

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD

May 23, 2023

The May monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on May 23, 2023 at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 07:00 pm.

The group joined in the Pledge of Allegiance.

Directors Present

Mr. Joseph Mondak, Valley View (President)
Mr. Mark Solomon, Lakeland (Vice-President)
Mr. William Burke, North Pocono (Secretary)
Mr. Francis Kranick, Dunmore (Treasurer)
Mr. Sean McAndrew, Scranton
Mr. Stephen Ursich, Forest City
Mr. Glenn Cashuric, Mid-Valley
Mr. James Dovin, Carbondale
Eight (8) Board Members Present

Directors 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

Motion by J. Mondak, seconded by W. Burke, to approve the agenda - May 23, 2023.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by J. Mondak, seconded by F. Kranick, to approve the minutes of the monthly meeting - April 25, 2023.

Voice Vote-All Board Members voted yes. Motion carried 8-0

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

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

Motion carried 8-0

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

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

Motion carried 8-0

ANNOUNCEMENT OF EXECUTIVE SESSIONS: Personnel

Tuesday, May 23, 2023 - 6:00 - 7:00 pm

Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director

- **SCHOOL NOTES:** Colin Hartman, Senior, Dunmiore SD & CTCLC Masonry Program - April 30, 2023.
- **SCHOOL NOTES:** Noah Saar, Senior, Scranton High School & CTCLC Culinary Program - May 7, 2023.
- **SCHOOL NOTES:** Calle Carter, Senior, Forest City Regional & CTCLC Cybersecurity Program - May 14, 2023.
- **SCHOOL NOTES:** Ben Gretzula, Junior, Lakeland SD & CTCLC Electrical Construction Program - May 14, 2023.
- First Friday Events - May looks like a good month for art, music - May 6, 2023
- **WEEKEND TIMES** - Out & About at May First Friday Art Walk in Downtown Scranton - May 17, 2023

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

REPORT OF THE DIRECTOR :

1. CTC enrollment currently stands at 816 highschool students
 - 351 10th graders
 - 253 11th graders
 - 209 12th graders
 - 50 PN students (20 Level 4; 30 Level 2)
2. Eleven cosmetology seniors have earned their State Board of Cosmetology license. One is scheduled to take it on June 9.

Ava Reed- NP

Shanyla Ruiz- Scr

Samantha Stracham- LL

Genevieve Moyles- VV

Norah Moon- AH

Olivia Warholic- LL

Jenna Bosek- LL

Lindsay Luizzo- VV

Victoria Burke- VV

Autumn Campbell- FCR

Shannon Ryan- HC

Evelyn Gonzalez is scheduled to take her test on Jun 9, 2023

3. Four students have successfully earned their TestOut PC Pro certification today! This significant achievement demonstrates their commitment, effort, and understanding of their needed foundational computer networking and security skills.

Archer Jones - WSHS

Sean Hedglin - WSHS

Jacob Spies - SHS

Jacob Washeleski - CA

4. Fourteen students passed their NNHA MA or PCT test on May 11, 2023, which means they can now work in a doctor's office or hospital, taking patient's input information such as their vitals as well as assisting nurses in caring for patients in hospitals.

Sage bilko	FCRSD	MA
Carl Boone	DSD	MA
Cortney Cortazar	VVHS	MA
John Crespo Clark	DSD	MA
Madison Gelatt	FCRSD	MA
Margaret Haines	NPSD	MA
Alanna Jones	MVSD	MA
Anayah Jones	SHS	MA
Mackenzie Kury	SHS	MA
Yamin Moreira	West Scranton	MA
Daniel Pano	West Scranton	MA
Allison Reeseey	FCRSD	MA

Emilee Sweeney

VVSD

MA - to be
scheduled

Maria Rivera

VVSD

PCT

5. CTC hosted NEIU's Scholar of the Year banquet on Wednesday, May 10. Twenty-five schools and districts throughout the NE region attended the event that recognized the Scholar of each individual high school. CTC's Scholar of the Year is Sephora Charlot, a senior from SHS.

6. Mr. McLane, Ms. Rinella, and both the IAD and PPT students were featured on WNEP and WBRE last night for their creation of the K-9 booklets for SPD. The book will be utilized by Officer Stelmak and his K-9 partner Attyro when they visit elementary schools located throughout Scranton. Funding was attained by Colleen Stepanovich through a grant made available by the Lackawanna County Workforce Development Board.

7. Two Hundred six seniors will be recognized this Thursday night at CTC's 49th Awards Ceremony.

8. NOCTI has been completed for all seniors. This was apx. 2 months of testing starting in March and ending in April. The test includes both a written and practical assessment. Although this senior class was the class that started at CTC during the pandemic, and thus only being here 2 days a week initially, teachers reported that the seniors did very well on their NOCTI. Apx. 85% of the seniors scored at least competent, with many scoring advanced on both sections.

SUPERINTENDENT OF RECORD: No Report

SOLICITOR: No Report

OLD BUSINESS: None

ACTION ITEMS

Motion M. Solomon, seconded by J. Dovin to approve and adopt the following PSBA policies as recommended by the Director:

000 - JOC Policy/Procedure/Administrative Regulations

001 - Name & Classification

002 - Authority & Powers

003 - Functions

004 - Membership

005 - Organization

006 - Meetings

006.1 - Attendance at Meetings Via Electronic Communications

007 - Policy Manual Access

011 - Principles for Governance & Leadership - NEW

000 - JOC Procedures - (Cross Reference)

816 - Center Social Media

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion W. Burke, seconded by S. McAndrew, to approve for purchase the following textbook: NCCER Plumbing Level 1 Book, 5th Edition, Published 2022 ISBN - 13:9780137933839.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by F. Kranick, seconded by G. Cashuric, to approve for a 30 day review the following textbook: CompTIAA+ Guide to Information Technology. Technical Support Andrews/Dark Shelton/Pierce 11th Edition (Skills, 2023) 9780357674161 / 0357674162 Motion for final adoption will be approved at the June JOC Board Meeting.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by J. Dovin, seconded by S. Ursich, to approve the Perkins Local Articulation Agreements for the Program of Study Alignment for Medical/Clinical Assistant for High School Graduation Years 2022, 2023, 2024 between Lackawanna College & CTCLC as recommended by the Director - Attachment # 3 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by S. Ursich, seconded by M. Solomon, to approve the the following CTCLC student field trips as recommended by the Director:

- Museum of the Moving Image & Poster House, NYC - May 18, 2023. Patrick McLane, Illustration & Advertising Instructor-Paul Georgetti, Digital Communications Instructor-Rebecca Rinella, Print Production Technology Instructor-Ann Jordan, School Counselor and Taryn Wells, Paraeducator and approx 22 CTC students from Illustration & Advertising, Digital Communications & Print Production Technology. Museum tickets and lunch covered by student activity. Cost of busing is covered through Perkins as recommended by the Director.
- Media and Design State Competition, Dickinson College, Carlisle, PA - May 23, 2023. Paul Georgetti, Digital Communications Instructor & Taryn Wells, Paraeducator & 3 CTC students. CTC will cover expenses as recommended by the Director (CTC School Van)
- LCCC Public Safety Training Institute, Nanticoke, PA, Saturday, May 20, 2023. (Firefighter I Live Burn Assist) Jonathan Coyne, Protective Services Instructor and approximately 6 CTC students. CTC will cover expenses as recommended by the Director (CTC School Van)

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

Motion by S. McAndrew, seconded by G; Cashuric, to approve the Keystone College Dual Enrollment Agreement between Keystone College and CTCLC for 2023-2024 as recommended by the Director - Attachment #4 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by G. Cashuric, seconded by W. Burke, to approve the CSIU eService price schedule agreement for software services for the 2023-2024 school year. The price schedule includes the following modules: Financials, Student Information System, GURUBoard, On-Line Registration, Jobready Work-Based Learning and SCView Doc Management System. The price schedule acceptance is required annually by the CSIU/CTC contract - as recommended by the Director - Attachment #5 supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

Motion by F. Kranick, seconded by J. Dovin, to approve the updated Health and Safety Plan Summary: Career Technology Center of Lackawanna County as recommended by the Director - Attachment #6 supplemental minute book.

Voice Vote-All Board Members voted yes. Motion carried 8-0

Motion by M. Solomon, seconded by G. Cashuric, to approve the Johnson Controls Planned Service Agreement. The service agreement for one year is \$8,395.00 commencing on July 1, 2023 and ending June 30, 2024 (2022-2023 Service Agreement \$7,772.00) - Attachment #7 supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

Motion by J. Dovin, seconded by S. McAndrew, to approve the revised agreement for CM3 to provide scope of work. "It is the intent of the Board to approve an agreement in the amount of \$171,470 to CM3 Building Solutions to perform replacement of Cooling Tower underground piping, replace condenser water piping and install a condenser water side-stream filter - Attachment #8 supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

PERSONNEL ITEMS

Motion by G. Cashuric, seconded by S. Ursich, to approve Thomas Baileys and George Pelepko-Filak as Administrative Substitutes at the per diem rate of \$300 pending receipt of current clearances.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

Motion by S. McAndrew, seconded by J. Dovin, to appoint Mauri Olivetti to the position of Confidential Secretary to the Director of PN at an annual salary of \$35,000. 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, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

Motion by J. Dovin, seconded by S. Ursich, to transfer Gabrielle Gashi from the position of Substitute Practical Nursing Faculty to Full Time Practical Nursing Faculty effective for the 2023-2024 school year. Salary as per the Lackawanna County Area Vocational Technical Federation of Teachers Collective Bargaining Agreement.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

ADDENDUM ITEMS:

Motion by S. Ursich, seconded by F. Kranick, to approve a change to the 2022-2023 school calendar to include changing the final day of school for all ten month employees to Friday, June 9, 2023 which will be a snow makeup day.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

Motion by W. Burke, seconded by J. Dovin, to approve the Settlement & Release Agreement for retirement purposes for employee #2023-76 as recommended by the Director and to post for said position - Attachment #9 supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

Motion by S. McAndrew, seconded by M. Solomon, to approve the Settlement & Release Agreement for retirement purposes for employee #2023-376 as recommended by the Director and to post for said position - Attachment #10 supplemental minute book.

ROLL CALL: Yes - Messrs. Dovin, Ursich Solomon, Burke, McAndrew, Kranick, Cashuric and Mondak
Motion carried 8-0

NEW BUSINESS: NONE

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

PROGRAM PRESENTATION: Colleen Stepanovich, Continuing Education Coordinator

CTC of Lackawanna County

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Motion by W. Burke, seconded by S. McAndrew, to adjourn the regular meeting. Meeting adjourned.
Voice Vote-All Board Members voted yes. Motion carried 8-0

INFORMATION ITEMS:

[Next Board Meeting Date and Time](#)

June 27, 2023

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

STUDENT EVENTS

CTC of Lackawanna County Senior Awards Night - Thursday, May 25, 2023 - 6:00 pm

Practical Nursing Graduation - Wednesday, June 7, 2023 - 6:00 pm

Tentative Last Day of School - June 13, 2023

Board Information

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC