

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
May 4, 2015

A. CALL TO ORDER

The regularly scheduled monthly meeting of the Monroe Career & Technical Institute was held in the school's Multipurpose Room A on Monday, May 4, 2015. The meeting was called to order at 7:19 p.m. by the Chairperson, Ms. Jacquelyn Leonard.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Robert Gress

PLEASANT VALLEY

Mrs. Susan Kresge, Mrs. Linda Micklos, Mr. Robert Serfass

POCONO MOUNTAIN

Mr. John Coyle, Mrs. Jacquelyn Leonard, Mr. John Davis

STROUDSBURG

Mr. Merlyn Clarke, Mr. Richard Pierce, Ms. Cindy Blake

Members absent:

Mr. Robert Huffman – East Stroudsburg (R. Gress – Alternate)
Mr. William Searfoss – East Stroudsburg (No Alternate)
Mr. Gary Summers – East Stroudsburg (No Alternate)
Mr. H. Charles Hoffman – Pleasant Valley (R. Serfass– Alternate)
Mr. Rusty Johnson – Pocono Mt. (J. Davis – Alternate)

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, Director; Mr. John Brown, Supervisor of Career & Technical Education; Mrs. Tanya Carmella-Beers, Supervisor of Pupil Personnel Services; Mrs. Diane Serfass, Business Manager; Mr. Kris Dorshimer, Technology & Adult Education Coordinator; Mr. Frank Pecci, Supervisor of Building and Grounds; Mrs. Debra Schuler, Executive Secretary; Mr. Daniel Corveleyn, Solicitors; Mr. Brendon McTighe, Student Representative

Guests attending:

MVEA Representatives: Mr. James Granahan, Mr. Ross Ruschman, Ms. Lori Schuttert, Mrs. Patricia LeCompte, Mr. Pat McHale,
MCTI ESPA Representatives: Dennis Dominguez

Other Guests: students and parents: Brandy Smale, Brendon McTighe, Ayanna Mitchell, Marialena Wieber, Alyssa DuBose, Enikier Holman, Kiara Castillo, Tianna Green, Madison Guzman, Samantha Bozic, Wanda Santiago, Daniel Castillo, Ryan Ruck, Mason Getz, Hector Castillo, James Grant, Cooper Koval, Janelle Korcunski, Tia Cofer, Jeron Jenkins

E. PUBLIC PARTICIPATION

Mr. Rushman explained that many of the students in attendance were from Mr. Yarnall's Civic's class and needed to complete a report based on attending a board meeting and would be asking their school board member to sign their paperwork.

Mrs. LeCompte introduced students who presented a marketing survey and plan regarding MCTI.

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Ms. Blake to approve the minutes of the April 13, 2015, Joint Operating Committee Meeting (exhibit pages i - ix), and this agenda for May 4, 2015, (pages 1 - 4) as submitted, with the Joint Operating Committee reserving the right to add to the agenda, and take further action on any items raised in Executive Session where immediate action on such items is considered in the best interest of the Monroe Career & Technical Institute. Motion was seconded by Mr. Pierce with all voting in favor.

G. TREASURER'S REPORT

(no action required at this time)

The Treasurer's Financial Report is listed on exhibit pages 5 – 64 and in the check addendums.

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:00 to 7:15 p.m. this evening to discuss personnel and labor issues.

I. SECRETARY'S REPORT

Mr. Pierce had nothing to report this evening.

J. SOLICITOR'S REPORT

Attorney Corveleyn indicated that he continues to work with Mr. Pecci regarding the property owners and engineers on the water line project.

K. SUPERINTENDENT'S REPORT

Ms. Geary was absent this evening.

L. OLD BUSINESS

There was no old business to report.

M. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Mr. Brendon McTighe

1. On Saturday, April 25, three (3) students participated in a radio show taping that aired this past Sunday. This was arranged by Peter Alasty from the Youth Employment Service (YES) and career facilitator, Tess Dalessio. The show was pre-recorded with local DJ Gary Smith from 96.7FM. A copy of the interview is available.

2. On Monday, April 28, Cosmetology held its annual Hair-a-thon with all proceeds benefiting Monroe County Diabetic Society. This year the students serviced over 141 clients and raised \$3,028.75.
3. Six (6) SkillsUSA students will be going on an industry tour this Thursday of Crayola and Martin Guitar.
4. This week is National Teacher Appreciation Week. Students will be honoring their teachers throughout the week.
5. On Thursday, June 4, our Senior Awards program will be held at ESU starting at 6:00 p.m. We hope that you attend.

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. Our student attendance goal is 93% for the 2014-2015 School year. MCTI is currently at 92.49% as of April 30th.
2. Our enrollment goal is a 3% increase a year for the next three years. Our October 1st enrollment number was 907 students – as of April 30th we are at 889. In order to meet our goal we would need to reach or exceed 937 students.
3. On April 20th, I was in Harrisburg where I met with Senator Scavello, Acting Secretary of Education Pedro Rivera and his team for K-12 education. We discussed the benefits of career and technical education as well as initiatives to support and promote CTE in Pennsylvania. They said they will be reaching out to me in the future to participate in the planning and implementation of these initiatives.
4. On April 29th, we had State Representative Jack Rader visit MCTI for a tour of our facility. During this time our special guest dined in the Laurel Lake Café, was presented information about the benefits of career focus and planning, and visited as many CTE classrooms as time allowed. It's been a pleasure hosting our elected officials!

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. The spring Occupational Advisory Meetings and Partners in Education Banquet will be held on Thursday, April 30. The OAC meetings were scheduled from 5 to 6:15 p.m. There are 162 members and teachers scheduled to attend. The Banquet will begin at 6:30 p.m. There are 200 reservations.
2. Penn State Dual Enrollment Program Student/Parent Orientation was held on April 14 at 6 p.m. We had 30 students and parents attend. There were 24 interested students and parents from PMSD, 4 from PVSD, 1 from ESASD, and 1 from SASD. A flier for the course is attached.
3. NOCTI tests will conclude on April 28. When we receive the final results, we will share them with you.
4. The Cosmetology Program will have "Hair-A-Thon" on Monday, April 27, 8 a.m. to 4 p.m. We have included for your approval the updated Cosmetology Guidelines. The major change in the guidelines is the current State Board of Cosmetology testing. When a student successfully completes 900 hours of instruction, they are eligible to take the State Board of Cosmetology Online Exam. They cannot qualify for their license until they have successfully passed the online exam and completed the 1250 hours of instruction and the NOCTI Exam.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. 47 students were recognized as Student of the Quarter for outstanding performance.
2. Completed restorative practices training. Instructors from MCTI and representatives from all four districts attended. 6 MCTI employees will be receiving train the trainer restorative practices training from May 6-8th.

3. Comparative analysis of April 2014 to April 2015 (as of 04/24/2015)

2014 Managed in the Classroom/Discussion	38	2015 Managed in the Classroom/Discussion	30
2014 Detention	37	2015 Detention	15
2014 ISS	12	2015 ISD	16
2014 OSS	8	2015 OSS	4
2014 OSS Pending District Review	1	2015 OSS Pending District Review	2
2014 January Discipline Totals	96	2015 April Discipline Totals	67

Note: 10-Level 3 offenses were due to Use of Motor Vehicle Driving Violations

PUPIL PERSONNEL SERVICES REPORT -- Mrs. Tanya Carmella-Beers

1. On April 29, 2015, a special presentation was held on Psychotropic Medication in the Treatment of Children. This presentation came out of a need determined by the Monroe County Children's Roundtable and the Behavioral Health Committee. Dr. Anthony Drago, Dr. Robert Morrow, Judge Mark, and Judge Williamson presented to 25 people at the evening workshop held at MCTI and an additional 70 people at an earlier workshop held at Pocono Medical Center. People attending the meeting participated in valuable discussion that will help the Behavioral Health Committee investigate additional resources to help the students in our county.
2. The enrollment process continues. An updated pre-enrollment report will be distributed at the May JOC meeting.
3. April 15-17, 2015, I attend the PA Association of Pupil Services Administrators in Lancaster. There were many excellent workshops including Transgender Students, School Health Issues, and Legal Issues in Special Education and Pupil Services. Information from the workshops has been shared with appropriate staff to better meet the needs of our students.

INFORMATION TECHNOLOGY & ADULT EDUCATION REPORTS -- Mr. Kris Dorshimer

Technology

1. I met with HJM Signs and Simplex Signs to investigate signage on Rt. 611. Based on the response from the two meetings, any signage off MCTI property is considered billboard advertising. Neither company believes this kind of signage will pass local ordinances, and they are not willing to take on the project.
2. I have been working with our SIS vendor to implement their Online District Registration module. I attended the first training and have now reached out to my counterparts/PIMS coordinators at the districts to received import data for the portal.
3. I exported the data from our current business office software and created the personnel, wage file, voluntary deductions, direct deposit, and clearances import files for CSIU. I also worked closely with Mrs. Burnett from the Business Office to create or obtain import files for PSERS, Berkheimer, and a few other necessary imports. So far, we've had great success with getting the necessary data for the import process.
4. I compiled all necessary hardware requirements and quantities for the IT summer lease. The lease docs are included in this JOC packet this month for your approval.
5. We would like to clear some off-lease computers out of our office space and sell them to staff. We need to make space for the new equipment that will come as part of the Summer IT lease. There is a motion in this JOC packet to allow us to do so.

6. Mr. Pecci and I used eBay auctions to sell off some old equipment. We made approximately \$6000 from the auctions.

Adult Education

1. I completed the CATSv2 program and hours setup for PDE to receive reimbursement for ACE hours on select courses.
2. I met with Pocono Medical Center on April 23rd with Mr. Lazarchak. We discussed some prior issues they had with our course offerings, resolutions, job offerings at Pocono Health Systems (PHS), new course offerings, guest speakers, and clinical training at the hospital. To date, we already have three classes that we're working on setting up clinical trainings and we have a guest speaker coming on May 19th to discuss the health field and job offerings at PHS. ACE students along with day school students will be welcome to attend.
3. ACE intent to teach forms have gone out for the summer offerings. We hope to have a strong, but slimmed down course list for summer 2015. The courses, costs, and dates will be ready by the first or second week of May.
4. To help accommodate students with disabilities, we began recording the tests for a handful of our graded courses. We then researched and found that most instructors are using publisher pre-made tests. We reached out to our publishers and are requesting that tests be provided in audio format. We hope to have all necessary tests in audio format shortly.
5. I am working to complete the CareerLink RFP for GED. I expect to have this completed on or before May 7th.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. I am continually working with Russell Scott of RKR Hess on the water line. RKR Hess reached out to Mr. Grossman from PP&L as requested by Paul Canevari. PP&L has denied our request to run the line on the right of way. The line will be moved roughly 20 feet closer to the school, and Russ will have a change order for us soon. We are hopeful the project will be put out for bid soon.
2. Scrap Total: \$989.95
3. Our Maintenance Department rewired the Carpentry shop with the help of Mr. Witner's Electrical students. Equipment was moved to new locations to make room for the new shaper. All electric hook ups have been completed. I would like to thank Mr. Witner and his students for their help. We also had to run new vacuum system lines to the machines.
4. Tuesday, April 21, I took Dennis Kane from School Claims Services on a walkthrough of our buildings. He was looking for any safety violations. He noticed a few minor issues that were addressed immediately.
5. Diane Serfass and I met with Robert Korp from Barry Isset Company on April 28 to discuss a long range plan. The two of us gave him a list of proposed improvements. We toured the building and are waiting for a quote on the service.
6. I have been getting estimates to repair the driveway, parking area and three storm drains due to the harsh winter. We will attempt to repair the sidewalks with our Masonry students.
7. Our Building and Grounds committee met to discuss the house project and pavilion. The students from Carpentry have started the pavilion out front. We also discussed buying a van to transport students to and from jobs. The cost of the van would be near \$27,000.00 with state bid contract. The Transit would hold eight passengers and supplies and tools.

8. I reached out to Dan Perish at the board's request to discuss the purchase of the Bartonsville home. He stated the bank was unwilling to drop the price. The bank owes about \$90,000.00 on the home. Therefore I recommend we no longer pursue the home. Mr. Perish did say he would keep us in mind if he finds something suitable to our needs for the student project.

N. ITEMS FOR DISCUSSION

O. ITEMS REQUIRING JOC ACTION

[The following item(s) is/are to be removed from the consensus motion at Board Member(s) request.]

 i i _____ _____ _____

1. Business and Financial Items *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

- a. Payment of Invoices exhibit pages 5 – 32 & *[handouts]*
- b. Investment Information exhibit page 33

No Action Required *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

- c. Bank Account Balances exhibit page 33
- d. Financial Reports (March, April & May) exhibit pages 34 - 61
- e. Student Activity Report (March & April) exhibit pages 62 & 63
- f. Cafeteria Report (February) exhibit page 64

ACTION BY THE BOARD

Motion was made by Mr. Davis to approve the Payment of Invoices and Investment Information. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Davis, Mr. Pierce, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mrs. Kresge, Ms. Micklos, Ms. Leonard. Voting against: Motion carried. Yes – 9; No – 1 Mr. Gress; Absent – 2.

- g. Approve the HP Lease for the 2015-2016 school year as presented in the handouts an annual lease payment of \$59,436.02 for 36 months exhibit pages 65 - 73
- h. Price Quote from Harris School Solutions for an on-line district registration portal and registration training (one time set-up fee) in the amount of \$6,595.00, and an annual hosting fee of \$795.00 exhibit page 74
- k. Sale of off-lease computers at a rate to be determined by the administration
- l. 2013-2014 Fiscal Year Independent Audit for the Monroe Career and Technical Institute as prepared by BBD, Certified Public Accountants. There are no audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133. exhibit page 79
- m. IU Life/AD&D Consortium proposal from Assurant Employee Benefits at the rate of \$.104/\$100 life insurance, and \$.02/\$100 for AD&D for a two year period effective July 1,

2015 – June 30, 2017. Assurant's rates are based on a 17.3% reduction to the current rates. Approximate savings of \$1,710.

ACTION BY THE BOARD

Mr. Pierce made a motion to remove items i. and j. from the consensus vote. Mr. Serfass seconded the motion with all voting in favor.

Motion was made by Mr. Davis to approve the HP Lease for the 2015-16 school year, the price quote from Harris School Solutions, and authorize the administration to determine a rate to sell off-lease computers, and to accept the 2013-14 fiscal year independent audit, and the IU Life Insurance and AD & D Consortium proposal for a two year period. Motion was seconded by Ms. Blake. Voting in favor: Mr. Davis Mr. Clark, Mr. Serfass, Mr. Gress, Mrs. Kresge, Ms. Micklos, Mr. Pierce, Ms. Leonard. Voting against: Motion carried. Yes – 8; No – 2 – Ms. Blake, Mr. Coyle; Absent – 2.

- i. Buyout Quote from Xerox Corporation expiring April 30, 2015 for a total of \$27,363.57
exhibit page 75

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the buyout quote from Xerox Corporation expiring April 30, 2015 for a total of \$27,363.57. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Pierce, Mr. Kresge, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Gress, Mr. Davis, Ms. Micklos, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

- j. Lease Agreement with Xerox Corporation for a 72 month period at \$948.79 per month for the Graphic Communications program
exhibit pages 76 – 78

ACTION BY THE BOARD

Motion was made by Ms. Blake to table item j. pending other bids to get an RFP. Motion was seconded by Mr. Davis. A voice vote was taken with all voting in favor, but Mr. Gress who voted against the motion.

2. Appointments and Re-appointments for Business Operations *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

- a. Reappoint the firm of Newman, Williams, Mishkin, Corveleyn, Wolfe, Fareri, as School Solicitor for the 2015-2016 school year at a retainer rate of \$9,000.00 to represent the Monroe Career & Technical Institute, with additional services not covered by the retainer to be billed at the rate of \$170.00/hour.
exhibit page 80
- b. Appointment of Mrs. Susan Kresge as Treasurer of the Monroe Career & Technical Institute Joint Operating Committee for the 2015-2016 school year. (According to the MCTI Articles of Agreement, the position of Treasurer is a one-year term, beginning July 1 of each year.)

- c. Appointment of the Superintendent of the Pocono Mountain School District as MCTI Superintendent of Record for the 2015-2016 and 2016-2017 school years, effective July 1, 2015.

ACTION BY THE BOARD

Motion was made by Mr. Davis to approve the reappointment of the firm Newman, Williams, Mishkin, et al, as School Solicitor, appoint Mrs. Susan Kresge as JOC Treasurer for the 2014-2015 school year, and appoint the Superintendent of the Pocono Mountain School District as MCTI Superintendent of Record for the 2015-16 and 2016-17 school years. Motion was seconded by Mr. Gress. Voting in favor: Mr. Davis, Mr. Gress, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mrs. Kresge – abstained from 2b, Ms. Micklos, Mr. Pierce, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

3. Board Policies and Procedures (Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)

- a. Policy #803.1 – MCTI 2015-16 School Calendar exhibit page 81

ACTION BY THE BOARD

Motion was made by Mrs. Kresge to approve board policy #803.1. Motion was seconded by Ms. Blake. Voting in favor: Mrs. Kresge, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Gress, Ms. Micklos, Mr. Pierce, Ms. Leonard. Voting against: Motion carried. Yes – 9; No – 1 Mr. Davis; Absent – 2.

- b. Policy #705 – Safety exhibit page 82 - 84

NO ACTION REQUIRED – This policy is being submitted for review at this time. Should no changes be requested, the policy will be submitted for approval at the June 2015 JOC Meeting.

4. Personnel Items (Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)

- a. Appointments

<u>Name</u>	--	<u>Position / Effective Date at established rates w/ no benefits</u>
(1) Huhn, Carla	--	Substitute Custodian Effective: the 2015-2016 school year Hourly Rate: Substitute custodian
(2) Virga, Dennis	--	IT Summer Help Effective: June 22 – August 28, 2015 Hourly Rate: \$12.00

- b. Appointments - Substitutes for the 2014 - 2015 school year at established rates w/ no benefits (contingent upon receipt of all pre-employment paperwork and positive clearances)

<u>Name</u>	<u>Program Area(s)</u>
(1) Roy, Patricia	-- Health Officer and all program areas

- c. Appointments – Occupational Advisory Committee Members for the 2014 – 2015 school year
exhibit page 85
- d. Appointments - Additional Adult Continuing Education Schedule of Spring 2015 classes, instructor list and hourly pay rates.
exhibit page 86

ACTION BY THE BOARD

Motion was made by Mr. Davis to approve the appointments as listed in accordance with all policies and procedures; and the additional Adult Continuing Education class, instructor and hourly rate. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Davis, Mr. Pierce, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Gress, Mrs. Kresge, Ms. Micklos, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

ADDENDUM

1. **Business and Financial Items** (Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)

- a. Buyout from HP Financial Services of all equipment subject to the referenced schedule(s) 26508696970003, effective May 5, 2015 in the amount of \$3,443.63.

addendum exhibit page 2

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the buyout from HP Financial Services of all equipment subject to the referenced schedule(s) effective May 5, 2015 in the amount of \$3,443.63. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Gress, Mr. Davis, Ms. Micklos, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

4. Personnel Items (Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)

- e. Select Support Staff Team (SSST) salary corrections for a total of \$653.46

addendum exhibit page 3

ACTION BY THE BOARD

Motion was made by Ms. Blake to approve the corrections to the salary adjustments for the SSST for a total of \$653.46. Motion was seconded by Mr. Pierce. Voting in favor: Ms. Blake, Mr. Pierce, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Gress, Mr. Davis, Mrs. Kresge, Ms. Micklos, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

- f. Support Staff Collective Bargaining Agreement

ACTION BY THE BOARD

Motion was made by Mrs. Kresge to approve the collective bargaining agreement between MCTI and the MCTI ESPA, dated July 1, 2014 – June 30, 2016. Motion was seconded by Ms. Blake. Voting in favor: Mrs. Kresge, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Gress, Mr. Davis, Ms. Micklos, Mr. Pierce, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Davis made a motion to adjourn the meeting at 8:43 p.m., with Mr. Pierce seconding the motion.

Richard Pierce, JOC Secretary