

MONROE CAREER & TECHNICAL INSTITUTE  
**JOINT OPERATING COMMITTEE MEETING**  
**MINUTES of MEETING**  
June 3, 2013

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, June 3, 2013. The meeting was called to order at 7:03 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

**Present were:**

EAST STROUDSBURG

Mr. Doug Freeman, Mr. Robert Gress

PLEASANT VALLEY

Mr. Russ Gould, Mrs. Susan Kresge

POCONO MOUNTAIN

Mrs. Meg Dilger, Ms. Jacquelyn Leonard

STROUDSBURG

Mr. Rodney Baechtold, Mr. Merlyn Clark, Mr. Richard Pierce

**Members absent:**

Mr. John Coyle – Pocono Mt. (*Mrs. Meg Dilger – Alternate*)  
Mr. Rusty Johnson – Pocono Mt. (*No Alternate*)  
Mr. Charles Hoffman – Pleasant Valley (*Mr. Russ Gould – Alternate*)  
Mr. Dominick Sacci – Pleasant Valley (*No Alternate*)  
Mr. Roy Horton – East Stroudsburg (*Mr. Robert Gress – Alternate*)  
Mr. Robert Cooke – East Stroudsburg (*No Alternate*)

D. INTRODUCTION OF GUESTS

**Others attending:**

Dr. Thomas Rushton, Director; Dr. Carolyn Shegelski, Assistant Director; Mr. John Brown, Supervisor of Career & Technical Education; Mrs. Tanya Carmella-Beers, Supervisor of Pupil Personnel Services; Mrs. Sheila White, Business Manager; Mr. Kris Dorshimer, Information Technology Coordinator; Mrs. Carol Sitroon, Supervisor of Adult Continuing Education; Mr. Frank Pecci, Supervisor of Building and Grounds; Mrs. Debra Schuler, Executive Secretary; Mr. Daniel Corveleyn & Mr. Robert Kidwell, Solicitors; Mrs. Sharon Laverdure, Superintendent of Record

**Guests attending:**

MVEA Representatives: Mr. James Granahan, Mrs. Maria Hafler, Ms. Betsy Lombardino, Mr. Ross Ruschman, Mr. Chris Roberto  
MCTI ESPA Representatives: None  
Other Guests: Fiorella Carmella-Beers, HOSA Student - Miah Brooks 2013-14 Student Rep

E. PUBLIC PARTICIPATION

Mr. Ross Ruschman, 9<sup>th</sup> grade Science teacher, gave a report while showing a video of the 9<sup>th</sup> grade students' team building activities held on May 9.

F. APPROVAL OF MINUTES AND AGENDA

**ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to approve the minutes of the May 6, 2013, Joint Operating Committee Meeting (exhibit pages i - xii), and this agenda for June 3, 2013, (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. Freeman 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 6 – 41 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:30 – 6:50 p.m. to discuss personnel.

I. SECRETARY'S REPORT

Mr. Pierce reported that he received correspondence regarding the Chapter 339 review that will be conducted November 12 - 14, 2013.

J. SOLICITOR'S REPORT

Attorney Corveleyn had nothing to report this evening.

K. SUPERINTENDENT'S REPORT

Mrs. Laverdure thanked the board and administration for the opportunity to work with them over the last two year and she also indicated she appreciated the work that is done at MCTI.

L. OLD BUSINESS

There was no old business to discuss.

M. ADMINISTRATIVE REPORTS

**STUDENT REPRESENTATIVE REPORT** -- Made by Mrs. Hafler on behalf of Ms. Katie Green

1. MCTI was selected to be honored at the SkillsUSA National conference for the work that is being done at Pocono Environmental Education Center with the grant money from Lowe's. Two of our students and Mrs. Smith will be on stage with Lowe's national representatives. Also, they will be showing the video that was created of the progress at PEEC.
2. Students are preparing for national conferences. Two students from Health Professions will be attending the HOSA Conference in Nashville, Tennessee and four students will be attending SkillsUSA Nationals in Kansas City, Missouri.

3. Ms. Green would like to take this opportunity to thank you for allowing her to be part of the JOC, it has been an honor, and she will always remember her time at MCTI.
4. At this time I would like to introduce next years' student representative, Miah Brooks.

#### **DIRECTOR'S REPORT -- Dr. Thomas Rushton**

1. Temple University held their annual Spring Director's Leadership Academy at their Ambler Campus on May 10 and the topic this year was educating our ELL students in a Career and Technical Education setting. It was an excellent program highlighting the issues and concerns cogent to this specific student population and also discussing other cultural differences that will enable CTC educators to better serve our students.
2. The members of the JOC Professional Staff Negotiations Team held a meeting on May 13 with members of the MVEA Negotiating Team to discuss the MVEA contract.
3. MCTI held its CO-OP luncheon on May 15 recognizing the students and the companies and organizations of their placement for participation in the program. I want to recognize the hard work of our CO-OP instructor, Mr. Gregg Angeli, who has grown this program in challenging economic times and goes above and beyond for the benefit of our students.
4. The CTC Directors held our monthly meeting at C.I.T. in Easton in the morning on May 17.
5. I attended the Superintendent's Advisory Council meeting in the afternoon on May 17 at the I.U.
6. MCTI held its third meeting in support of our Comprehensive Planning Process. We have one final meeting in June and then we will submit our plan for review to the state.
7. MCTI held its NOCTI Celebration Day on May 24 to honor the students' and teachers' achievement on our NOCTI tests. Our score of 94.9% Competent or Advanced is our highest score in the history of our school and will certainly place us among the top performers in the state. Congratulations to our students, teachers, and staff for a job well done.
8. We held our final Administrative (Superintendents) Committee Meeting for the school year on May 28.

#### **CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski**

1. Professional Development for May included the completion of our required annual survey. I will share the results with you at the meeting.
2. The Chrome Books training was completed. Special thanks to Dennis Virga for conducting the trainings.
3. The Cooperative Education Luncheon was held on May 15, 12 noon to 1 p.m., at the Laurel Lake Cafe. There were 14 cooperative education students and 7 employers in attendance. Mr. Angeli conducted the presentation of the employer plaques to the employers. Dr. Rushton and I also attended.
4. Sue Philo, Cosmetology mentor and volunteer, and I conducted our 2013/14 cosmetology student teacher interviews. There was only one candidate. We are asking your approval for Amber Tamrza tonight as the student teacher for the next school year.
5. I attended the ClassMate "PA State User Group Meeting" with Kris Dorshimer and Carol Hunter on May 16, 10 to 3, at Northern Montco CTE. Mrs. Hunter and I participated in the Curriculum Revision Committee. The committee cross walked the new POS task with the old ones. We have six new POS Programs that are approved for the 2014, 2015, 2016 years. These include: Culinary, Masonry, Building Trades Maintenance, Plumbing, Diesel, and Power Sports. Also we are reviewing our grading system in ClassMate.
6. I attended the Comprehensive Planning Meeting on May 20.
7. On May 28, we had training for the PDE diagnostic test (Curriculum Diagnostic Test CDT) utilized for keystone exams. Attendees included Betsy Lombardino, Ross Ruschman, Martin Wilson, Bob Yarnall, Michelle Bonser, Maria Hafler, Dennis Virga, Tanya Carmella Beers and Carolyn Shegelski.

8. We have received our Perkins allocations for the 2013/14 school year. Our allocations for the 2012/13 school year were for \$406,294. For the 2013/14 school year, our allocations are \$376, 716.

**SUPERVISOR OF CTE REPORT -- Mr. John Brown**

1. On May 9, 2013 and May 10, 2013 Student of the Quarter for the 4<sup>th</sup> quarter was held. Special thanks to Mrs. Delp for all of the work she does in preparation for Student of the Quarter. Student of the Quarter for the 4<sup>th</sup> quarter will be held on May 30, 2013.
2. On May 24<sup>th</sup> MCTI hosted NOCTI day. Considering the weather did not cooperate, fun was had by all. The event went off without a hitch. Thanks to some brave individuals that roughed the cold weather (Mr. Hinnerschitz, Ms. Lombardino, Mr. McHale and Mr. J Brown) and a fairly warm dunk tank, nearly \$200.00 was raised for the Pleasant Valley Ecumenical Network food pantry. This does not include the dozens of cans that were also collected. Special thanks to Maria Hafler for her work in organizing this event. This was truly a team effort throughout the school and the students appeared to have enjoyed the day.
3. 2012-2013 Disciplines managed:

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apl	May	Jun	Total	%
Level 1	173	250	160	99	140	88	101	157	52		1220	
Level 2	28	49	39	39	30	25	31	65	60		366	
Level 3	17	33	22	27	18	39	29	30	65		280	
Level 4	0	1	0	0	0	0	0	1	3		5	
Special Ed	170	251	174	119	137	123	112	182	135		1403	
Regular Ed	48	82	47	46	51	29	49	71	45		468	
Total	218	333	221	165	188	152	161	253	180		1871	

- a. Level 1 (Managed in the Classroom/ Behavioral Discussion)
- b. Level 2 (Detention- After-school, Saturday, Lunch)
- c. Level 3 (OSS/ISS)
- d. Level 4 (OSS Pending District Review)
- e. Stats through 5/28/2013 (15 open infractions as of 5/28)
- f. 40% of MCTI student population listed as Special Education

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

1. The county Supervisors of Special Education met on May 3, 2013, to discuss possible procedures for the 2013-2014 school year.
2. The CEP Team met on May 2, 2013.
3. Mr. Kris Koberlein, CNIU 20 Supervisor of Emotional Support, and Mrs. Diane Siani, PVSD Assistant Supervisor of Special Ed, met with me on May 6, 2013, to discuss procedures for Emotional Support students attending MCTI.
4. A Cosmetology Orientation for 2013-14 students was held on May 7, 2013.
5. Fourth quarter progress reports were processed on May 7, 2013.
6. Mrs. Michele Ifkovits and I attended IEP/504 meetings at JTL for 2013-14 CEP students on May 8, 2013. Thank you to Mrs. Cindy Christian and Mrs. Faith Nicosia for facilitating. We met wonderful families and look forward to having those new students in our building.
7. A team building exercise for CEP students was held on May 9, 2013. Thank you to Mr. Ross Ruschman, Mr. Thomas Sarcinelli, and the CEP Team for all of their efforts in making the event so wonderful.
8. Mr. Greg Gallina and I attended IEP/504 meetings at SJHS on May 20, 2013. We met great families and look forward to having those new students in our halls.
9. It was my pleasure to present the awards for highest academic average at ESS on May 21, 2013. Those awards went to: Paul Balog, Nicholas Theofilos, Daniel Peters and Shakera Kelly.

10. It was my pleasure to present the awards for highest academic average at ESN on May 23, 2013. Those awards went to: Victor Pollack, Diana Garcia, Tyler Weakland and Olivia Cannariato.
11. Mrs. Sullivan participated in a webinar on PIMS Time Scheduling Summaries.

#### **INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer**

1. We've been working closely with the state auditors regarding the IT Audit and PIMS/Child Accounting Audit. All IT Audit questions have been responded to including backup documentation. I will continue to work with Mrs. Carmella-Beers and Mrs. Sullivan on the Child Accounting items.
2. We successfully completed the upgrade of our Cisco Phone System. As part of this upgrade, we virtualized our phone servers thus eliminating the need for new phone hardware and hardware upgrades. I expect this transition to save MCTI approximately \$20,000 every 3 years.
3. We replaced our PIX firewall with a new Cisco ASA firewall. The ASA replaces the PIX which was out of support and had limited capabilities.
4. I had a few conference calls with Nancy Trescott from PennTeleData regarding the transition of our phone service from PRI lines supplied by Verizon to SIP phone service offered through Ironton Telephone.
5. We completed the setup of Google Vault as part of our Google Apps deployment. Google Vault allows MCTI to be in compliance with e-mail retention and litigation holds. This is the only paid service necessary for the deployment of Google Apps. The cost is \$1000/year.
6. The first phase of Google Apps/Chromebook training is complete. All instructional staff has now completed at least one round of Google Apps/Chromebook training.
7. We modified our Barracuda backups to now include the most critical servers/data on the network in a flat file format from VMware. This means that during a catastrophic failure, we will be able to quickly restore the servers in a fully operational form within minutes. (Please note that this data was always being backed up, but now the restore process is much quicker.)
8. The HP lease has been executed and all equipment has been ordered. We expect to begin seeing the equipment the second or third week of June.

#### **ADULT EDUCATION REPORT -- Mrs. Carol Sitroon**

1. Our Nurse Assistant Courses are completed for the spring. Both classes are gearing up for the upcoming testing.
2. We have tested 5 individuals with our Pearson Vue system. ACE staff is now training to become proctors.
3. GED funded training has dried up and will cease on June 1, 2013. All GED training will be self-funded June 1 – October 1, 2013 due to the decrease in WIB funding.
4. The new GED curriculum will not be available until at least October 2013.
5. Summer session begins June 24, 2013. ACE offices will be open 12-10 pm Monday –Thursday.
6. I am focusing on end of year evaluations of programs, instructors and staff.
7. On May 15, we had our ACE Advisory Committee (minutes are available at your request).
8. I spoke to the Pocono Alliance's Bridges Out of Poverty Program participants on May 21<sup>st</sup>. I presented options on training and career programs at MCTI ACE. Result: Have six appointments for follow up.

#### **BUILDING & GROUNDS REPORT -- Mr. Frank Pecci**

1. We continue to monitor chlorine levels.
2. I applied for another PP&L rebate before the June 1<sup>st</sup> dead line.
3. Scrap Total – \$293.64

4. F&F Paving repaired two sink holes.
5. F&F Paving will be doing drainage work by the Diesel Building this June.
6. On June 4, Dr. Rushton, Mrs. White and I will be meeting with Michele Bisbing from the Monroe County Industrial Development Authority to apply for a county grant for our water project.
7. I am getting quotes for repairing the fence by the treatment plant. The gates no longer function.
8. A heating valve was replaced in Graphic Arts.
9. Maintenance is continuing to change out the old Halogen lights to LED lighting.
10. Masonry students repaired the side walk to the lower parking area. They also poured a pad in the back for brick and block storage. The students are also cutting a hole in an exterior wall in Welding so we can install an exhaust fan.
11. Carpentry students built new benches for the front of the school.
12. Mueller Equipment repaired the steamer in the kitchen.

**N. ITEMS FOR DISCUSSION**

**O. ITEMS REQUIRING JOC ACTION**

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

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|---|--|
| a. Payment of Invoices  | exhibit pages 6 – 26 & <i>[handouts]</i> |
| b. Investment Information   | exhibit page 27                          |
| c. Bid awards for instructional, custodial and office supplies for the 2013-2014 school year for a total of \$80,085. | exhibit page 28                          |

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

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|----------------------------|-----------------------|
| d. Bank Account Balances   | exhibit page 27       |
| e. Financial Reports       | exhibit pages 29 - 30 |
| f. Student Activity Report | exhibit pages 40      |
| g. Cafeteria Report        | exhibit page 41       |

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to authorize the Business Manager to make any necessary final budget transfers for proper completion of fiscal year 2012-2013 and audit, and approve the Payment of Invoices, the Investment Information, and the bid awards of instructional, custodial and office supplies for the 2013-2014 school year. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Ms. Dilger, Mr. Gould, Mr. Gress, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 9; No – 0; Absent – 3. Motion carried.***

- h. Individual Training Account Agreements with Pocono Counties Workforce Investment Board from July 1, 2013 – June 30, 2014. exhibit page 42 - 56
- i. School breakfast and lunch prices for the 2013-2014 school year exhibit pages 57 - 59
- j. Annual Memorandum of Understanding including Appendices A & B between MCTI and the Pocono Township Police Department for the 2013-2014 school year exhibit pages 60 - 68
- k. Letter of Agreement with Carbon-Monroe-Pike Drug and Alcohol Commission, Inc. to provide prevention/intervention services for the school year 2013-2014, for a total cost of \$5,035.00. exhibit pages 69 - 70
- l. Perkins allocation of \$376,716.00 for the 2013-2014 school year
- m. Amerigas Propane pricing for 2013-2017, rack price plus .40¢ exhibit page 71

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve the Individual Training Account Agreements, the school breakfast and lunch prices, the MOU & appendices with Pocono Township Police Department, the Letter of Agreement with the CMP D & A Commission, the Perkins allocation for the 2013-14 school year, and accept Amerigas Propane pricing for 2013-2017. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Ms. Dilger, Mr. Gould, Mr. Gress, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 9; No – 0; Absent – 3. Motion carried.***

- n. MCTI Articles of Agreement exhibit pages 72 – 85

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to send the Articles of Agreement to the sending District Board of School Directors for consideration and adoption. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Ms. Dilger, Mr. Gould, Mr. Gress, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 9; No – 0; Absent – 3. Motion carried.***

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

- a. Approve the Cosmetology Student Teacher Scholarship Award Recipient for the 2013-2014 school year: Amber Tamraz – PVSD
- b. Approximately ten (10) DECA students and one (1) advisor to attend the DECA NARCON trip to Boston, MA from November 1 – 3, 2013 for an estimated cost to student of \$300.00. exhibit page 86
- c. Nine (9) FFA students and one (1) advisor to attend the Floriculture, landscape and Ag Science Career Development Conference at Penn State’s Main Campus from June 11 – 13, 2013 at an approximate cost per student of \$140.00, to be paid by the FFA account. exhibit page 87

**ACTION BY THE BOARD**

**Motion was made by Mr. Freeman to approve the Cosmetology Student Teacher Scholarship Award Recipient for the 2013-2014 school year, and the attendance of the students and advisors for the field trips listed. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Ms. Dilger, Mr. Gould, Mr. Gress, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 9; No – 0; Absent – 3. Motion carried.**

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

- a. Furlough of two (2) Instructional Assistants effective the end of the 2012-2013 school year due to the reduction of Perkins allocations for the 2013-14 school year

Name  
(1) Aceves, Larry  
(2) Krueger, Allen

- b. Appointments - Staff

<u>Name</u>		<u>Position and Effective Date</u>
(1) Johnson, Deborah	--	Instructional Assistant/Clinical Aide – Health Professions Effective: 2013-2014 school year Salary: \$19,230.75 (benefits in accordance with the MCTI ESPA CBA) exhibit page: 88
(2) Virga, Dennis	--	IT Summer Help Effective: June 24 – August 22, 2013 Hourly Rate: \$12.00 (no additional benefits)

- b. Appointments – Career & Technical Student Organization Advisors for the 2013-2014 school year per the MVEA contract

AWS Advisor  
(1) Greg Smith

FFA Advisor  
(2) Delores (Lori) Schuttert

HOSA Advisors (2)  
(3) Joanne Gomez  
(4) Tammy Rubino

SkillsUSA Advisors (5)  
(5) Gregg Angeli  
(6) Maria Hafler (Lead Advisor)  
(7) Patrick McHale

(8) Jonathan Rosenblum  
(9) Adam Zatek

DECA Advisor  
(10) Patricia LeCompte

Cosmetology Supervisor  
(11) Leatha Nonnemaker



Staff Development Coordinator  
(12) Dennis Virga

National Technical Honor Society  
(13) Abigail Tomsho

National Association of Home Builders  
(15) Greg Martin

Student Government/Interact  
(16) Robert Yarnall

- c. Internship exhibit page 89  
(1) Angle, Maura for the Fall of 2013 under Gregg Angeli, DO Instructor  
(This internship does not include wages or benefits.)
- d. Substitute Rates of Pay for the 2013-2014 school year exhibit page 90
- e. Appointments - Adult Continuing Education Schedule of **Summer 2013** classes, instructor list and hourly pay rates. exhibit page 91

#### **ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve the furlough of two (2) Instructional Assistants, the appointments as listed above, in accordance with all policies and procedures, the internship, substitute rates of pay; and the Summer Adult Continuing Education classes, instructors and hourly rates. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Ms. Dilger, Mr. Gould, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 8; No – 1 Mr. Gress; Absent – 3. Motion carried.***

- f. Accept the terms of Article VII B. 2. Death of Immediate Family and Article XXII Energy Conservation Summer Hours of the MCTI ESPA Agreement to the Act 93 and SSST Act 93 Agreements.

#### **ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to accept terms of the Article VII B. 2. Death of Immediate Family and Article XXII Energy Conservation Summer Hours of the MCTI ESPA Agreement to the Act 93 and SSST Act 93 Agreements. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Mr. Gould, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 7; Mr. Dilger, Mr. Gress No – 2; Absent – 3. Motion carried.***

#### **ACTION BY THE BOARD**

***There being no further business to come before the Board, Mrs. Kresge made a motion to adjourn the meeting at 7:42 p.m., with Mr. Freeman seconding the motion.***

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***Richard Pierce, JOC Secretary***