

CTC OF LACKAWANNA COUNTY JOINT OPERATING COMMITTEE BOARD

March 28, 2023

The March monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on March 28, 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

Directors Absent

Mr. Joseph Mondak, Valley View (President)

Mr. Mark Solomon, Lakeland (Vice-President)

Mr. William Burke, North Pocono (Secretary)

Mr. Sean McAndrew, Scranton

Mr. Stephen Ursich, Forest City

Mr. Glenn Cashuric, Mid-Valley

Mr. Francis Kranick, Dunmore (Treasurer)

Mr. James Dovin, Carbondale

Eight (8) Board Members Present

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

Others Absent: Mr. John Marichak, Superintendent of Record, Dunmore.

Visitors Present: Dominick Carachilo, Assistant Principal, CTCLC

Motion by J. Mondak, seconded by W. Burke, to approve the agenda - March 28, 2023.

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

Motion by J. Mondak, seconded by S. Ursich, to approve the minutes of the monthly meeting - January 24, 2023.

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

Motion by J. Mondak, seconded by J. Dovin, 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 S. McAndrew, to Request Approval of Bills for January, February and March 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, March 28, 2023 - 6:00 pm

Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director

- **SCHOOL NOTES:CTC Student Ambassador Executive Officers for 2022-2023 School Year:** Jenna Mancuso (Lakeland), President, Carly Edwards (Lakeland) Vice President, Sidney Grippi (Scranton) Secretary & Noah Saar (Scranton) Treasurer - January 29, 2023.
- **SCHOOL NOTES:** Thomas Reynolds, Senior, West Scranton High School & CTCLC Service Occupations Program - February 5, 2023.
- **SCHOOL NOTES:** Ryan Spies, Senior, Scranton High School & CTCLC Carpentry Program - February 12, 2023.
- **SCHOOL NOTES:** Kenny Tolentino, Senior, West Scranton & Bastianna Orr, Senior, Dunmore SD & Service Occupations Program - February 19, 2023.
- **SCHOOL NOTES:** Nicholas Bonham, Senior, Forest City Regional & CTCLC Electrical Program - February 19, 2023.
- **SCHOOL NOTES:** Zakariyyah Sandy, Senior, West Scranton & CTCLC Cybersecurity Program - February 26, 2023.
- **SCHOOL NOTES:** Lauren Black, Junior, Lakeland SD & CTCLC Automotive Technology Program - February 26, 2023.
- **SCHOOL NOTES:** Thomas Scalzo, Senior, Lakeland SD & CTCLC Welding Program - March 5, 2023.
- **SCHOOL NOTES:** Bryttanie Lewis, Sophomore, Dunmore SD & CTCLC Cosmetology Program - March 12, 2023.
- **SCHOOL NOTES:** Lauren Posluszny, Senior, North Pocono SD & CTCLC Protective Services Program - March 12, 2023.
- **SCHOOL NOTES:** Ernie Vandervort, Senior, North Pocono SD & CTCLC Culinary Program - 03-19-2023.
- BUILDING INTEREST IN TRADES
- CTC Automotive Program receives donation of hand tools - March 7, 2023
- CTC Illustration & Design students (NOCTI Award Third Place at National Level) designed & distributed Valentine cards to the residents of Dunmore Health Care Center.
- **FEBRUARY STUDENTS OF THE MONTH** - Lauren Posluszny, Senior, North Pocono & CTCLC Protective Services Program, Diamond O'Dowd, Senior, Carbondale SD & CTCLC Digital Communications Design Program & Emily Haberstroh, Senior, Mid Valley SD & CTCLC Health Occupations Technology Program.

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

REPORT OF THE DIRECTOR :

1. **CTC enrollment currently stands at 826 highschool students**
 - **356 10th graders**
 - **259 11th graders**
 - **211 12th graders**
 - **56 PN students (20 Level 4; 36 Level 2)**

2. February and March Student of the Months are:

February	March
Lauren Posluszny- Senior, NPSD, Prot Ser	Alyssa Renna - Senior- DSD-Culinary
Emily Haberstroh - Senior, MVSD, Health Occ	Natalia Estevez - Senior, SSD, Cosmo
Diamond O’Dowd - Senior, CASD, DCD	Ryan Spies - senior, CASD, Carpentry

3. Students in Print Production along with Ms. Rinella traveled to NC last week and won 1st and 4th place in the international Phoenix Flexographic Skills Challenge

1st Place Winners - \$1000 each	4th Place Winners
Ravyn Reed - 11th, Lakeland SD	Chevelle Carroll - 12th, DCD, MVSD
Kiley Keesling - 12th, VVSD	Bergina Neves - 10th, CCP, Lakeland SD

4. Some other student success stories include:

- Mr. McLane’s IAD students won third place in the national NOCTI contest where they designed a video entitled “Dream Job”. They won a pizza party and \$150 from NOCTI.
- Mr. Georgetti’s DCD students competed at the Media and Design competition at Keystone College. They **WON IN EVERY PLACE** for Logo and Graphic Design:
 - 1st place - Diamond O’Dowd (CASD)
 - 2nd place - Brandon Salazar (West)
 - 3rd place- tied -Krystal Clark (DSD) and Esmerlyn Vasquez (West)
- They also won 1st place in Digital Movie: Ava Penzone (VV) and Jason Castrogiovanni (NPSD)
- 1st place winners move on to the state competitions in May.
- Welding students won the silver medal in the state SkillsUSA competition in Welding Fabrication.
 - Andy Perez (SHS)

- Justin Pecko (FCRSD)
- Chaz Kovaelski (CASD)
- Brendan Rucks (VVHS) was nominated and won the April Student of the Month for Tomorrow's Technician and Continental. His interview will be featured on their website during the month of April.
- 5. Scranton Chamber of Commerce's Educator in Workplace kicked off day 1 at CTC on February 22, 2023. Approximately 30 educators, administrators and board members from CTC member districts learned about our program and opportunities available to their students.
- 6. Manasek Auto Parts Inc. recently donated \$6,000 worth of equipment to our Automotive program.
- 7. Mrs. Stepanovich has recently submitted and acquired the following grants to enhance CTC programming:
 - COVID 19 Public Health Workforce Supplemental grant - \$198,146.00
 - Supplemental Equipment Grant - \$59,512.20
 - Cafeteria Grant - \$25,000
- 8. Some recent Community Service Events at CTC:
 - Illustrations and Design Valentine's Day visit to Dunmore Senior Center- IAD students designed and distributed Valentine's cards to the residents of Dunmore Health Care Center. The students illustrated original card designs, digitized their drawings and painted them digitally. The cards were then printed by the Print Production program. This was a collaborative project that helped spread a little joy to seniors in our community
 - CCP students created and printed coloring books and stickers made available through Lackawanna Workforce Development Board's BEP grant. Coloring books and stickers feature illustrations of SPD Officer Stelmak and his K-9 partner, Attyro for Officer Stelmak to give to elementary students when he visits schools with his K9 partner.
 - Cosmetology students continue to visit senior centers throughout the community to give "spa day" treatments to senior citizens.
 - Culinary students in Chef Mark's class prepared Shamrock Shake Cupcakes for the Scranton Parade Day Committee
- 9. PDE BCTE 339 Review was last week. Although we haven't received the official report yet, the following commendations were given:
 - Standard 8.1 Our level and extent of participation in SkillsUSA.
 - Standard 13 - The OAC Administrative Response

- **Standard 14 - The Admissions Policy**
 - **Standard 15 & 20/21 - Real live work and simulated work experiences provided including work opportunities made available through our co-op program.**
- 10. DiscoverNEPA videos. Thanks to Miss Zero, DiscoverNEPA is producing three videos promoting CTC including 2 videos specifically focused on CCP and HOT programs.**
 - 11. DCD and IAD's "Saturday Morning Animation Camp" starts April 15 for 7th and 8th graders in our member districts.**

SUPERINTENDENT OF RECORD: No Report

SOLICITOR: No Report

OLD BUSINESS: None

ACTION ITEMS

Motion by J. Mondak, seconded by M. Solomon, to approve for a 30 day review the following textbook: NCCER Plumbing Level 1 Book, 5th Edition, Published 2022 ISBN - 13:9780137933839. Motion for final adoption will be approved at the April JOC Board Meeting.

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

Motion by W. Burke, seconded by S. Ursich, to approve a request from Thomas Czachor, SkillsUSA Advisor and five (5) chaperones to accompany 44 CTCLC students at the 55th 2023 SkillsUSA Pennsylvania Leadership and Skills Conference, April 12-13-14, 2023, Hershey, PA. (4 of the CTCLC students will compete at Pennsylvania College of Technology for Welding/Welding Fabrication on March 7, 2023) as recommended by the Director. Cost for conference registration, lodging, subsistence and transportation not to exceed \$30,000.

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

Motion by S McAndrew, seconded by F. Kranick, to approve the Contract for Service between Gaggle.Net, Inc. and CTCLC effective 07-01-2023 as recommended by the Director. The annual cost for the first year is covered by the Mobile Science & Math Education Grant Money - Attachment #3 supplemental minute book.

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

Motion by J. Dovin, seconded by G. Cashuric, to approve the Contract Calm between NEIU 19 and CTCLC effective June 1, 2023 as recommended by the Director. Total Cost of Package is \$3500 - Attachment #4 supplemental minute book.

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

Motion by G. Cashuric, seconded by S. Ursich, to approve the 2023-2024 BCTE PDE Technical Assistance Program Memorandum of Understanding as recommended by the Director - Attachment #5 supplemental minute book.

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

Motion by W. Burke, seconded by J. Dovin, to approve the CTCLC K-12 Guidance Plan 2023-2026 as recommended by the Director - Attachment #6 supplemental minute book.

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

Motion by S. Ursich, seconded by S. McAndrew, to approve the Pathway Agreement for CIP50.0402 (Advertising Art) between Penn College and CTCLC as recommended by the Director. This agreement would afford students the opportunity of 6 credits towards the Graphic Design or Advertising Art programs - Attachment #7 supplemental minute book.

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

Motion by J. Dovin, seconded by G. Cashuric, to enter into an Agreement between Riverside School District and CTCLC for provision of educational instruction as recommended by the Director. CTCLC agrees to provide technical and trade education services to a Riverside School District student for the 2022-2023 school year at the non-member annual student tuition rate of \$9,562.05 - Attachment #8 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 CTCLC Occupational Advisory Committee Membership as recommended by the Director - Attachment #9 supplemental minute book.

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

Motion by F. Kranick, seconded by J. Dovin, to approve the CTCLC Local Advisory Committee Membership as recommended by the Director - Attachment #10 supplemental minute book.

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

Motion by G. Cashuric, seconded by F. Kranick, to distribute the 2023-2024 General Operating Budget to member districts for approval as recommended by the Chief Financial Officer - To Be Distributed supplemental minute book.

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

Motion by M. Solomon, seconded by S. McAndrew, to approve for a 30 day review the following PSBA policies:

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

Motion for final adoption will be approved at the April JOC Board Meeting - Separate Attachment in JOC Document Viewer #11 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 the following CTCLC student field trips as recommended by the Director:

- New York Hair Show, Jacob Javitts Center, NYC - March 7, 2023 - Christine Menichini & Kristina Petrauskas, Cosmetology Instructors. (Transportation paid by Perkins funds).

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

Motion by J. Dovin, seconded by S. McAndrew, to approve the proposed calendar for the CTCLC for the 2023-2024 school year as recommended by the Director- Attachment #12 supplemental minute book.

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

PERSONNEL ITEMS

Motion by J. Mondak, seconded by F. Kranick, to appoint Brian Pisarcik to the position of Collision Repair Instructor, per the CBA Lackawanna County Area Vocational Technical Federation of Teachers as recommended by the Director. This position is contingent upon receipt of all required clearances, pre-employment drug screening, and verification of credentials.

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

Motion by F. Kranick, seconded by M. Solomon, to approve Diamond O'Dowd Cooperative Education Program/Digital Communications to work with Alex Zero, Career Resource Coordinator at the hourly rate of \$7.25 as recommended by the Director.

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 approve Thomas Reynolds and Roel Teixeira, CTCLC Service Occupations students to the Part Time Transition Maintenance position at the hourly rate of \$7.25 as recommended by the Director

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

Motion by W. Burke, seconded by S. Ursich, to approve the request for one (1) additional bereavement day for employee #2023-482 as recommended by the Director.

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

Motion by M. Solomon, seconded by F. Kranick, to approve the request for one (1) additional bereavement day for employee #2023-11 as recommended by the Director.

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

Motion by S. Ursich, seconded by S. McAndrew, to approve the request for retirement for Joseph Granteed, Automotive Instructor effective at the end of the 2022-2023 school year and to post for said position.

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

Motion by W. Burke, seconded by F. Kranick, to approve the request for retirement for Deborah Germano, Confidential Secretary to the Director of Practical Nursing effective 06-30-2023 and to post for said position.

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

Motion by S. McAndrew, seconded by M. Solomon, to approve the resignation of Frank Buono, HVAC Instructor effective at the end of the 2022-2023 school year and to post for said position.

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

ADDENDUM ITEMS: NONE

NEW BUSINESS: None

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

PROGRAM PRESENTATION: James C. McHale, Chief Financial Officer

Motion by J. Mondak, seconded by Sean McAndrew, to adjourn the regular meeting. Meeting adjourned at 7:38 pm.
Voice Vote-All Board Members voted yes. Motion carried 8-0

INFORMATION ITEMS:

CTCLC School Calendar for 2022-2023 has been changed to include Thursday, April 6, 2023 (snow makeup day) as a regular school day for students and staff (Board Approved 03-22-2022)

CTC of Lackawanna County

March 28, 2023

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Next Board Meeting Date and Time

April 25, 2023

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

STUDENT EVENTS

SkillsUSA Pennsylvania Leadership & Skills Conference - April 12-13-14, 2023

National Vocational Technical Honor Society Induction - April 20, 2023 - 6:00 pm

CTC of Lackawanna County Senior Awards Night - May 25, 2023

Practical Nursing Graduation - June 7, 2023

Tentative Last Day of School - June 8, 2023

Board Information

CTC of Lackawanna County Principal's Committee Meeting Minutes of February 16, 2023.

Respectfully submitted,

William Burke

Secretary

CTC of Lackawanna County JOC