

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
August 5, 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, August 5, 2013. The meeting was called to order at 7:15 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Robert Cooke, Mr. Doug Freeman

PLEASANT VALLEY

Mrs. Susan Kresge, Mr. Dominick Sacci

POCONO MOUNTAIN

Mr. John Coyle, Mr. Rusty Johnson, Ms. Jacquelyn Leonard

STROUDSBURG

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

Members absent:

Mr. Roy Horton – East Stroudsburg (*No Alternate*)

Mr. H. Charles Hoffman – Pleasant Valley (*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, Solicitors; Ms. Carole Geary, Superintendent of Record

Guests attending:

MVEA Representatives: Mr. James Granahan, Mrs. Maria Hafler, Ms. Dona McMahon

MCTI ESPA Representatives: Mrs. Carol Hunter

Other Guests: Mr. Glen Hafler, Ms. Marie Costenbader, SkillsUSA National Winner - Chris Frantz

E. PUBLIC PARTICIPATION

Mrs. Hafler introduced Mr. Chris Frantz, Gold Medal winner at the National SkillsUSA Leadership & Skills Conference that was held in Kansas City, Miss. Chris is a Computer Networking student from East Stroudsburg High School South and received is hold medal in the Internetworking Competition.

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the minutes of the June 3, 2013, Joint Operating Committee Meeting (exhibit pages i - ix), and this agenda for August 5, 2013, (pages 1 - 5) 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 6 – 41 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 5:30 to 7:10 p.m. to discuss legal and personnel issues.

I. SECRETARY'S REPORT

Mr. Pierce had nothing to report this evening.

J. SOLICITOR'S REPORT

Attorney Corveleyn had nothing to report this evening.

K. SUPERINTENDENT'S REPORT

Ms. Geary had nothing to report this evening.

L. OLD BUSINESS

There was no old business to discuss.

M. ADMINISTRATIVE REPORTS

DIRECTOR'S REPORT -- Dr. Thomas Rushton

1. Frank Pecci, Sheila White, and I met with Michelle Bisbing on June 4 to discuss possible county grants concerning our water and sewage hook ups.
2. I attended the SkillsUSA Council Board Meeting in Allentown on June 6.
3. MCTI conducted its final Comprehensive Planning meeting on June 10. The next step is to complete the on-line instrument and post the Comprehensive Plan on our website for public viewing prior to JOC approval and submission.
4. I attended the SkillsUSA Breakfast of Champions on June 14 with was a "send off" event for our student competitors prior to the national Competition.
5. I attended the Youth Education Services (YES) Board meeting on June 21.
6. On June 27 – 28, I attended the PA-CTEC Conference in Seven Springs, PA to accept an "Outstanding Career and Technical Teacher" award for Maria Hafler, our Literacy Coach and SkillsUSA advisor. Maria was in Kansas City with our students competing at the SkillsUSA national competition. It was an honor to accept the award on her behalf.

7. MCTI will once again participate in the Technical Assistance Plan (TAP) sponsored by the Bureau of Career and Technical Education. I attended the introductory meeting held at Penn State on July 23.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. Mrs. Maria Hafler received the "Outstanding CTE Teacher Award" for Pennsylvania. Dr. Rushton accepted the award for her at the PA Association of CTE Conference in Seven Springs on June 27. I am attaching a copy of her Nomination Information. Congratulations to a teacher who has dedicated her talents to MCTI. We will present her the trophy she was awarded at the JOC Meeting.
2. We have updated 23 CTE Programs' curriculum. The update included the Course Description, CAPS Report, Scope and Sequence, Task Grid, and the Learning Guides. The Learning Guides include the PA Common Core. This summer we will work on posting this information on our website. Special thanks to our CTE teachers, Mrs. Bonser, and Mrs. Hafler for all their hard work to complete these documents before they left for the summer. Special thanks to Mrs. Hunter who is preparing the documents for the website. The IT Department will put them on the website.
3. The fall and spring OAC Minutes are available on disk for your review. Please let me know if you would like a copy.
4. All July 1 budget requests were submitted to the Business Office.
5. We have received substantial approval for our Perkins Funds. The funds will be used for four instructional assistants, three career facilitators and a van. The funds are available July 1. Thanks to Mr. Pecci and Mrs. White for their assistance in the purchase of the van. We ordered and received a 2013 Dodge Van for \$24,960.00. The van use is restricted to transporting students for skill development, school to work activities, leadership programs, and CTSO activities.
6. Teacher Induction will be held on August 19 and 20. We are completing interviews and should have two special education teachers and one health professions teacher attending.
7. The In-service will be conducted on August 27, 28, and 29. We are developing a schedule for these three very important days. If you would like to attend any day, please let me know.
8. I attended the final Comprehensive Planning Meeting on June 10.
9. I participated in the interviews for the Health Professions teacher and instructional assistant.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Interviewed new candidates for substitute teaching positions. We need a wider pool of applicants because employees that work over 30 hours per week will be required to have benefits. We are limiting the subs to 28 hours per week. This is an ongoing process.
2. We conducted interviews for the Secretary/Receptionist position. Applications were reviewed, over 20 applied. The list was narrowed down to 9. From there 4 were selected for final interviews. It was nice to see we had some well qualified candidates.
3. I revised the Student Code of Conduct. Two major changes. Before we just had the consequences for violating the Student Code of Conduct. I added the actual Code of Conduct, which helps to explain the disciplinary goals of the school. Second, I added another level. Level 3 used to have ISS and OSS included. This year level 3 will be ISS only and Level 4 will be OSS only. Level 5 will be the most serious level where serious infractions have occurred. This was level 4 last year. The reasoning behind this is to be able to break down in Classmate how many students we are placing in ISS and how many students we are placing in OSS. This information will appear on future board reports.
4. With the assistance of Judy Delp, the changes to the 2013-2014 handbooks have been made and the handbook will be ready for the start of the new school year.

5. Revised the School Security Monitor job description to better describe responsibilities and more efficiently utilize working hours.
6. Thanks to the maintenance staff and the IT department. They did a wonderful job preparing the Alternative Learning center where ISS and lunch detention will be held.
7. Also thanks to Kris Dorshimer and Kyle Kubik for climbing into the ceilings to run the wires for the new high definition camera system. This will help our security monitor and me to better monitor security and disciplinary issues within the school. There will also be 2 large monitors installed to increase visibility of the cameras, which will help to increase overall security of the school. One will be in the receptionist area, where the security monitor will be stationed and one will be in my office.
8. 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	68	16	1252	
Level 2	28	49	39	39	30	25	31	65	67	25	398	
Level 3	17	33	22	27	18	39	29	30	71	9	295	
Level 4	0	1	0	0	0	0	0	1	3	0	5	
Special Ed	170	251	174	119	137	123	112	182	157	37	1462	75
Regular Ed	48	82	47	46	51	29	49	71	52	13	488	25
Total	218	333	221	165	188	152	161	253	209	50	1950	

- 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. Dr. Shegelski, Mrs. Gomez and I interviewed candidates for the Instructional Assistant/Clinical Aide position on July 10, 2013.
2. I attended a Local Children's Roundtable Education Committee meeting on July 18, 2013.
3. I attended a Local Children's Roundtable Behavioral Support Committee meeting on July 23, 2013.
4. Dr. Rushton, Mr. Sarcinelli and I interview candidates for the two Learning Support Facilitator positions on July 24, 2013.
5. Mrs. Sullivan worked closely with Mr. Dorshimer to prepare for the PIMS upload.
6. Pupil Services continues to update enrollment on a daily basis.
7. I met with a parent of two homeschooled children on July 25, 2013, regarding enrollment in our programs.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. On Thursday June 6, Dennis Virga attended Senior Awards and took pictures of the evening's events.
2. We sent how-to documents to staff explaining the use of the new message archiving system and accessing the employee benefits section of the MCTI website.
3. On July 16, our student information system was upgraded from v.20 to v.21.
4. We upgraded our storage area network (SAN) from July 23 to July 25. We now have additional storage for our file server and new network video recorders.
5. We've been working closely with CSI to complete the access control and magnetic door lock installations. We plan to have this complete the week of August 5th.
6. I attended the ClassMate Summer Institute meeting from July 15-17th. Items discussed included: new product features, system grading, new helpdesk system, custom reporting, work-based learning, programs of study.
7. We unboxed and setup all workstations for Graphic Communications and Drafting. All admin laptops have also been replaced.
8. All old first generation classroom LCD projectors have been removed and replaced with new NEC high resolution projectors.
9. All inkjet printers have been removed from classrooms throughout the building. This is an effort to control printing costs at MCTI.
10. All network cable runs have been completed for the new video surveillance system including cable runs for the new special education room.
11. The majority of the new high definition video surveillance cameras have been installed. Within the next week all cameras will be installed.
12. All PIMS summer submissions have been uploaded and completed including Child Accounting, CTE, and Safe Schools.
13. The system-wide computer image was updated with the latest software releases including the Adobe Creative Cloud.
14. We began assembling the Google Chromebook carts. We still have 3 more to assemble.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. Direct mailing completed week of 7/29.
2. Catalogs are available in the office/Chamber of Commerce/Career Link/various doctors' practices/Pocono Medical Center.
3. Met with the homeless coalition regarding GED training and testing.
4. We are up and running as a Pearson Vue Testing Site (to date in 7 weeks – 55 testers).
5. Registration for the Fall Semester begins on August 6, 2013.
6. PIMS and State reporting has started and is due on Sept 16 and Aug 31 respectively.
7. All of our Nurse Assistant (18) students from the Spring 2013 class passed their certification test.
8. Medical Assistant Training is growing and we will be continuing the program in the Fall.
9. We received the full amount request for the GED Grant 2013-14 starting on Oct 14th.
10. We are currently researching and writing curriculum for the new testing criteria for GED.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. We are moving ahead with the cleaning of classrooms and hallways.
2. Pocono Spray sealed and re-lined the front parking area.
3. Scrap Total – \$2,176.55
4. We removed over grown shrubs from the school garden beds.
5. F&F Paving completed drainage work by the Diesel Building this July.
6. The repairing of the fence by the treatment plant is complete.
7. Maintenance is continuing to change out the old halogen lights to LED lighting.
8. Maintenance installed “No Idling” signs in the front of the school.
9. I receive our second PP&L rebate check for \$433.70.
10. We replaced all ceiling tiles and filters in Welding. The new exhaust fan is installed and should help ventilate the lab area.
11. We added more lighting in Graphic Arts.
12. The electric for the plasma cutter is now completed and ready for use.
13. F&I Doors repaired the garage door in Diesel.
14. I met with Kris Dorshimer to go over the location of the outside cameras.
15. I obtained quotes for a new school van from Co-Stars auto dealers. I met with Dr. Shegelski and Sheila White and gave them the information to purchase the new van with a Perkins funding.
16. This past school year we have recycled 14.23 tons of cardboard, paper and plastic due to the student recycling program. I like to thank Mr. Yarnall and his 9th grade students for a job well done.
17. I worked with Tanya Beers, changing Room 525 into an office and copy room for the new Child Study team.
18. I met with John Brown to discuss a new I.S.S room. We completed the room with new electric, new flooring, painting and put in a teacher and student desks.
19. Hunter Electric repaired underground wiring to the sidewalk lights to eliminate a short below the pavement.
20. Maintenance installed cabinets in the Science classroom.

N. ITEMS FOR DISCUSSION

Attorney Corveleyn informed the JOC that he had been working with Mr. Pecci on issues MCTI was having with the current snow plow removal company, Simplex Property Management. After some discussion a motion was made by Mr. Freeman directing Attorney Corveleyn to send a letter to Simplex terminating the agreement. Motion was seconded by Mr. Baechtold. Voting in favor: Mr. Freeman, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

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.)*

- a. Payment of Invoices
- b. Investment Information

exhibit pages 6 – 30 & [handouts]
exhibit page 31

No Action Required

- c. Bank Account Balances
- d. Financial Reports

exhibit page 31
exhibit pages 32 - 41

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the Payment of Invoices and Investment Information. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- e. Plan Year Resolution to confirm the fiscal year designation
- f. Merchants Service Program with Elavon, Inc.

exhibit pages 42 - 43
exhibit pages 44 - 61

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the fiscal year plan and the Merchants Service Program Resolution, Agreement & Exhibits A, B & C with Elavon, Inc. for credit card processing through PLGIT. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- g. Retirement Plan Compliance and Administration Services Agreement with TSA Consulting Group, Inc.

exhibit pages 62 - 73

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the Retirement Plan Compliance and Administration Services Agreement with TSA Consulting Group, Inc. to provide compliance administration services per the agreement, effective August 5, 2013. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- h. Ironton Service Quote
- i. Customer Service Agreement with UniFirst
- j. Stroudsburg District Estimate Transportation Costs for 2013-2014

exhibit page 74
exhibit pages 75 - 76
exhibit pages 77 - 78

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the Ironton Service Quote to provide telephone service for 3 years with a onetime charge of \$1110.74 and a monthly charge of \$555.80, the Unifirst Customer Service Agreement to provide uniforms per the terms of the agreement for 36 months, and the Stroudsburg District Estimate for Transportation Costs for 2013-2014 clinicals. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- k. Proposal to the Monroe County Correctional Facility exhibit pages 79 - 86
- l. Partner Agreement with Pocono Counties Workforce Investment Area PA CareeLink of Monroe County exhibit pages 87 - 96

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the proposal to the Monroe County Correctional Facility for 12 months for the rates specified to provide for GED/ABE & Career Exploration Training/Life Skills training, and the CareerLink Monroe County Partner Agreement to participate in the One Stop services at a cost of \$2,488.00 effective July 1, 2013 – June 30, 2014. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

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

- a. Position Guide – School Security Monitor exhibit pages 97 - 99
- b. Position Guide – Secretary to the Assistant Director exhibit pages 100 - 102

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the position guides listed. Motion was seconded by Mr. Freeman with all voting in favor.

- c. Board Policy #218 – Student Discipline exhibit pages 103 - 106
- d. Board Policy #218 Attachment – Student Code of Conduct exhibit pages 107 - 112

NO ACTION REQUIRED – These policies are being submitted for review at this time. Should no changes be requested, the policy will be submitted for approval at the September 2013 JOC Meeting.

- e. Position Guide – ELA and Mathematics Coach exhibit pages 2 – 4

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the position guide listed. Motion was seconded by Mr. Freeman with all voting in favor.

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

a. Resignations exhibit pages 113 - 114

<u>Name</u>		<u>Position and Effective Date</u>
(1) Rubino, Tammy	--	Health Professions Instructor Effective: the end of the 2012-2013 school year
(2) Rushton, Thomas	--	Director Effective: August 30, 2013

b. Rescission of Appointment

<u>Name</u>		<u>Position and Effective Date</u>
(1) Johnson, Deborah	--	Instructional Assistant/Clinical Aide for Health Professions

c. Appointments - Staff exhibit pages 115 - 119

<u>Name</u>		<u>Position and Effective Date</u>
(1) Corpora, Caroline (Christi)	--	Secretary/Receptionist Effective: August 26, 2013 Hourly Rate: \$12.64 Benefits in accordance with the current MCTI ESPA CBA.
(2) Dydyński, Robert	--	Special Education Teacher Effective the start of the 2013-2014 school year to include two new teacher orientation days and pending receipt of proper certification Salary: \$42,235.00 (Step 1 Col. BS of the academic salary schedule) Benefits in accordance with the MVEA CBA.
(3) Hanlund, Julia	--	Special Education Teacher Effective the start of the 2013-2014 school year to include two new teacher orientation days Salary: \$48,354.00 (Step 2 Col. Masters of the academic salary schedule) Benefits in accordance with the MVEA CBA.
(4) Marsh, Wendy	--	Instructional Assistant/Clinical Aide for Health Professions Effective: August 27, 2013 Hourly Rate: \$14.14 Benefits in accordance with the current MCTI ESPA CBA.
(5) Stivala, Monique	--	Health Professions Instructor & HOSA Advisor Effective the start of the 2013-2014 school year to include two new teacher orientation days Salary: \$50,748.00 (Step 10 Col. BS of the vocational salary schedule) Benefits in accordance with the MVEA CBA. Stipend: \$900.00 for the 2013-2014 school year

- d. Appointments - Substitutes for the 2013 - 2014 school year at established rates w/ no benefits (contingent upon receipt of all pre-employment paperwork and positive clearances) exhibit page 120
- e. Appointments - Adult Continuing Education Schedule of Fall 2013 classes, instructor list and hourly pay rates. exhibit page 121 - 122

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the resignations, rescissions, appointments as listed, in accordance with all policies and procedures; and the Fall 2013 Adult Continuing Education classes, instructors and hourly rates. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- f. Act 93 & SSST Salary Increases Executive Session Notes

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the salary increases for the Act 93 and SSST. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- c. Appointments - Staff exhibit pages 5

<u>Name</u>	<u>Position and Effective Date</u>
(6) Silverstein, Joy	-- Long-term Substitute Cosmetology Instructor for the 2013-2014 school year to be determined if part-time or full-time by the number of students enrollment in the program by August 7, 2013 Effective: August 27, 2013 Salary: \$42,010.00 (Step 1 Col. Intern of the vocational salary schedule) Benefits in accordance with the MVEA CBA.

- g. Retroactive Hires
- (1) Mentor Teachers (2)

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the appointment and retroactive hires. Motion was seconded by Mr. Freeman. Motion carried. Voting in favor: Mr. Pierce, Mr. Freeman, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Freeman made a motion to adjourn the meeting at 7:50 p.m., with Mr. Pierce seconding the motion.

Richard Pierce, JOC Secretary