

**CTC OF LACKAWANNA COUNTY
JOINT OPERATING COMMITTEE BOARD
February 27, 2024**

The February monthly meeting of the Career Technology Center of Lackawanna County Joint Operating Committee Board was held on February 27, 2024, at the Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania.

The meeting was called to order by Joseph Mondak, President at 07:05pm.

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. Glenn Cashuric, Mid-Valley (Secretary)
Mr. Francis Kranick, Dunmore (Treasurer)
Mr. James Dovin, Carbondale
Mr. Timothy Bracey, North Pocono
Mr. Sean McAndrew, Scranton
Mr. Christopher Stahl, Forest City

Eight (8) Board Members Present, no Board Members Absent.

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

Others Absent:

Visitors Present: Dominick Carachilo, CTCLC Assistant Principal, Colleen Stepanovich, CTCLC Continuing Education Coordinator, Rebecca Rinella, CTCLC Instructor, Graphic Production

Motion by J. Mondak, seconded by F. Kranick, to approve the agenda: February 27, 2024.

VOICE VOTE: All Board Members voted YES
Motion carried 8-0

Motion by J. Mondak, seconded by J. Dovin, to approve the minutes of the monthly meeting: January 23, 2024.

VOICE VOTE: All Board Members voted YES
Motion carried 8-0

Motion by J. Mondak, seconded by C. Stahl, to approve the Report of the Treasurer, January 2024: *Attachment #1, supplemental minute book.*

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak, Solomon, Stahl

Continued

Motion carried 8-0

Motion by J. Mondak, seconded by S. McAndrew, to Request Approval of Bills for January 2024: *Attachment #2, supplemental minute book.*

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak, Solomon, Stahl

Motion carried 8-0

ANNOUNCEMENT OF EXECUTIVE SESSIONS: Personnel and legal.

Tuesday, February 27, 2024, 6:05-7:03pm

Henry J. Dende Campus, Scranton, Pennsylvania

COMMUNICATIONS – Administrative Director

SCRANTON TIMES, SCHOOL NOTES, January 21, 2024:

- Mason Richards: BMT (North Pocono)

SCRANTON TIMES, SCHOOL NOTES, January 28, 2024:

- Thomas Burke: AMT (Abington Heights)
- Luigi Vitucci (Lakeland): Culinary

SCRANTON TIMES, SCHOOL NOTES, February 5, 2024:

- Jaelyn Nelson: Co-Op/Service Occupations
- Emmajo Burrasco (Forest City Regional): Cosmetology

SCRANTON TIMES, SCHOOL NOTES, February 11, 2024:

- Darrell Smith (Forest City Regional): Construction

SCRANTON TIMES SCHOOL NOTES, February 18, 2024:

- Jason Oakey: Carpentry (Mid-Valley)

SCRANTON TIMES NEWS ARTICLE, February 9, 2024:

- CTC Awarded grant

CTC FACEBOOK COMMUNICATIONS, January 2024/February2024:

- Students of the Month
- Chili Competition
- Print Production Paper Donation
- CTC Students visit General Dynamics
- Culinary students support Autistic Support and Life Skills
- PN and HOT students hold blood drive

COMMENTS BY VISITORS (Agenda Items only): C. Stepanovich welcomed Dr. Carlucci back to CTC!

REPORT OF THE DIRECTOR:

CTC enrollment currently stands at 816 students:

10th: 283 students

11th: 319 students

12th: 214 students

PN Program: 65 students:

Level 2: 36 students

Level 4: 29 students

PN Graduation is March 13, 2024, 6:00PM

47 Level I students start March 11, 2024



February is CTE Month. Last week we celebrated spirit week with various competitions held throughout the school. Congratulations to Mrs. Savo's Health Occupations class for winning the CTE Trophy Cup! A special thank you to Ms. Rinella for printing 1000 shirts to promote CTE and to Mrs. Stepanovich for finding a grant to cover the cost.



February also started with School Counselor week. Thank you to Mrs. Jordan and Mrs. Walsh for all they do for our students.

January Students of the Month are:

- Jacob Argenta, Electrical Program, West Scranton High School
- Kelsey Calpin, Cosmetology, Scranton High School
- Ravyn Reed, Print Production Technology, Lakeland School District

Thank you to Fastenal for once again sponsoring our students by providing SWAG including \$50 gift certificates for each student.

Ninth grade Student Shadows have been visiting CTC to get a closer look at which program they might want to enroll in for next school year. So far, the following districts have sent potential new students to CTC:

- Dunmore, Mid Valley, North Pocono, and Valley View
- Other member districts are scheduled throughout March to visit

Thank you to both our HOP and PN students for partnering with the American Red Cross to co-hosting a blood drive on February 6. Twenty-eight viable donations were attained during the drive. Thank you also to our Culinary students for baking delicious snacks for the donors.

Our culinary students have also been busy supporting other community service projects by baking cookies for various bake sales at Scranton High School including baking for the Autistic Support Classrooms and the Life Skills Classrooms.

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Continued

General Dynamics opened their doors to students in our Automated Manufacturing Program, Plumbing and Collision Repair. Students learned about the skills needed and job opportunities available at GD. Thank you for hosting our students!

Thank you to Universal Printing for donating four pallets of paper to our Print Production Technology program. Students have been using the paper to learn various skills including printing, folding, and binding.

March kicks off NOCTI testing for our seniors. We wish them well on both the written and practical. We would also like to thank our industry partners who volunteer their time to assess students on their Skills Assessment portion of the NOCTI.

Dr. Carlucci thanked the JOC, Atty. Finnerty, Mr. Marichak and the CTC Admin Team for their support while she was out on medical leave.

SUPERINTENDENT OF RECORD: Mr. Marichak welcomed Dr. Carlucci back to CTC!

SOLICITOR: Atty. Finner also welcomed Dr. Carlucci back to CTC!

OLD BUSINESS: None

ACTION ITEMS

Motion by T. Bracey, seconded by S. McAndrew, to approve the attached Practical Nursing Tuition Schedule for 2024-2025 for adults enrolled in the Practical Nursing Program as recommended by the Director. *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 authorize the CFO to enter into a renewal agreement with DeHey McAndrew for consulting services in relation to IRS, FMLA, HIPAA and COBRA compliance, and general human resource consulting for the period January 1 thru December 31, 2024. The annual cost of the retainer for these services is \$1,750.00.

Attachment #4, supplemental minute book

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak,
Solomon, Stahl
Motion carried 8-0

Motion by C. Stahl, seconded by F. Kranick, to authorize the CFO to enter into a renewal agreement with DeHey McAndrew for 403B Administrative and Common Remitter services for the 2024 calendar year. The amount of the contract is \$2,975.00 plus \$1.59 per contributing employee per pay period. *Attachment #5, supplemental minute book*

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak,
Solomon, Stahl
Motion carried 8-0

Continued

Motion by G. Cashuric, seconded by T. Bracey, to authorize the CFO to enter into an agreement with DeHey McAndrew to provide IRC Section 125 Administration, Accounting, and Reporting services for the 2024 calendar year. The annual cost of these services is \$2,575.00. *Attachment #6, supplemental minute book*

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak,
Solomon, Stahl
Motion carried 8-0

Motion by F. Kranick, seconded by C. Stahl, to approve a change to the 2023-2024 School Calendar to include changing the final day of school for faculty and students to Tuesday June 11, 2024, which will be a snow makeup day.

VOICE VOTE: All Board Members voted YES
Motion carried 8-0

Motion by M. Solomon, seconded by J. Dovin, to approve a request from Rebecca Rinella-Hayden, Graphic Communications Instructor and two (2) chaperones to accompany four (4) CTCLC competitors at the Phoenix Challenge Competition Charlotte NC from April 10-13, 2024. Cost for registration, lodging, sustenance, and transportation will be paid by Phoenix Challenge Competition for instructor and four (4) students. CTCLC will pay the additional expenses for the chaperones and gas for the school van.

ON THE QUESTION: R. Rinella clarified that it is only 1 chaperone accompanying the students to the Pheonix Challenge.

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak,
Solomon, Stahl
Motion carried 8-0

Motion by T. Bracey, seconded by G. Cashuric, to approve a request from Thomas Czachor, SkillsUSA Advisor and five (5) chaperones to accompany thirty-four (34) CTCLC students at the 56th 2024 SkillsUSA Pennsylvania Leadership and Skills Conference, April 3, 4, 5, 2024 (Hershey, PA). One (1) additional student will compete at the Pennsylvania College of Technology on March 5, 2024, As recommended by the Director. Cost for conference registration, lodging, subsistence, and transportation not to exceed \$30,000.

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak,
Solomon, Stahl
Motion carried 8-0

Motion by F. Kranick, seconded by M. Solomon, to enter into a Sales and Service Agreement with Eastern Managed Print Network, LLC for a Xerox PrimeLink C9070 printer. The cost of the service is \$42,000; \$30,151 for the purchase of the C9070 printer and \$11,849 for Pre-paid Service Credit. The cost will be covered by the Supplemental Equipment grant. The contract is effective for 60 months (5 years) from purchase. *Attachment #7, supplemental minute book*

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak,
Solomon, Stahl
Motion carried 8-0

PERSONNEL ITEMS

Motion by S. McAndrew, seconded by G. Cashuric, to allow employee #09-414 to work remotely for two (2) week period.

VOICE VOTE: All Board Members voted YES
Motion carried 8-0

Motion by M. Solomon, seconded by S. McAndrew, to appoint Samantha Chrysler to the position of PN clinical substitute instructor. 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. The position is contingent upon verification of credentials, receipt of all required clearances and pre-employment drug screening, otherwise the appointment will be null and void.

ROLL CALL: Yes: Bracey, Cashuric, Dovin, Kranick, McAndrew, Mondak,
Solomon, Stahl
Motion carried 8-0

NEW BUSINESS: None

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

Motion by J. Mondak, seconded by S. McAndrew, to adjourn the regular meeting. Meeting adjourned at 7:16pm

VOICE VOTE: All Board Members voted YES
Motion carried 8-0

INFORMATION ITEMS:

CTCLC School Calendar for 2023-2024 has been adjusted to include June ? 2024 (snow makeup day) as the last day of class for both students and staff. JOC Approved 02.27.2024

Next Board Meeting Date and Time

March 27, 2024

Executive Session 6:00 pm

Board Business Meeting 7:00 pm

Informational Session to follow

Respectfully submitted,

Glen Cashuric
Board Secretary
CTC of Lackawanna County JOC