

MONROE CAREER & TECHNICAL INSTITUTE  
**JOINT OPERATING COMMITTEE MEETING**  
**MINUTES of MEETING**  
**October 7, 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, October 7, 2013. The meeting was called to order at 7:05 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. Merlyn Clark, Mr. Richard Pierce

**Members absent:**

Mr. Rodney Baechtold – Stroudsburg (*No Alternate*)

Mr. H. Charles Hoffman – Pleasant Valley (*No Alternate*)

Mr. Roy Horton – East Stroudsburg (*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. Robert Kidwell, Solicitors; Ms. Carole Geary, Superintendent of Record

**Guests attending:**

MVEA Representatives: Mr. James Granahan, Mrs. Maria Hafler

MCTI ESPA Representatives: Mrs. Carol Hunter

Other Guests: Mr. Adam Lazarchak, Mr. Isaiah 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 September 9, 2013, Joint Operating Committee Meeting (exhibit pages i - ix), and this agenda for October 7, 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. Coyle 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 – 34 and in the handout(s).
- H. ANNOUNCEMENT OF EXECUTIVE SESSION**  
An Executive Session was held this evening from 6:15 – 7:05 p.m. to discuss policy, employment and legal issues.
- I. SECRETARY'S REPORT**  
Mr. Pierce had no report this evening.
- J. SOLICITOR'S REPORT**  
Attorney Kidwell had no report this evening.
- K. SUPERINTENDENT'S REPORT**  
Ms. Geary had no report this evening.
- L. OLD BUSINESS**  
There was no old business to discuss.
- M. ADMINISTRATIVE REPORTS**

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

1. This evening, prior to this meeting, student - Isaiah Griffin, Mrs. Hafler, Mr. Angeli, Mr. Rosenblum and I attended a business card exchange and information session at First National Bank in Tannersville. This opportunity was offered to us to meet with approximately 50 local businesses who are involved in the Pocono Mountain Chamber of Commerce.
2. On Wednesday, October 9, I will be attending the Leadership by Example Breakfast in Allentown hosted by SkillsUSA District 11.
3. The Career and Technical Student Organizations are still conducting their membership drives, fundraisers and officer elections.
4. SkillsUSA delegates and ambassadors are excited about the upcoming professional development conference at Skytop at the end of the month.
5. Approximately 30 students from MCTI are eligible for the National Technical Honor Society and the students are now in the process of obtaining all the documents that are required.
6. On Friday, October 18, myself and approximately 80 other students will be visiting and touring Penn College of Technology.
7. On Thursday, October 31, I will be going to Penn State for the releasing the PA Nursing Skills videos that I created at MCTI with my instructor, Mrs. Gomez.

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

1. The Fall OAC Meetings will be held on Thursday, October 10, at 5:30 p.m. The evening will begin with a dinner followed by individual program meetings. Mr. Adam Lazarchak will join us and speak to the OAC Members. We hope you can join us.
2. We have completed the Comprehensive Plan. It was submitted to the Committee. We will post it on our website for the month of October. We will bring it to you for approval at the November 7 meeting. It will then be submitted to PDE by November 30. Special thanks to the Committee, our administrative team, Marian Beck from IU20, and our staff for helping complete the Plan.
3. The newly developed Learning Guides will be posted on our website. At the meeting, we will show you where they are and what the content of each program area. Special thanks to the teachers, staff, and IT for all their hard work.
4. I am happy to announce that we received \$39,815.12 for the Supplemental Equipment Grant. With the money we will purchase the two trainers for the Auto Technology Program. The trainers are for steering and suspension and mobile clip car. Originally the cost of the two trainers was \$55,000. However, the company discounted them for us. It will take 90 to 120 days to build the trainers.
5. The first formal meeting for the Teacher Induction Program was held on September 23. In attendance were new teachers Monique Stivala, Julia Hanland, and Rob Dydynski. At the first meeting we discussed the calendar of formal and informal meetings. We also discussed their role at our OAC Meetings and the CTE curriculum. Dennis Virga will represent MCTI at the required Temple University Mentor Teacher Meetings.
6. Professional Development for the month consisted of a series of presentations—Chapter 339, Lesson Plan Development, and technology training on the Chrome Books. The training dates were September 17 and 24 and October 1.
7. The first Assistant Superintendent Meeting was held on September 20. All schools attended. At the meeting we discussed programming and scheduling.
8. I attended the first IU20 Curriculum Meeting on September 26. Adam Lazarchak was also there. At the meeting we discussed the teacher evaluation system and the affects it will have on our evaluation system at MCTI.
9. Gregg Angeli and I met with his cooperative education intern Maura Angle, from Delaware Valley School District. Maura will work with Gregg this fall.

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

1. We received nineteen applications for the School Security Monitor position. The week of September 23, a team of Mr. Pecci, Mr. Courtright, our Criminal Justice Instructor, and myself interviewed six of the applicants. I'd like to thank our substitutes Mr. Eric Uhler, former Criminal Justice Instructor, and Mr. William Vanderbrink for assistance in the absence of a full-time person. I'd also like to thank Sheila White for her guidance and assistance through the interview process.
2. Ms. Fi Carmella-Beers who was hired as our receptionist and started at MCTI on September 9, has been filling in for my secretary, Ms. Delp, while she has been out. Ms. Beers is doing a wonderful job and I'd like to thank her for all of her assistance. I'd also like to thank Ms. Sherry Payne and Mrs. Jackie Gomez-Meckler for their assistance since the start of the school year in the absence of the full-time staff members.
3. Orientations for all of our students were conducted on September 5, 6, and 9 for the AM and PM sessions.
4. A Substitute Secretary orientation was conducted on September 26.
5. On October 1 and 2, Rick Courtright and I attended the Safe School's Conference in Grantville, PA.
6. 2012-2013 Disciplines managed:

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apl	May	Jun	Total	%
Level 1	160										160	
Level 2	18										18	

Level 3	12										12	
Level 4	5										5	
Level 5	3										3	
Special Ed	161										161	77
Regular Ed	37										37	23
Total	198										198	

- a. Level 1 (Managed in the Classroom/ Behavioral Discussion)
- b. Level 2 (Detention- After-school, Saturday, Lunch)
- c. Level 3 (ISS)
- d. Level 4 (OSS)
- e. Level 5 (OSS Pending District Review-Police Involvement)
- f. Stats through 9/30/2013 (2 open infractions as of 9/30)
- g. Approximately 40% of MCTI student population listed as Special Education

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

1. School began on September 3, 2013 with ESASD and PVSD in attendance.
2. SASD began their 2013/2014 at MCTI on September 4, 2013.  
I attended two IEP meetings at Pleasant Valley and an MCTI parent conference.
3. PMSD joined MCTI for the 2013/2014 school year on September 6, 2013.
4. The Support Services Facilitators met on September 6, 2013, and I attended an IEP meeting at PVSD.
5. The Career Facilitators met on September 10, 2013, and I attended an IEP meeting at SASD.
6. Support Services Facilitators met on September 11, 2013, as well as the Instructional Assistants met on September 11, 2013.
7. Mr. Sarcinelli and Mr. Rosenblum met with Dr. Sweeney, Mike Thompson from PDE and the 339 team at Pocono Mountain to work with them to develop their Comprehensive K-12 Guidance Plan.
8. The Support Services Facilitators met on September 16, 2013, and I met with Mr. Reifer from PMSD.
9. I worked with Dr. Shegelski on the Comprehensive Plan on September 17, 2013 to prepare for final submission. I met with Mrs. El-Bassiouni, our Health Officer, to review student health care plans.
10. I attended the Round Table meeting at the Monroe County Court House on September 19, 2013 to discuss issues related to truancy.
11. The Support Services Facilitators met on September 20, 2013. Mrs. Sullivan participated in a Classmate webinar regarding Absences and Tardies. I attended an IEP meeting SASD.
12. A Comprehensive Education Program (CEP) meeting was held on September 26, 2013 to review student performance to date; I attended an IEP meeting for a PMSD student.
13. A Career Facilitator meeting was held on September 27, 2013 to discuss the upcoming field trip to Penn Tech. Dr. Shergelski, Mrs. White, Mrs. El-Bassiouni met to discuss a Doctor of Record for MCTI.
14. Mr. Sarcinelli attended the PACTA Conference on September 19 and 20 where one of the main focuses was Recruitment and Retention.
15. Enrollment continues to be modified as students enroll and withdraw and tours and career counseling are carried out for students considering a change of programming.
16. Mrs. Mathious has worked diligently to enter emergency card information for 908 students.
17. Mrs. Sullivan and Mr. Dorshimer have been working on PIMS.
18. Mrs. Sullivan has been working on entering the NSLP application status information into the POS system and has assisted the Chartwells Supervisor as needed.
19. The new Support Services Room is being utilized by Instructional Assistants to work with students individually and in small groups, by Support Services Facilitators to hold meetings and by the CEP Team to discuss student performance.
20. Mrs. Mathious has been assisting parents/guardians to register in the MCTI Parent Portal.

21. Mr. Sarcinelli and Mrs. Mathious have begun scheduling tours for students interested in attending MCTI. There are also tours scheduled for elementary level students to help them begin thinking about career planning.

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

1. We revamped the structure of our programs and curriculum on the MCTI website. All program pages have been updated and now include a Youtube video, scope and sequence, task grid, and learning guides. Shortly, we will be posting updated program descriptions.
2. All equipment has been installed, service hooked up, phone numbers ported, and I can say that we are now fully cutover to Ironton Global for our phone service.
3. As part of the phone service cutover, we ported our existing fax lines over to RingCentral and now utilize their efax services.
4. Notice was sent to Metropolitan Telecommunications of our request to disconnect.
5. On Friday September 20th, I attended the TAC meeting at IU20. Discussion was on proposed changes to E-Rate and the data quality initiatives from PDE.
6. Current proposals for E-Rate 2.0 include the removal of discounts for telecommunication and cellular services, the President's ConnectEd initiative, and the inclusion of hardware discounts to meet the President's initiative.
7. I met with Tanya Beers and the SSFs to discuss the logging of student data in our student information system, Classmate. Our goals were to make sure data was freely available to both teachers and administration, safely stored, and in the most efficient manner.
8. I've been working closely with ACE to get their annual PIMS data uploaded to PDE. All data has been exported, and is ready to be uploaded. We are waiting to hear back from the PIMS Helpdesk on a few questions before we can finalize this data.
9. I've also been working closely with Pat Sullivan from Pupil Services to iron out some issues that PDE is reflecting in some of their quality control reports. We believe that all of these issues have been resolved.
10. Dennis Virga has been meeting with program areas to go over Google Apps. To date, half of the programs have gone through Google Apps orientation. Program areas have also been utilizing the Chromebook carts.
11. All student accounts have been created, passwords assigned, and we've been processing AUP forms since the second week of school.
12. All cameras have been hung and connected to our video surveillance system. We started this process over the summer with Ed Denny's help. Frank Pecci and I completed the project the week of September 16th. I would like to extend a thank you to Frank and Ed for their help.

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

1. National Healthcare Certification testing was conducted on 09/26/2013. Nine students participated and all nine passed the test. The certifications were passed for the Clinical Medical Assistant, Phlebotomy Technician and the EKG Technician.
2. The students from our spring and summer Nurse Assistant courses took the State Certification Test with 91% pass rate.
3. We are getting ready for our State Nurse Assistant audit to be conducted in 2014. All documentation, processes and procedures are being examined in house in preparation for the audit book which is scheduled to be submitted to us in November.

4. I have formed a group that meets on a weekly basis to develop the 2014 curriculum for the new GED testing.
5. I will be attending the State GED Meeting on October 17, 2013 at Bucks County Community College.
6. I met with Wilkes College in Bartonsville regarding a satellite site for our GED training to help solve the transportation problem for our students.
7. I am meeting next week with 2 non-profits to work on a grant to extend our GED reach in the community.
8. I am working with the Deveraux Foundation on placing our Nurse Assistant graduates at their facility.

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

1. We installed several items on the walls of the Culinary kitchen. The new double oven was delivered and set up in the kitchen.
2. We are monitoring the water levels daily.
3. Scrap Total – 0
4. Keys were returned to staff members and logged in.
5. Dempsey uniforms were returned and the custodial staff is now wearing their new Unifirst uniforms.
6. The compressor for the culinary walk-in has been replaced and serviced again because of a drop in temperature.
7. Dual Temp completed the cleaning and servicing of the three boilers.
8. We continue to install the remainder of the outside cameras with Kris Dorshimer.
9. The savings for the summer hours: \$3,014.04 on our PP&L bill.
10. I met with WTA Properties and reviewed the snow plowing information again before a snow storm.
11. Maintenance installed a new air reel in HVAC.
12. I met with State Representative Mario Scavello and Pocono Township Supervisor Frank Hess about our water project and I would like to thank them for their support to bring water service to MCTI.
13. I attended the Penn Dot bridge replacement meeting. They spoke about the closing of lanes on Rt. 611 in order to do repairs. The project will start in October 2013 and end September 2014. The buses can expect different delays, because of the different phase of the bridge construction.

**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 5 – 22 & <i>[handouts]</i> |
| b. Investment Information | exhibit page 23                          |

***No Action Required***

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|----------------------------|-----------------------|
| c. Bank Account Balances   | exhibit page 23       |
| d. Financial Reports       | exhibit pages 24 - 33 |
| e. Student Activity Report | exhibit pages 34      |

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve the Payment of Invoices and Investment Information. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Freeman, Mrs.***

**Kresge, Mr. Clark, Mr. Cooke, Mr. Coyle, Mr. Johnson, Ms. Leonard, Mr. Pierce, Mr. Sacci  
Yes – 9; No – 0; Absent – 3. Motion carried.**

- f. Request to establish a Student Activity Account – BTM Student Fund for the BTM program  
exhibit pages 35 - 36
- g. Supplemental Equipment Grant for the Auto Technology Program in the amount of  
\$39,819.12 exhibit pages 37 – 42

**ACTION BY THE BOARD**

**Motion was made by Mr. Freeman to approve the establishment of the BTM Student Fund Activity Account, and to accept the supplemental equipment grant in the amount of \$39,819.12. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Freeman, Mr. Johnson, Mr. Clark, Mr. Cooke, Mr. Coyle, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Sacci  
Yes – 9; No – 0; Absent – 3. Motion carried.**

- h. Adoption of the 2013 HIPAA Policies and Procedures presented that became effective  
September 23, 2013 exhibit pages 43 - 44

**ACTION BY THE BOARD**

**Motion was made by Mr. Freeman to adopt the 2013 HIPAA Policies and Procedures effective September 23, 2013. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Freeman, Mr. Coyle, Mr. Clark, Mr. Cooke, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Sacci  
Yes – 9; No – 0; Absent – 3. Motion carried.**

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

- a. Approve the “AutoCAD and Its Applications 2014”, by Goodheart-Willcox Publisher, as a new textbook for the Drafting & Design Program for the 2013-2014 school at a total cost of \$1199.40 for 20 copies at \$59.97 per book; the Instructor Resource CD at \$195.00 and the ExamView Assessment Suite \$186.00 for a total of \$1580.40. exhibit page 45

**ACTION BY THE BOARD**

**Motion was made by Mr. Freeman to approve the purchase of 20 new textbooks, 1 Instructor Resource CD and 1 ExamView Assessment Suite for a total of \$1,580.40. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Freeman, Mr. Coyle, Mr. Clark, Mr. Cooke, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Sacci  
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. Family & Medical Leave exhibit page 46

<u>Name</u>	<u>Effective Date</u>
(1) KL89314	-- Effective September 7, 2013

- b. 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)

<u>Name</u>	<u>Program Area(s)</u>
(1) Brown, Donna	-- Health Officer
(2) Dorshimer, Daria	-- instructor in all classrooms and academic areas
(3) Kelly, James	-- Custodian
(4) Oney, David	-- Custodian
(5) Rohner, Amber	-- Cosmetology
(6) Schiavone, Vincent	-- Custodian
(7) Zeigafuse, Brandon	-- Custodian

- c. Appointments – Occupational Advisory Committee Members for the 2013 – 2014 school year exhibit page 47 - 63
- d. Appointments – Changes in Rates and Additional Adult Continuing Education Schedule of Fall 2013 classes, instructor list and hourly pay rates. exhibit page 64

**ACTION BY THE BOARD**

***Motion was made by Mr. Freeman to approve the FMLA, all appointments as listed above in accordance with all policies and procedures; the changes in rates and the additional Adult Continuing Education classes, instructors and hourly rates. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Freeman, Mr. Johnson, Mr. Clark, Mr. Cooke, Mr. Coyle, Mrs. Kresge, Ms. Leonard, Mr. Pierce, Mr. Sacci Yes – 9; No – 0; Absent – 3. 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 7:38 p.m., with Mr. Coyle seconding the motion.***

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**Richard Pierce, JOC Secretary**