

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD
March 15, 2018

The March monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on March 15, 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 Member absent

Directors Absent

Mr. Stephen Ursich, Forest City
Mr. John Jordan, Carbondale

Others Present: 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

Absent: Mr. Bryan McGraw, Superintendent of Record, North Pocono.

Visitors Present: Karla Carlucci, Supervisor of Career & Technical Education, CTCLC.

Motion by J. Mondak, seconded by W. Burke, to Approve the Agenda - March 15, 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- February 15, 2018.
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Mondak, seconded by H. Stachura, 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 H. Stachura, to Request Approval of Bills – March 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 SESSION: Executive Session for Contracts and Legal Issues
Thursday, March 15, 2018 - 06:30-07:05 pm
Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director:

- **SCHOOL NOTES** – Benjamin Grosvenor, Sophomore, Scranton High School & CTCLC Service Occupations Program.
- **SCHOOL NOTES** - Josh Notari, Senior, Forest City Regional & CTCLC Electrical Construction Program
- **SCHOOL NOTES** – Logan Lukasik, Junior, Lakeland School District & CTCLC Automotive Technology Program.
- **SCHOOL NOTES** - Matt Abbott, Senior, North Pocono High School & CTCLC Carpentry Program
- **SCHOOL NOTES** - Jasmine Gomez, Senior, Forest City Regional & CTCLC Health Occupations Technology Program.
- Valley View Students competed for Medals in SkillsUSA

COMMENTS BY VISITORS (Agenda Items Only): None

REPORT OF ADMINISTRATIVE DIRECTOR: Attachment #1 supplemental minute book

1. CTC enrollment currently stands at 244 AM students and 383 returning PM students for a total of 627.
2. Madison Cloud is the CTC March Student of the Month. Madison is a junior from Valley View High School and was nominated by Mrs. Arielle Connor, Service Occupations Instructor. Mrs. Connor stated, "Maddie comes to school every day ready to work and assist others. When she sees students struggling, she immediately goes right over to them to help without hesitation. She is a role model to the other students and displays a positive attitude every day." Madison volunteers in the cafeteria to assist the staff in preparing lunches and currently works at McDonalds. In her spare time, she enjoys playing basketball and football with her friends.
3. Alana Kautz a junior from Mid Valley and a student in the Creative Communications Pathway, Commercial and Advertising Design program was awarded honorable mention in a competition to design a creature for an upcoming Netflix program "The Dark Crystal: Age of Resistance". This was an international design competition and we are extremely proud of Alana and her work.
4. CTC Selection process for 2018-2019 admissions has begun and will continue throughout March and into April.
5. NOCTI exams for seniors have begun and will continue through early April.
6. Senator Scott Wagner (York County) toured CTC on February 1 and discussed his views on educational policy as it relates to Career and Technical Education.
7. Welding students participated in Rock 107's Cardboard Box Derby Race. Students utilized their blueprint reading and design skills to design their "School Bus" themed CTC Welding sled. Students in Graphic Productions also helped with the design of the sled. And thank you to Riccardo's Market for donating the numerous amounts of cardboard for the project.
8. The Culinary Arts students at the Career Technology Center of Lackawanna County recently made 200 shamrock shake cupcakes for Saint Patrick's Day Parade Committee VIP Dinner.
9. Service Occupations students from the Career Technology Center of Lackawanna County recently received a shopping cart from Wegmans, Dickson City and baskets and reusable bags from Weis, Hamlin for the mock grocery store in their classroom.
10. Luzerne Community College visited CTC on March 6 and Johnson College visited on March 8 to make presentations to interested students.
11. Marcus Tilla, a Scranton High Senior in Protective Services was recently honored at the Knights Football Banquet for his off the field contributions to the Football Program. Marcus, through his generous donation of time and outstanding effort helped raise over \$9,000 dollars for the Knights Football program. At CTC Marcus is an active CTC Student Ambassador and currently participates in Cooperative Education as part of the first group of seniors receiving EMT training through Pa. Ambulance.

12. Grimm Construction donated over \$4000 in construction materials to the Carpentry program. Mr. Malicky, carpentry instructor, previously worked for Grimm.
13. Lowes donated two heavy-duty storage containers for CTC students to use to transport tools and materials to the state SkillsUSA competition in Hershey in April. Mr. Czachor, SkillsUSA Advisor, acquired this donation.

SUPERINTENDENT OF RECORD: No Report.

SOLICITOR: No Report

OLD BUSINESS: None

ACTION

Motion by J. Mondak, seconded by H. Stachura, to recommend the revised 2018-2019 CTCLC budget including an additional guidance counselor and authorize the Chief Financial Officer to distribute the 2018-2019 budget to the participating districts for approval - Attachment #3 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 W. Burke, to authorize the Chief Financial Officer to transfer \$268,835 from the General Fund due to other governmental units account to the Capital Reserve Fund. This amount represents the excess revenue over expenditures for the 2016-2017 fiscal year. \$150,000 will remain in general fund for 2018-2019 budget to reduce member district contributions

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

Motion by J. Mondak, seconded by H. Stachura, to approve the local audit report for the fiscal year ending June 30, 2017 as submitted by Robert Rossi & Company.

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

Motion by J. Mondak, seconded by W. Burke, authorizing the Administration to approve the following student field trips:

- New York Hair Show, Jacob Javits Center - March 6, 2018 - Yolanda Martinelli & Christine Menichini, Cosmetology Instructors
- Penn College - Tour of Health Education Facilities & Simulation Campus - March 19, 2018 - Tammy Bauman, Health Occupations Technology Instructor & Ann Jordan, Guidance Counselor.
- Cooper Hewitt Smithsonian Design Museum, New York - April 6, 2018 - Patrick Mclane, Commercial & Advertising Design, Rebecca Hayden, Graphic Communications Technology & Paul Georgetti, Digital Communication Instructors.
- MUD Makeup Designory Institute, New York - April 18, 2018 - Yolanda Martinelli & Christine Menichini, Cosmetology Instructor

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

Motion by P. Kolcharno, seconded by W. Burke, to approve a request from Rebecca Hayden, Graphics Communications Instructor and one chaperone to accompany 4 CTCLC competitors at the Phoenix Challenge Competition, Charlotte, NC from April 11 thru April 14, 2018. Cost for registration, lodging, subsistence & transportation will be paid by Phoenix Challenge Competition for one chaperone and 4 students. CTCLC will pay the additional expenses for the other chaperone and a minivan rental for approximately \$420 during the trip.

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 a change to the 2017-2018 School Calendar to include Monday, April 2, 2018 as a regular school day for CTCLC (snow make-up day)

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

Motion by H. Stachura, seconded by J. Summa, to approve the attached CTCLC Local Advisory Committee Membership as per the recommendation of the Administrative Director - Attachment #4 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 attached CTCLC Occupational Advisory Committees Membership as per the recommendation of the Administrative Director - Attachment #5 supplemental minute book.

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

Motion by K. Gilmartin, seconded by P. Kolcharno, to authorize the Administrative Director to award the bid for the CTCLC Chiller Replacement Project to John J. Gregory Company not to exceed the amount of \$250,000.

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

Motion carried 6-0

Motion by K. Gilmartin, seconded by H. Stachura, 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 (Gas through December 2021 & Electric through May 2021)

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

Motion carried 6-0

Motion by H. Stachura, seconded by W. Burke, authorizing the Administration to approve the following student field trip: Universal Technical Institute - March 28, 2018 - Joseph Granteed and Bryan Peck, Automotive Technology Instructor's (Transportation & lunch provided by UTI)

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

Motion by P. Korcharno, seconded by J. Summa, to review and comment on the attached CTC Admissions Policy. Motion for final adoption will be on the April 19, 2018 JOC Board Meeting Agenda - Attachment #A-6 supplemental minute book.

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

Motion by W. Burke, seconded by J. Summa, to allow the Administrative Director to enter into a contract for services with Critical Response Group for an amount not to exceed \$2700.

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

PERSONNEL ITEMS

Motion by J. Summa, seconded by W. Burke, to accept the resignation of Carolyn Cook, Cafeteria Worker effective March 9, 2018 and to post for said position
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 Stacy Kemp 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 - Mme. Gilmartin. Messrs. Stachura, Burke, Summa, Kolcharno and Mondak.
Motion carried 6-0

NEW BUSINESS: None

COMMENTS FROM VISITORS: None

Motion by W. Burke, seconded by H. Stachura, to adjourn the regular meeting. Meeting adjourned at 8:05 pm.
Voice Vote-All Board Members voted yes. Motion carried 6-0

INFORMATION ITEMS:

Next Board Meeting Date and Time

Thursday, April 19, 2018
Executive Session 6:00 pm
Board Business Meeting 7:00 pm
Informational Session to follow

Student Events

Practical Nursing Graduation - March 15, 2018 - 6:30 PM
National Vocational Technical Honor Society Induction – April 11, 2018
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 January 25, 2018

Respectfully submitted,

William Burke
Secretary
CTC of Lackawanna County JOC