

**CTC OF LACKAWANNA COUNTY
JOINT OPERATING COMMITTEE BOARD**

August 22, 2023

The August monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on August 22, 2023 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 07:06pm.

The group joined in the Pledge of Allegiance.

Due to the absence of the secretary, James McHale, Jr, was appointed acting secretary.

Directors Present

Mr. Joseph Mondak, Valley View (President)
Mr. Mark Solomon, Lakeland (Vice-President)
Mr. Sean McAndrew, Scranton
Mr. Glenn Cashuric, Mid-Valley
Mr. James Dovin, Carbondale

Directors Absent

Mr. William Burke, North Pocono (Secretary)
Mr. Francis Kranick, Dunmore (Treasurer)
Forest City, New JOC member not appointed as of
8/22/23

Five (5) Board Members Present. Two (2) Board Members Absent.

Others Present: Mr. John Marichak, Superintendent of Record, Dunmore, Dr. Karla Carlucci, Director, CTCLC, Mr. James McHale, Chief Financial Officer CTCLC and John P. Finnerty, Esq. Solicitor, CTCLC.

Others Absent: None

Visitors Present: Colleen Stepanovich, Continuing Education Coordinator, CTCLC, Dominick Carachilo, Assistant Principal, CTCLC, Janet Yontas, Director of Practical Nursing, CTCLC, Terianne Cerep, Administrative Assistant to the Director, CTCLC

Motion by J. Mondak, seconded by M. Soloman, to approve the agenda: August 22, 2023.

Voice Vote: All Board Members voted YES.

Motion carried 5-0

Motion by J. Mondak, seconded by J. Dovin, to approve the minutes of the monthly meeting: June 27,2023.

Voice Vote: All Board Members voted YES.

Motion carried 5-0

Motion by J. Mondak, seconded by S. McAndrew, to approve the Report of the Treasurer: Attachment #1, supplemental minute book.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
 Motion carried 5-0

Motion by J. Mondak, seconded by G. Cashuric, to Request Approval of Bills for June, July 2023: Attachment #2, supplemental minute book.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
 Motion carried 5-0

ANNOUNCEMENT OF EXECUTIVE SESSIONS: Personnel

Tuesday, August 22, 2023 - 6:00 - 7:05 pm
 Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS: Administrative Director

- 91st Graduating Class of CTC’s Practical Nursing Program: August 4, 2023
- CTCLC Weld-A-Saurus Welding Camp - Getting in on the ground floor of a hot career choice: August 8, 2023

COMMENTS BY VISITORS (Agenda Items only): No Requests for Comments.

REPORT OF THE DIRECTOR:

1. CTC enrollment currently stands at 935 Students

- 429 AM students (with 42 returning) = 387 NEW students
- 506 PM students
- PN Program has 30 Level 3 students and 50 Level 1 students

First days of school start next week for faculty and students. It’s our 50th year, which we will be celebrating throughout the year with a celebration at our fall OAC dinner meeting as well as opening day activities for staff and students.

- Three Teacher in-service days starting Monday, August 28, 2023.
- New Student Orientation is Wednesday, August 30, 2023, 5:30PM
- First Day for students - Thursday, August 31, 2023

2. Student Successes:

- Eight seniors from IAD and DCD passed the AP exam in 2 Design Portfolio Assessment, thus earning college credits at universities and colleges both nationally and internationally. This is a vigorous task of developing 21 pieces of art that reflects their own ideas and skills and what they've learned through a personal sustained investigation of a thematic problem that they develop on their own
 - AHSD - James Lucia & Jacob Ganz

- CASD - Diamond O'Dowd
 - DSD - Krystal Krespo Clark
 - MVSD - Chevelle Carroll
 - NPSD - Kira Esposito
 - SHS - Sephora Charlot
 - West High - Madison Jimmerson
 - Current students who earned SBOC licenses over the summer:
 - Yessamin Morales - Scranton High
 - Marilyn Moctezuma -Scranton High
 - Emma Jo Burrasca - Forest City
 - Juliana Pano Leyva -West Scranton
 - Jaiden Ayala - Mid Valley
 - Kyara Rodriguez-West Scranton
 - Maggie McGurrin – Lakeland
 - PIMs Report: 844 Industry Certifications earned by students.
3. EITC Scholarships are once again available to students due to the generous donation of \$15,000 from Coterra Energy overseen by Commonwealth Charitable Management group. We have received 30 applications so far.
 4. Weld-a-saurus summer camps for 7th & 8th Graders, plus the adult camp was in early August. Forty students from various member districts and nonmember districts participated including Scranton, West Scranton, North Pocono, Valley View, Dunmore, Mid Valley, and Lakeland.

In addition to being funded by the Lackawanna Workforce Development Board, CTCLC thanks the following companies for sponsoring the program: Haun Welding, Armetta's Pizza (who sponsored all pizza parties), PIP Global Safety, Bloomsburg Metal, Lincoln Electric, Weiler, Black Stallion, Miller, Cristiano Welding Supply, and Luzerne County Community College.

The adult camp was also completely filled with 20 participants. Many thanks to both Haun Welding and Armetta's Pizza for sponsoring the adult version of the camp.

5. PDE BCTE will be conducting a Perkins Compliance Monitoring Audit during the 23-24 school year. The review will consist of auditing the last three years of expenditures of Perkins funding, including review of equipment purchases.
6. All student forms, including task tracking documents, have been converted digitally through EduReady platform, thus making management of collection and recording a much easier process. Because of the EduReady platform, this will be the last year printing the 1000 copies of the Student Handbook as we transition to 100% digital format.
7. I'd like to thank the Custodian and Maintenance Staff along with Mr. Petrauskas, Director of Operations, for their diligent work efforts to prepare the school for opening day.

SUPERINTENDENT OF RECORD: No Report

SOLICITOR: No Report

OLD BUSINESS: None

ACTION ITEMS

Motion by J. Mondak, seconded by G. Cashuric, to approve and adopt the following PSBA Policies as recommended by the Director:

100 - Comprehensive Planning

101 - Mission Statement/Vision Statement/Educational Values Statement

102 - Academic Standards

103 - Discrimination/Title IX Sexual Harassment Affecting Students

103.1 - Nondiscrimination - Qualified Students with Disabilities

104 - Discrimination/Title IX Sexual Harassment Affecting Staff

105 - Curriculum

105.1 - Review of Instructional Materials by Parents/Guardians and Students

105.2 - Exemption From Instruction

106 - Guides for Planned Instruction

107 - Adoption of Planned Instruction

108 - Adoption of Textbooks

109 - Resource Materials

110 - Instructional Supplies

111 - Lesson Plans (with revision)

112 - Guidance Counseling

115 - Cooperative Education

121 - Field Trips

124 - Extracurricular Activities

125 - Adult and Continuing Education

126 - Class Size/Quotas

127 - Assessment System

130 - Homework

143 - Standards for Persistently Dangerous Schools

144 - Standards for Victims of Violent Crimes

146 - Student Services

303 - Superintendent of Record

Voice Vote: All Board Members voted YES.

Motion carried 5-0

Motion by J. Mondak, seconded by M. Solomon, to approve Jennifer Savo, Health Occupations Technology Instructor to travel out of state to Phillips Exeter Academy, Exeter, New Hampshire June 25-30, 2023, for the Harkness Method of Teaching course of study. Cost of lodging and subsistence is \$1,200 as per the teachers CBA for Professional Development.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by M. Solomon, seconded by J. Dovin, to approve the contract for service with Colonial Intermediate Unit 20 for the Help Desk Technician & Network/System Management Technician. This contract shall not exceed \$25,000 and will be in effect from July 1, 2023 through June 30, 2024 as recommended by the Director: Attachment #3

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by S. McAndrew, seconded by G. Cashuric, to enter into the renewal consultant contract with Nutrition Inc. for the 2023-2024 school year for cafeteria related services. Cost is \$1,245.46 per month for 10 months commencing August 1, 2023 through June 15, 2024 as recommended by the Director: Attachment #4

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by G. Cashuric, seconded by M. Solomon, to approve the Luzerne County Community College Contract for Services and Facilities for Training/Consultation for CTC of Lackawanna Electronics/Mechatronics Instructor. Amount of Contract \$800 commencing August 17 to September 30, 2023 as recommended by the Director: Attachment #5

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by J. Mondak, seconded by J. Dovin, to approve the CTCLC Student Handbook for the 2023-2024 school year as recommended by the Director: Separate Attachment in JOC Document Viewer #6

Voice Vote: All Board Members voted YES.

Motion carried 5-0

PERSONNEL ITEMS

Motion by M. Solomon, seconded by G. Cashuric, to approve a per diem increase for the CTCLC day to day instructional substitutes from \$90 to \$100. After the completion of 30 days of employment for the current school year the per diem rate will increase to \$120 effective with the 2023-2024 school year as recommended by the Director.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by J. Dovin, seconded by S. McAndrew, to approve the PDE Emergency Permit Reissuance for day-to-day CTCLC instructional substitutes for the 2023-2024 school year as recommended by the Director: Attachment #7

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by S. McAndrew, seconded by J. Dovin, to approve the appointment of Mr. John Marichak, Dunmore School District to the position of Superintendent of Record for the CTCLC for a two (2) year term (2023-2024 & 2024-2025). The stipend for each fiscal year is \$3600.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by G. Cashuric, seconded by M. Soloman, to approve a request from employee ID #2023-136 to receive a payment of \$100 for any additional sick days above the 165 allotted per contract as recommended by the Director.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by J. Mondak, seconded by S. McAndrew, to appoint Lisa Fanucci to the position of Confidential Secretary to the Assistant Principal at the annual salary of \$25,000. This position is contingent upon receipt of all required clearances and pre-employment drug screening, otherwise the appointment will be null and void. The position is a 10 month (208-day position), full time, non-contracted personnel position.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Continued

Motion by M. Solomon, seconded by G. Cashuric, to appoint Temika Carroll to the position of Teaching Assistant/Paraeducator at the annual salary of \$16,696 (188 days - 10 months) effective with the 2023-2024 school year. This position is contingent upon receipt of all required clearances and pre-employment drug screening, otherwise the appointment will be null and void. This position is represented by the Lackawanna County Area Vocational-Technical Federation of Secretaries and Support Staff.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by J. Dovin, seconded by S. McAndrew, to appoint Melissa Lydon to the position of Teaching Assistant/Paraeducator at the annual salary of \$16,696 (188 days - 10 months) effective with the 2023-2024 school year. This position is contingent upon receipt of all required clearances and pre-employment drug screening, otherwise the appointment will be null and void. This position is represented by the Lackawanna County Area Vocational-Technical Federation of Secretaries and Support Staff.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by S. McAndrew, seconded by G. Cashuric, to appoint Valerie Wohner to the position of Teaching Assistant/Paraeducator at the annual salary of \$16,696 (188 days - 10 months) effective with the 2023-2024 school year. This position is contingent upon receipt of all required clearances and pre-employment drug screening, otherwise the appointment will be null and void. This position is represented by the Lackawanna County Area Vocational-Technical Federation of Secretaries and Support Staff.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by G. Cashuric, seconded by M. Solomon, to appoint/transfer Arthur D. Baker to the position of Long Term Automated Manufacturing Technology Substitute Instructor (AMT) effective with the 2023-2024 school year. This position is contingent upon receipt of credentials, otherwise the appointment will be null and void. Salary based on the CBA Lackawanna County Area Vocational Technical Federation of Teachers

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by J. Mondak, seconded by J. Dovin, to accept the resignation of Hope Skinner, CTCLC Main Office Secretary and to post for said position.

Voice Vote: All Board Members voted YES.

Motion carried 5-0

Continued

Motion by M. Solomon, seconded by G. Cashuric, to appoint/transfer Deborah Killiano to the position of Main Office Secretary at the annual salary of \$17,332.81 (188 days - 10 months) effective for the 2023-2024 school year. This position is represented by the Lackawanna County Area Vocational-Technical Federation of Secretaries and Support Staff.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by J. Mondak, seconded by M. Solomon, accept the resignation of Karen Walsh and to post for said position.

Voice Vote: All Board Members voted YES.
Motion carried 5-0

Motion by G. Cashuric, seconded by J. Dovin, to appoint/transfer Terianne Cerep to the position of Administrative Assistant to the Director. Starting salary to be set at \$43,000 with 2 weeks annual vacation plus benefits in accordance with non-contracted personnel. This position is a 12-month, full time, non-contracted personnel position.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by J. Mondak, seconded by M. Solomon, to appoint Elizabeth Marie Lark to the position of Administrative Assistant to the CFO at the annual salary of \$38,000. This position is contingent upon receipt of all required clearances and pre-employment drug screening, otherwise the appointment will be null and void. This position is a 12-month, full time, non-contracted personnel position.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by M. Solomon, seconded by S. McAndrew, accept the resignation of Leonard DeMarco, Plumbing Technology Instructor and to post for said position.

Voice Vote: All Board Members voted YES.
Motion carried 5-0

Motion by J. Dovin, seconded by G. Cashuric, to appoint Oscar Soto to the position of Plumbing Technology Instructor effective with the 2023-2024 school year. This position is contingent upon receipt of credentials and all required clearances and pre-employment drug screening, otherwise the appointment will be null and void. Salary based on the CBA Lackawanna County Area Vocational Technical Federation of Teachers

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by S. McAndrew, seconded by M. Solomon, to appoint Sarah Lee Worden to the position of PN clinical substitute instructor effective with the 2023-2024 school year. This position is contingent upon PA State Board approval, verification of credentials, receipt of all required clearances and pre-employment drug screening, otherwise the appointment will be null and void. Salary based on a per diem rate from the CBA Lackawanna County Area Vocational Technical Federation of Teachers.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by G. Cashuric, seconded by J. Dovin, to adjust the salary for employee ID#2023-497 to \$39,000 annually retroactive to July 1, 2023 as recommended by the Director.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

ADDENDUM ITEMS:

Motion by S. McAndrew, seconded by J. Dovin, to approve the Solar Energy Memorandum of Lease Agreement between the JOC Operating Agent for Lackawanna County Area Vocational Technical School Board (Landowner) and SGC PA Development One LLC a Delaware limited liability company (Lessee) as recommended by the Director - Attachment #A-8

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

Motion by G. Cashuric, seconded by S. McAndrew to approve a 4.24% increase (district average) for part time non-contracted hourly employees for the 2023-2024 school year effective July 1, 2023 as recommended by the director.

ROLL CALL: Yes: Dovin, Solomon, McAndrew, Cashuric, and Mondak
Motion carried 5-0

NEW BUSINESS: None

COMMENTS FROM VISITORS (Courtesy of the Floor) - No Requests for Comments.

PROGRAM PRESENTATION: Janet Yontas, Practical Nursing Director

Motion by J. Mondak, seconded by J. Dovin, to adjourn the regular meeting. Meeting adjourned at 7:54pm

INFORMATION ITEMS:

Next Board Meeting Date and Time

September 26, 2023

Executive Session 6:00 pm

Board Business Meeting 7:00pm

Informational Session to follow

STUDENT EVENTS

CTCLC Teacher In-Service Days - August 28-29-30, 2023

CTCLC New Student Orientation - August 30, 2023

CTCLC First Day for Students - August 31, 2023

Board Information

Respectfully submitted,

James C. McHale, Jr

Acting Secretary

CTC of Lackawanna County JOC