending school teachers from any grade for a shadow experience day at CTC during the month of May. The sending district will be reimbursed for the substitute cost and the teacher will be reimbursed for mileage and will be provided a \$10 stipend for lunch.

SUPERINTENDENT OF RECORD: No Report.

SOLICITOR: No Report

OLD BUSINESS: None

ACTION

Motion by J. Mondak, seconded by W. Burke, to approve the proposed calendar for the Career Technology Center of Lackawanna County for the 2018-2019 school year - Attachment #3 supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion J. Mondak, seconded by H. Stachura, to approve the revised Policy # 201 Admission of Students Policy - Attachment #4 supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by W. Burke, seconded by P. Kolcharno, authorizing the Administration to approve the following student field trips: Pennsylvania College of Technology - Tour of Carpentry, Electrical & Computer Systems Programs - April 24, 2018 - Shane Malicky, Carpentry Instructor, Robert Hassaj, Electrical Construction Instructor, Thomas Czachor, Computer Systems Instructor
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Jordan, seconded by J. Mondak, to approve the revised CTCLC Parental Permission to Attend/Participate form -Attachment #A-5 supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Mondak, seconded by W. Burke, to approve the Administration's recommendation to approve the attached Dual Enrollment Agreement between Career Technology Center of Lackawanna County and Keystone College for the 2017-2018 school year - Attachment #A-6 supplemental minute book.
Voice Vote-All Board Members voted yes. Motion carried 6-0

PERSONNEL ITEMS

Motion by W. Burke, seconded by H. Stachura, to accept the retirement letter of Louis Parri, Collision Repair 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 6-0

Motion by H. Stachura, seconded by J. Jordan, to accept the resignation letter of Patrick Loftus, Custodian, effective April 13, 2018 and to post for said position
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by H. Stachura, seconded by W. Burke, to accept the resignation of Malgorzata Tomsykoski, Part Time Cafeteria Worker effective March 27, 2018 and to post for said position
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by H. Stachura, seconded by P. Kolcharno, to authorize the Administrative Director to approve the hiring of part time summer help one (1) technology assistant and five (5) facilities assistants
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by P. Kolcharno, seconded by H. Stachura, to approve the Administrations recommendation to appoint Cody Mowry to the position of Building Maintenance Instructor for the 2018-2019 school year. This position is contingent upon 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 - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by P. Kolcharno, seconded by J. Summa, to approve the Administrations recommendation to appoint Vincent Castellano to the position of Full Time Custodian at the rate of \$11.00/hour. This position is contingent upon pre-employment drug screening and also having on file current clearances; otherwise the appointment will be null and void. This position is under the Collective Bargaining Agreement of Pennsylvania Social Services Union Local 668 Nonprofessional Maintenance

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by J. Jordan, seconded by W. Burke, to create a temporary position of project supervisor for exterior improvements for summer 2018 and to post for said position. Hourly rate for this position will be between \$18 - \$20/hour

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by J. Summa, seconded by P. Kolcharno, to approve the Administration's recommendation to appoint Melissa Gall to the position of substitute cafeteria worker at an hourly rate of \$9.50 effective March 19, 2018. This position is contingent upon receipt of current clearances and pre-employment drug screening; otherwise the appointment will be null and void.

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

Motion by J. Summa, seconded by H. Stachura, to approve the Administration's recommendation to appoint Pamela Bird to the position of part time cafeteria worker at an hourly rate of \$9.50. This position is contingent upon receipt of current clearances and pre-employment drug screening; otherwise the appointment will be null and void

Roll Call: Yes - Messrs. Jordan, Stachura, Burke, Summa, Kolcharno and Mondak.

Motion carried 6-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: Patrick McLane, CTCLC Commercial & Advertising Design Instructor questioned the validity of Cody Mowry's 4000 hours of vocational experience to be appointed as Building Maintenance Instructor. Dr. Baileys explained 4000 hours of vocational experience is the standard at the time of the board approval appointment and that this work experience was validated by Temple University.

PROGRAM PRESENTATION: SkillsUSA

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, May 17, 2018

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

Student Events

SkillsUSA Pennsylvania Leadership & Skills Conference – Hershey - April 18-19-20, 2018

CTCLC Cooperative Education - School to Work Awards Banquet – April 26, 2018 - 6:00 pm

CTCLC Awards Night – May 24, 2018

Board Information

CTC of Lackawanna County Safety Meeting Minutes of February 26, March 28, 2018.

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC