

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

**June 27, 2023**

The June monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on June 27, 2023 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 07:25 pm.

The group joined in the Pledge of Allegiance.

**Directors Present**

Mr. Joseph Mondak, Valley View (President)

Mr. William Burke, North Pocono (Secretary)

Mr. Francis Kranick, Dunmore (Treasurer)

Mr. Sean McAndrew, Scranton

Mr. Glenn Cashuric, Mid-Valley

Mr. James Dovin, Carbondale

Six (6) Board Members Present Two (2) Board Members Absent

**Directors Absent**

Mr. Mark Solomon, Lakeland (Vice-President)

Mr. Stephen Ursich, Forest City

**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

Motion by J. Mondak, seconded by W. Burke, to approve the agenda - June 27, 2023.

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

Motion by J. Mondak, seconded by S. McAndrew, to approve the minutes of the monthly meeting - May 23, 2023.

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

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

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak

Motion carried 6-0

Motion by J. Mondak, seconded by W. Burke, to Request Approval of Bills for May & June 2023 —Attachment #2, supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak

Motion carried 6-0

**ANNOUNCEMENT OF EXECUTIVE SESSIONS:** Personnel and Safety

Tuesday, June 27, 2023 - 6:00 - 7:20 pm

Henry J. Dende Campus, Scranton, Pennsylvania

**COMMUNICATIONS** – Administrative Director

- **SCHOOL NOTES:** Diamond O’Dowd, Senior, Carbondale Area & CTCLC Digital Communication Design Program - May 28, 2023.
- **SCHOOL NOTES:** Analyse Tugend, Junior, Mid Valley SD & CTCLC Welding Program - June 4, 2023.
- **SCHOOL NOTES:** Alexander “Alex” Vishnesky, Second-Year Senior, Abington Heights SD & CTCLC Computer Networking & Infrastructure - June 18, 2023.
- Career Technology Center of Lackawanna County Honors Graduates Thursday, May 25, 2023 - May 26, 2023
- The Dunmorean - Unico Honors Scholars with Awards - June 2023

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

**REPORT OF THE DIRECTOR :**

1. CTC enrollment:

- June 2023 ended with 816 highschool students
- August 2024 current enrollment is 935 students

AM Enrollment

17	31	29	14	33	1	38	51	71	51	37	8	6	42	429
AB	CA	DN	FC	LL	LT	MV	NP	ST	WS	VV	WW	HC	Returning AM	Totals

PM Enrollment

26	31	35	25	2	46		58	64	70	57	86	6	506
AB	CA	DN	FC	HC	LL	LT	MV	NP	ST	VV	WS	WW	

- PN Program 50 PN students (30 Level 3; 50 Level 1)

2. Four cosmetology seniors have earned their State Board of Cosmetology Early Licensure Exam over the summer:

Jaiden Ayala - MVSD

Emma Jo Burrasca -FCRSD

MaryLin Moctezuma -Scranton

Juliana Pano-Leyva - West Scranton

3. Two hundred six seniors graduated from CTC on Thursday, May 25.

Twenty adult PN CTC students graduated on Friday, June 9th.

4. Mr. Linko obtained a \$10,000 grant from Lockheed Martin to utilize for various equipment needs in both the electrical and welding programs.

Mr. Linko has also procured donations for the 6 different Weld-a-saurus camps that include all of the gas tanks (filled), filler wire, abrasives, Personal Protective Equipment (PPE) gear, and the pizza parties for all of the different camps.

**SUPERINTENDENT OF RECORD:** No Report

**SOLICITOR:** No Report

**OLD BUSINESS:** None

**ACTION ITEMS**

Motion by J. Mondak, seconded by W. Burke, to approve for a 30 day review the following PSBA policies:

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

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

Separate Attachment in JOC Document Viewer #3 supplemental minute book.

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

Motion by J. Mondak, seconded by W. Burke, to retire the following PSBA policies:

137.1 - Extracurricular Participation by Home Education Students

140.1 - Extracurricular Participation by Charter/Cyber Charter Students

Attachment #4 - supplemental minute book.

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

Motion by W. Burke, seconded by S. McAndrew, to approve the Articulation Agreement between Luzerne County Community College and CTCLC valid July 1, 2023 to June 30, 2028. This agreement will maximize opportunities for students who successfully complete the CTCLC Service Occupations CIP Code 19.9999 - Attachment #5 - supplemental minute book.

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

Motion by J. Dovin, seconded by, F. Kranick, to approve the contract for service with Colonial Intermediate Unit 20 to provide hosted firewall - including base firewall, threat prevention, ongoing management and vpn for CTCLC. The fee for this service is \$826.46 per month for 12 months. This contract shall not exceed \$9,917.52 and is in effect from July 1, 2023 to June 30, 2024 as recommended by the Director - Attachment #6 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak

Motion carried 6-0

Motion by G. Cashuric, seconded by S. McAndrew, to approve for purchase the following textbook: CompTIAA+ Guide to Information Technology. Technical Support Andrews/Dark Shelton/Pierce 11th Edition (Skills, 2023) 9780357674161 / 0357674162.

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

Motion by S. McAndrew, seconded by W. Burke, to approve Rebecca Hayden Rinella, Print Production Instructor to travel out of state to Central Piedmont Community College, Charlotte, NC June 27 to July 1, 2023 for a Phoenix Challenge Teacher Training. Cost of lodging covered by Phoenix Challenge. Cost of the subsistence is approximately \$250. Transportation CTC school van.

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

Motion by F. Kranick, seconded by G. Cashuric, 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 JOC.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by J. Dovin, seconded by W. Burke, to approve the Practical Nursing Tuition Schedule for 2023-2024 for adults enrolled in the Practical Nursing Program as recommended by the Director - Attachment #7 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by S. McAndrew, seconded by J. Dovin, to ratify the approval by the consortium school boards for the 2023-2024 CTCLC budget. Eight school districts, Carbondale, Dunmore, Forest City, Lakeland, Mid Valley, North Pocono, Valley View, and Scranton have returned affirmation resolutions for its adoption.

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

Motion by G. Cashuric, seconded by W. Burke, to approve the Eduready 360 quote to provide services, which include access to and use of CTE-360 effective with the 2023-2024 school year. The annual cost will be \$9,900 as recommended per the Director - Attachment #8 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by F. Kranick, seconded by J. Dovin, to ratify the Board Affirmation Statement for the CTCLC to review and approve the Flexible Instructional Day (FID) Program via a poll of all Directors which will then be ratified at the next JOC meeting June 27, 2023. The application was approved on June 1, 2023 by a vote of 5 (yes), 0 (no), 3 absences - Attachment #9 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by W. Burke, seconded by J. Dovin, to enter into an agreement NRG Controls North, Inc. to provide eight (8) Security and DDC predictive and preventative maintenance visits on the Schneider Electric TAC-Invensys Environmental Control Systems commencing on July 1, 2023 through June 30, 2026. Contract Year #1 \$9,000; Contract Year #2 \$9,000; Contract Year #3 \$9,270 - Attachment #10 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by J. Mondak, seconded by F. Kranick, to enter into an agreement with CSIU Center for Safe Schools (CSS) to provide a behavioral health and climate assessment effective March 27 thru December 23, 2023. Total contract not to exceed \$3408 - Attachment #11 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by S. McAndrew, seconded by F. Kranick, to approve the CTCLC PN Mentor Program with the CBA Lackawanna County Area Vocational Technical Federation of Teachers - Attachment #12 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

**PERSONNEL ITEMS**

Motion G. Cashuric, seconded by J. Dovin, to appoint Daniel Ward to the position of Automotive Technology Instructor, per the CBA Lackawanna County Area Vocational Technical Federation of Teachers effective for the 2023-2024 school year. This position is contingent upon receipt of all required clearances, pre-employment drug screening, and verification of credentials.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by J. Mondak, seconded by W. Burke, to approve Allison Kelley to the substitute instructional list to fill in intermittently until June 9, 2023 as the Substitute Secondary School Counselor.  
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by F. Kranick, seconded by S. McAndrew, to appoint Joanne Falcone & Emily Temple to the positions of PN clinical substitute instructors. These positions are contingent upon verification of credentials, receipt of all required clearances and pre-employment drug screening, otherwise the appointments will be null and void. Salary based on a per diem rate from the CBA Lackawanna County Area Vocational Technical Federation of Teachers effective for the 2023-2024 school year.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by J. Dovin, seconded by G. Cashuric, to approve the Service Contract to provide financial aid student services for CTCLC PN students between Suzie Morgan and CTCLC at the rate of \$52.56 (3.27% increase from 2022-2023) hour not to exceed a total of 20 hours/week - Attachment #13 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by W. Burke, seconded by F. Kranick, to appoint Dominick Carachillo as School Safety and Security Coordinator for the 2023-2024 school year as recommended by the Director.  
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Mondak, seconded by W. Burke, to approve the retirement of Valerie Carey, Administrative Assistant to the Director and to post for said position.  
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by J. Dovin, seconded by S. McAndrew, to approve the retirement request for Mary Ellen Toth, Administrative Assistant to the CFO and to post for said position.  
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by S. McAndrew, seconded by F. Kranick, to approve the resignation of Valerie Caravello, part time Cafeteria Worker effective May 16, 2023 and to resume a position as CTCLC Substitute Cafeteria Worker.  
Voice Vote-All Board Members voted yes. Motion carried 6-0

Motion by W. Burke, seconded by J. Dovin, to enter into a contract with Valerie Carey, Mary Ellen Toth, Deborah Germano and Raymond Decker for consulting services relating to support and training for the period of the 2023-2024 school year - Attachment #14 - supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Burke, Kranick, Cashuric and Mondak  
No - Messr. McAndrew  
Motion carried 5-1

Motion by J. Dovin, seconded by G. Cashuric, to approve an extended sick leave for employee #2023-181 commencing May 30 to June 9, 2023.

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

Motion by J. Mondak, seconded by J. Dovin, to approve a request from employee ID #2023-250 to receive a per diem cash payment for ten (10) unused vacation days from the 2022-2023 school year.

NOTE: Employee is unable to take the time off in June due to the heavy workload related to writing grants and the performance reports that are attached to them that are due by the end of June.

On the Question: S. McAndrew mentioned contract calls for 5 days.

ROLL CALL: Yes - Messrs. Dovin, Burke, Kranick, Cashuric and Mondak

No - Messrs. McAndrew

Motion carried 5-1

Motion by G. Cashuric, seconded by J. Dovin to approve a request from employee ID #2023-466 to receive a per diem cash payment for ten (10) unused vacation days from the 2022-2023 school year.

NOTE: Employee is unable to take the time off in June due to Business Office operations at the end of our school year.

ROLL CALL: Yes - Messrs. Dovin, Burke, Kranick, Cashuric and Mondak

No - Messrs. McAndrew

Motion carried 5-1

Motion by W. Burke, seconded by J. Dovin, to approve a request from employee ID #2023-505 to receive a per diem cash payment for ten (10) unused vacation days from the 2022-2023 school year.

NOTE: Employee is unable to take the time off in June due to operations at the end of our school year.

ROLL CALL: Yes - Messrs. Dovin, Burke, Kranick, Cashuric and Mondak

No - Messrs. McAndrew

Motion carried 5-1

**ADDENDUM ITEMS:**

Motion by J. Dovin, seconded by G. Cashuric, to appoint Karen Walsh to the position of Administrative Assistant to the Director at an annual salary of \$44,000. This position is contingent upon receipt of all required clearances and pre-employment drug screening. This is a 12 month non-contracted personnel position.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak

Motion carried 6-0

CTC of Lackawanna County

June 27, 2023

Page 9-9

Motion by J. Dovin, seconded by S. McAndrew, to appoint Terianne Cerep to the position of Administrative Assistant to the CFO at an annual salary of \$42,000. This position is contingent upon receipt of all required clearances and pre-employment drug screening. This is a 12 month non-contracted personnel position.

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

Motion by G. Cashuric, seconded by S. McAndrew, to remove employee 2023-647 from the position of Custodial Foreman effective 07-01-2023

ROLL CALL: Yes - Messrs. Dovin, Burke, McAndrew, Kranick, Cashuric and Mondak  
Motion carried 6-0

**NEW BUSINESS:** None

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

**PROGRAM PRESENTATION:** Sherreccia Jackson, Learning Loss Recovery Coordinator

Motion by J. Mondak, seconded by J. Dovin, to adjourn the regular meeting. Meeting adjourned at 8:16 pm

**INFORMATION ITEMS:**

**Next Board Meeting Date and Time**

**August 22, 2023**

**Executive Session 6:00 pm**

**Board Business Meeting 7:00 pm**

**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**

**CTC of Lackawanna County Safety Committee Meeting Minutes of October, November, December 2022, January, February, April, May, June, 2023**

**CTC of Lackawanna County Principal's Meeting Minutes of May 16, 2023.**

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC