

MONROE CAREER & TECHNICAL INSTITUTE  
**JOINT OPERATING COMMITTEE MEETING**  
**MINUTES of MEETING**  
**September 9, 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, September 9, 2013. The meeting was called to order at 7:10 p.m. by the Vice Chairperson, Mr. Rodney Baechtold.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

**Present were:**

EAST STROUDSBURG

Mr. Robert Cooke, Mr. Doug Freeman

PLEASANT VALLEY

Mr. H. Charles Hoffman, Mrs. Susan Kresge

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. Dominick Sacci – Pleasant Valley (No Alternate)

D. INTRODUCTION OF GUESTS

**Others attending:**

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 Sitron, 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, Mr. Chris Roberto, Ms. Betsy Lombardino, Mrs. Maria Hafler

MCTI ESPA Representatives: Mrs. Carol Hunter

Other Guests: Mr. Adam Lazarchak, Mr. Issaiah Griffin, Ms. Miah Brooks

- E. PUBLIC PARTICIPATION
- F. APPROVAL OF MINUTES AND AGENDA

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve the minutes of the August 5 (exhibit pages i - x) & August 26, 2013 (exhibit pages A & B) Joint Operating Committee Meetings, and this agenda for September 9, 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 – 39 and in the handout(s).
- H. ANNOUNCEMENT OF EXECUTIVE SESSION  
An Executive Session was held from 6:20 – 7:05 p.m. to discuss personnel.
- 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  
Superintendent Geary reported that she was at MCTI for their first day and we had a great opening.
- L. OLD BUSINESS  
There was no old business to discuss this evening.
- M. ADMINISTRATIVE REPORTS

**STUDENT REPRESENTATIVE REPORT -- Ms. Miah Brooks**

1. Good evening school board members, administration and guests; I am honored to be here representing the students of MCTI.
2. Over the summer, I attended HOSA National Conference in Nashville, Tennessee at the end of June. At the conference I served as a voting delegate for the National Executive Council. I also attended two educational symposiums and helped conduct the medical spelling bee. The conference was a wonderful experience and I am grateful that I was able to attend.
3. On August 14-16, I attended Penn HOSA State Officer training in Reading, PA. The training consisted of public speaking, dining etiquette, employability skills and my role as the president of Penn HOSA.
4. Over the next few weeks the Career and Technical Student Organizations will be conducting their membership drives, fundraisers and officer elections. Advisors and students are excited about the various events for the 2013-2014 school year.
5. On October 30 and October 31, five (5) students will be attending Ambassador Training at Skytop Lodge. The students were selected last spring through an application process. During the training the students will learn about networking, being a leader, public speaking and presentation skills.

6. SkillsUSA students will be given the opportunity to attend the Professional Development Conference at Skytop Lodge on October 31-November 1. The conference will train students in the following: interviewing skills, dining etiquette, team building, dress for success, cost of living and community service. At this time I would like to invite you to attend the dinner to be held on Thursday, October 31. If you are interested please let Mrs. Hafler know.
7. MCTI will be starting the Entrepreneurial Program with Lehigh University starting September 25. This program is sponsored by the Lehigh Valley Small Business Bureau. A maximum of 12 students will be selected through an application and interview process. The classes will be held once a week during the afternoon session for 10 weeks. Mrs. Hafler will be assisting Dr. Holsonback from Lehigh University.
8. On October 3, I will be attending the Berks CTC school board meeting where my state officer team will be presenting the benefits of HOSA.

#### **INTERIM DIRECTOR / CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski**

1. At the August In-service we updated and reviewed Grading Procedures for Classmate for our CTE and academic teachers. We are asking your approval of these documents.
2. There are three salary adjustments for our new hires based on verification of transcripts.
3. The first Superintendent Meeting of the year was held on September 3. The agenda included a review of the Articles of Agreement, Free & Reduced Lunch requirements, 2014/15 budget, staffing, MCTI calendar, instructional and enrollment reports, county administrators' lists and our special education plan and position guides.
4. I submitted an equipment grant for \$55,035.00. The Bureau of CTE had a \$3 million surplus of funds. I requested two trainers for the Auto Technology Program. The trainers are for steering and suspension and mobile clip car. The grants will be awarded by the middle of September.
5. A copy of Administrative Responsibilities was distributed to the staff. A copy is attached.
6. The final report for the 2012/13 Perkins Grant was submitted by Mrs. White. We were successful in spending the full amount of \$406,294.00.
7. The Teacher Induction was on August 19 and 20. In attendance were new teachers Monique Stivala, Julia Hanlund, and Rob Dydynski. Each administrator met with the new teachers and informed them of their job duties and responsibilities.
8. The In-service was conducted on August 27, 28, and 29. Topics included Special Education updates, Chapter 339, PA Standards updates, Chrome Books and Google Apps, websites, discipline, grading in Classmate, and the new Teacher Evaluation System. Special thanks to the administrative team and Dennis Virga for their participation. Mr. Virga is our Professional Development Coordinator.
9. In August, I attended the Teacher Effectiveness Plan at the IU on August 6 and 7. We are developing our Plan and instrument for teacher evaluation.

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

1. Last month only a part of the Supervisor of CTE's report was printed. The remainder is included in this report.
2. Special thanks to Tanya Carmella-Beers. While I was out due to illness in May she took on the responsibility of managing 77 disciplinary infractions in addition to her regular responsibilities. Some of these disciplines can be very time consuming. Her assistance was greatly appreciated.

3. 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. One candidate was selected and then resigned. Fiorela Carmella-Beers was submitted as the next qualified candidate.
4. The Student Code of Conduct was revised. Two major changes. Before we just had the consequences for violating the Student Code of Conduct. I added an actual Code of Conduct, which helps to explain the disciplinary goals of the school. Next listed were the consequences for violating the Code of Conduct. Changes to the consequences included adding another level. This would separate ISS and OSS infractions. 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.
5. With the assistance of Judy Delp, the changes to the 2013-2014 handbook have been made and the handbook will be ready for the start of the new school year.
6. The School Security Monitor job description was revised to better describe responsibilities and more efficiently utilize working hours. We are actively seeking a new School Security Monitor. An advertisement was in the 9/1/13 edition of the Pocono Record.
7. 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.
8. I would also like to thank 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. Thanks to the maintenance staff, 2 large monitors were 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 the Supervisor of Career and Tech Ed's office.
9. I participated in the orientation for our three new teachers.
10. Orientations and welcome back meetings were held with our new and returning substitute teachers. Nearly 20 attended the events on August 22 and 26<sup>th</sup>.
11. I assisted in welcoming the teachers back by bringing them up to speed with some of our changes.
12. I attended a day and a half workshop, which explained the new teacher rating system. Presented the information to the teaching staff during staff development.

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

1. I attended court at the Monroe County Courthouse on August 1, 2013, for a serious discipline issue I handled on April 16, 2013, while Mr. Brown was on leave. There was a prior court date at the Magistrate's office and there will be a future court date for sentencing.
2. Mr. Sarcinelli met with an interested parent and student to discuss opportunities and to take a tour of MCTI on August 1, 2013.
3. I attended a meeting of the Local Children's Roundtable at the Monroe County Courthouse on August 5, 2013. The committee is discussing issues related to truancy, education and behavior.
4. A parent/teacher conference was held with ESASD counselor Faith Nicosia on August 7, 2013, to discuss performance and continued enrollment at MCTI.
5. Mr. Sarcinelli met with Mrs. Siani from PVSD and an interested parent and student to discuss opportunities and to take a tour of MCTI on August 7, 2013.

6. New Student/Parent Orientation was held on August 7, 2013, at 12:30 pm and 5:30 pm. Forty five families attended these sessions. Thank you to Mr. Sarcinelli, Mrs. Mathious, and Mrs. Sullivan for their assistance.
7. A phone conference was held with PDE on August 13, 2013, to secure a spot on the pilot list for the School Counselor evaluation tool.
8. The Support Services Facilitators met on August 15 and 22, 2013, to plan for the 2013-2014 school year.
9. I attended an IEP meeting in SASD on August 20, 2013.
10. I presented at the New Teacher Induction Meeting on August 20, 2013.
11. Mr. Sarcinelli, Mrs. Tomsho and I attended two IEP meetings at ESS on August 21, 2013.
12. I attend the Monroe County Education Committee meeting at the Monroe County Courthouse on August 26, 2013.

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

1. On Friday, August 9<sup>th</sup>, Kyle Kubik and I took the opportunity, while the building was empty, to complete a network project. We submitted and VLAN'd (Segmented) the entire network. This project took us approximately 2 weeks to complete, and we continue to clean up remnants. Ultimately, this will allow us greater network control and less overall network traffic.
2. On Friday, August 16, I spent the day at MCTI with Penteledata (PTD) and Dual Temp. PTD installed a switch card in our router and setup the routing necessary for our new SIP Trunking phone service. DualTemp was working on scenarios for the replacement of JACE HVAC controllers.
3. I finalized the installation of our HP 3Par SAN with the installation of the reporting component. This was a necessary final piece to comply with HPs requirements for the equipment. It helps with the logging of critical data in an attempt to help troubleshoot issues that could creep up.
4. I happily attended the interviews for our new director. This was a great opportunity for me to grow professionally and include my input on the selection of the candidate.
5. During the in-service, we trained the staff on the use of Google Chromebooks and Google Apps. We also gave instructors the opportunity to update their personal pages on our website in a lab/instructor format.
6. Also during the in-service, we were able to Skype a live message from Mr. Lazarchak on the start of the school year, his new position, and facilitate any questions from staff.
7. On Thursday, August 29<sup>th</sup>, I setup Debra Schuler so she can access Dr. Rushton's e-mail. This gives us the opportunity to respond to important e-mails still being sent to his account.
8. Also on August 29<sup>th</sup>, EZPC recycling picked up two gaylords of old computer equipment.

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

1. I was privileged to be on the administrative committee to interview the Director candidates.
2. We had a very productive summer session. All classes that were presented this summer were from the allied health division.
3. Our application for reimbursement of Adult Career & Technical Programs was submitted to the State.
4. The Workforce Development Partnership information has been submitted to WIA and the State for approval. Sixteen programs were submitted for approval.
5. ACE had a presence at the Labor Day weekend Stroudfest.
6. The Fall semester started this evening. Twenty-seven classes/programs are starting within the next two weeks.
7. We graduated 15 students from our Medical Assistant Program on August 27, 2013.

8. I have put together a group to develop the curriculum for the new GED Program scheduled to start January 2014.
9. Michelle Bonser and Greg Angeli have been set up to take the GED examiner/proctor tests for 2014 through Pearson Vue.
10. We are working with the Correctional Facility to add them as an addendum site to MCTI for GED testing.
11. I am in the process of interviewing two applicants for the position of GED instructor.

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

1. The custodial staff completed the summer cleaning of classrooms and hallways in time for the start of school.
2. We continue to monitor the water levels.
3. Scrap Total – \$137.72
4. All classroom and hallway filters have been changed. The boilers have been cleaned and serviced.
5. School supplies have all been logged and delivered to their rooms.
6. Sheila White and I went over the specs and terms and conditions for snow plowing. I went over the plowing area with three contractors.
7. Dr. Rushton had me check the equipment he purchased to make sure it ran. Everything checked out. Several labs will be using the equipment as well as maintenance.
8. Maintenance worked with IT on the installation of the outdoor cameras.
9. I set up for the pickup of Dempsy Uniforms returns. We will now be using Unifirst.
10. The custodial staff removed classroom desks from Room 242 to turn it in to a special education area.
11. The compressor for the culinary walk-in has been replaced.

**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.)*
  - a. Payment of Invoices exhibit pages 6 - 28 & [handouts]
  - b. Investment Information exhibit page 29

**No Action Required**

  - c. Bank Account Balances exhibit page 29
  - d. Financial Reports exhibit pages 30 - 39

**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. Clark, Mr. Cooke, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 10; No – 0; Absent – 2. Motion carried.**

- e. Bid Award for snow plowing services from September 1, 2013 – June 30, 2016 to WTA Properties for the costs listed exhibit page 40

- f. Non-participating pupil tuition calculation for the 2013-2014 school year exhibit page 41
- g. Adults in day school tuition calculation for the 2013-2014 school year exhibit page 42

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve the award of bid for snow plowing services to WTA Properties, the non-participating pupil tuition calculation and adults in day school tuition calculation for the 2013-2014 school year. Motion was seconded by Mr. Hoffman. Voting in favor: Mr. Freeman, Mr. Hoffman, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Baechtold Yes – 10; No – 0; Absent – 2. Motion carried.***

- h. Discussion and possible resolution for LSA Application for MCTI Water Project  
exhibit page 43

**ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to move forward with the grant application and commit to the amount of \$91,964.00 toward the project. Motion was seconded by Mr. Freeman. Voting in favor: Mr. Pierce, Mr. Freeman, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Baechtold 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. Board Policy #218 – Student Discipline exhibit pages 44 - 47
- b. Board Policy #218 Attachment – Student Code of Conduct exhibit pages 48 - 53

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve board policies listed. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Freeman, Mrs. Kresge, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Baechtold Yes – 10; No – 0; Absent – 2. Motion carried.***

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

- a. Approximately 30 students and 3 advisors to attend the SkillsUSA Ambassador Training and Professional Development Conference from October 30 – November 1, 2013 at Skytop Lodge, PA at an approximate cost to student of \$135.00 exhibit page 54

**ACTION BY THE BOARD**

**Motion was made by Mr. Freeman to approve the attendance of the students and advisors for the field trip listed. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 10; No – 0; Absent – 2. Motion carried.**

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

- a. Diversified Occupations Program Guidelines exhibit pages 55 - 74
- b. Grading Procedures for CTE & 9<sup>th</sup> Grade Teachers for the 2013-14 school year exhibit pages 75 - 80
- c. MCTI Special Education Plan & Procedures for the Student Support Facilitators exhibit pages 81 - 82

**ACTION BY THE BOARD**

**Mrs. Kresge would like a report on the grading procedures to see if it's working. Motion was made by Mr. Freeman to approve the Diversified Occupations Program Guidelines, Grading Procedures for the 2013-14 school year and the MCTI Special Education Plan & Procedures for the Student Support Facilitators. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 10; No – 0; Absent – 2. Motion carried.**

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

- a. Family & Medical Leaves exhibit pages 83 - 84

<u>Employee Number</u>		<u>Position and Effective Date</u>
(1) DE48900	--	Effective: August 21, 2013
(2) DE09053	--	Effective: September 6, 2013

- b. Retroactive Appointment - Staff

(1) School Security Monitor

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

Teacher Leader (2)

(1) Gomez, Joann

(2) Virga, Dennis



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 85

e. Salary Adjustments

- (1) Dydykski, Robert -- Special Education Teacher  
From: \$42,235.00 (Step 1 Col. BS) to \$47,979.00  
(Step 1. Col. B+30) of the academic salary schedule
- (2) Hanlund, Julia -- Special Education Teacher  
From: \$48,354.00 (Step 2 Col. Masters) to  
\$55,942.00 (Step 2 Col. M+36) of the academic  
salary schedule
- (3) Stivala, Monique -- Health Professions Instructor  
From: \$50,748.00 (Step 10 Col. BS) to \$51,501.00  
(Step 10 Col. Intern) of the vocational salary schedule

f. Rate Changes - Adult Continuing Education instructor list exhibit page 86

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve the family & medical leaves, the appointments as listed in accordance with all policies and procedures, the salary adjustments and rate changes for Continuing Education instructors. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Baechtold Yes – 10; No – 0; Absent – 2. Motion carried.***

**ACTION BY THE BOARD**

***There being no further business to come before the Board, Mr. Hoffman made a motion to adjourn the meeting at 7:47 p.m., with Mr. Pierce seconding the motion.***

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***Richard Pierce, JOC Secretary***