

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
November 4, 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, November 4, 2013. The meeting was called to order at 7:24 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Doug Freeman

PLEASANT VALLEY

Mr. H. Charles Hoffman, Mrs. Susan Kresge, Mr. Dominick Sacci

POCONO MOUNTAIN

Mr. John Coyle, Mr. Rusty Johnson, Mr. John Davis

STROUDSBURG

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

Members absent:

Mr. Robert Cooke – East Stroudsburg (No Alternate)

Mr. Roy Horton – East Stroudsburg (No Alternate)

Ms. Jacquelyn Leonard – Pocono Mt. (Alternate – J. Davis)

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, Director; Dr. Carolyn Shegelski, Assistant Director; 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, Solicitor; Ms. Carole Geary, Superintendent of Record

Guests attending:

MVEA Representatives: Mr. James Granahan, Ms. Betsy Lombardino, Mrs. Maria Hafler

MCTI ESPA Representatives: Mrs. Carol Hunter

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 October 7, 2013, Joint Operating Committee Meeting (exhibit pages i - viii), and this agenda for November 4, 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 as 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 – 34 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An executive Session was held from 6:30 – 7:15 p.m. not limited to legal and 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

Ms. Geary had nothing to report this evening.

L. OLD BUSINESS

There was no old business to report this evening.

M. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Ms. Miah Brooks

1. Last week I had the privilege of attending the SkillsUSA Ambassador Training and Professional Development Conference at Skytop Resort. During the conference students participated in team building activities including a marshmallow tower, scavenger hunt, and obstacle course. Some other sessions included interviewing skills, how to tie a tie, create an employment portfolio, networking, employability skills, dress for success and dining etiquette. Our community service activity was Toys for Tots and Treats for Teens. John Dickinson, the Toy Man, spoke to us about giving back and helping others in time of need. SkillsUSA Council collected three dollars (\$3.00) per student, which accounted for \$552 which enabled us to donate 141 items. Several MCTI students will be assisting with the toy sort on Saturday, December 14 at Tobyhanna Army Depot. Not only was the location and conference incredible but so were the meals. We were treated to fine dining and had fabulous four course meals. I was able to meet with students from Lehigh Career and Technical Institute, Bethlehem AVTS, Career Institute of Technology and Upper Bucks AVTS. I believe that they will become lifelong friends. William Anderson, a senior from Pleasant Valley enrolled in Criminal Justice was selected as SkillsUSA District 11 Parliamentarian and will be representing MCTI at all SkillsUSA District 11 events.

2. HOSA is completing their in house on line testing for their HOSA and SkillsUSA competitive events for the upcoming district and state competitions.
3. SkillsUSA has begun their annual food drive with all donations going to Pleasant Valley Ecumenical Network.
4. SkillsUSA has begun their Gertrude Hawk brochure sales for the holiday season.
5. MCTI's Career Exploration Night is this Thursday, November 7 from 5:30-8:00 PM.
6. DECA will hold their annual installation of officers on Thursday, November 14, 2013.
7. The National Technical Honor Society induction ceremony will be held on November 21.

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. During my first three weeks at MCTI I have spent my time familiarizing myself with the staff and the day-to-day policies/procedures of the school. Everyone has been very helpful and accommodating during this transition.
2. I am going through training on the "New" Teacher Evaluation system being implemented by PDE for the 2013-2014 School Year. I have been working with Mr. Dorshimer and Mr. Virga in the development of an electronic form to be used for walkthroughs and formal teacher observations.
3. As part of the MCTI Comprehensive Plan I will be looking for ways to improve attendance, grading and special education delivery. After reading the Special Education report I have adjusted the SSF schedule and our Attendance Initiative was kicked-off on November 1st – the goal for 2013-2014 is 92%.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. The Chapter 339 Review is November 12-14: Members of the JOC and Superintendent of Record are invited to attend the exit interview on the morning of November 14th, please let Mrs. Schuler know if you are interested in attending this event.
2. The installation for our National Technical Honor Society will be held on Thursday, November 21, 6 p.m. We have 17 new inductees and 5 second year students. We will also induct 3 Honorary Members. Invitations will be sent out this week. Hope you can join us for dinner.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Progress is being made towards the All-Hazards Plan. I went to the Carbon Career and Technical Institute and did get some viable feedback from them.
2. Planning for the 2013 Career Exploration night is well underway thanks to Debra Schuler, Tony India and other MCTI staff. The event will be held on November 7th from 5:30-8:00. We have dozens of students who have volunteered to showcase their programs to prospective students.
3. Discipline comparative analysis of Sep 2012 to Sep 2013:

	Last Year	This Year
a. Level 1 (Managed in the Classroom/ Behavioral Discussion)	173	168
b. Level 2 (Detention- After-school, Saturday, Lunch)	28	23
c. Level 3/4 (OSS/ISS)(2012-2013)	17	N/A
d. Level 3 (ISS) (2013-2014)	N/A	9
e. Level 4 (OSS) (2013-2014)	N/A	5
f. Totals Level 3 & 4	17	14
g. Level 5 (OSS Pending District Review)	0	3
h. Total	218	208

4. Discipline comparative analysis of Oct 2012 to Oct 2013:

	Last Year	This Year
a. Level 1 (Managed in the Classroom/ Behavioral Discussion)	250	122
b. Level 2 (Detention- After-school, Saturday, Lunch)	49	29
c. Level 3/4 (OSS/ISS)(2012-2013)	33	N/A
d. Level 3 (ISS) (2013-2014)	N/A	19
e. Level 4 (OSS) (2013-2014)	N/A	5
f. Totals Level 3 & 4	33	24
g. Level 5 (OSS Pending District Review)	1	3
h. Total	333	178

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

1. MCTI Pupil Services hosts a Fall and Spring County Counselors' Meeting each year. At the 2012-2013 meetings, we invited counselors and administrators from our four sending districts and two consultants from PDE to develop their required Comprehensive K-12 Guidance Plan. Our goal for these work sessions was to ensure that each district had the opportunity to work with PDE experts in developing the best comprehensive plan possible. Through collaborative efforts, District plans now incorporate Career and Technical Education into various grade levels; specifically 5th and 9th grades. The third meeting in the series was held on October 25, 2013. A short follow up will be held at the Spring 2014 meeting. We have been told that we are the only CTE that has conducted work sessions such as these with its sending districts. We would like to thank the Districts for their exceptional participation.
2. Twenty three parent/teacher conferences were held in the month of October.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. We started interviewing vendors for a document management solution. Included in this project is archival of old student records, document destruction capabilities, and document workflow. A committee has been formed to evaluate each vendor and select the best fit for our needs.
2. The creation of the teacher formal evaluation product is almost complete. Cost savings from the development of this tool in-house are estimated at \$2400/year.
3. Some changes were made to our wireless system. We are beginning to deploy wifi phones, where necessary, and setup our first wireless projector.
4. We've been working closely with numerous programs on an electronic curriculum by Pearson named MyLab. We expect some of our programs to begin using this as soon as next school year.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. I am working with Brite Star Agency in developing a Home Health Aide course which should commence February 2014.
2. I attended GED Examiner/Proctor training where I found that we are well positioned to start all GED 2014 testing in January.
3. As usual we have been busy with our students and various classes as well as planning for Spring 2014.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. We are looking into replacing the front doors with Safe School Grant money. We are also looking into adding a sliding window to the reception area before the public enters the second set of doors. John Brown is working on the putting together our suggestions to formulate a grant.
2. Scrap Total – \$716.56. I submitted a rebate application to PP&L and received a check for \$1057.10 which completes the rebate for LED lighting.
3. I spoke with State Representative Rosemary Brown and she fully supports bringing the water line to MCTI. She will do whatever she can to help us. I have been in contact with RKR Hess on a map of the proposed water line that was needed by the county. Michele Bisbing has received everything she needs to pursue the grant.
4. Our boilers and compressors were inspected and passed. We should be receiving the paperwork from the state in several weeks. We also had the inspections completed on all lifts and hoists. One of the hoists needs a safety latch replaced which is ordered. All AED’s, emergency showers and eye wash stations have been inspected as well.
5. I am working with several of our program teachers on construction of a new garage for added storage. We plan on the students designing it and getting quotes or donations for the construction. Last year we completed a garage that is used for BTM storage. This garage would be larger and give the students from several program areas hands on learning experience.

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. Transfers | exhibit page 5 |
| b. Payment of Invoices | exhibit pages 6 – 22 & <i>[handouts]</i> |
| c. Investment Information | exhibit page 23 |

No Action Required

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

ACTION BY THE BOARD

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

- g. Renew Liability, General and Fire Insurance coverage at the rate quoted by EHD, effective 12/1/2013 – 12/1/2014 exhibit pages 35 - 36
- h. Appointment of a Doctor of Record for the 2013-2014 school year exhibit pages 37 – 40

ACTION BY THE BOARD

Motion was made by Mr. Freeman to renew the insurance coverage with EDH as submitted and appoint Jean Paul Romes, MD as Doctor of Record at no charge. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Mr. Davis, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- i. Approval to forward to the District Board of School Directors for consideration and adoption the transfer \$_____ from the 2012-2013 excess revenue to the Special Reserve Account for Capital Projects exhibit pages 41 - 42

Roll Call

RECOMMENDATION: Motion to forward to the District Board of School Directors for consideration and adoption the transfer of \$_____ from the 2012-2013 excess revenue to the Special Reserve Account for Capital Projects.

A motion was made by Mr. Freeman to return 50% of the total 2012-13 excess revenue to the districts. The motion was seconded by Mr. Clark.

After further discussion a motion was made Mrs. Kresge to table the motion until more detailed information could be shared. The motion was seconded by Mr. Pierce. Voting in favor: Mrs. Kresge, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mr. Davis, Mr. Sacci Yes – 9; No – 1 Mr. Freeman; Absent – 2. Motion carried.

2. Board Policies and Procedures

- a. 2014 Schedule of JOC Meeting Dates exhibit page 43

NO ACTION REQUIRED – The meeting dates are being submitted for review at this time. Should no changes be requested, the meetings dates will be submitted for approval at the December 9, 2013 JOC Meeting.

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

- a. MCTI Comprehensive Plan July 1, 2014 – June 30, 2017 exhibit pages 44 - 82
- b. K-12 Guidance Plan exhibit pages 83 - 107

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the submission of MCTI's Comprehensive Plan to the PA Department of Education, and the adoption of the K-12 Guidance Plan. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Mr. Davis, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

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

- a. Appointment - Staff exhibit page 108

<u>Name</u>	--	<u>Position and Effective Date</u>
(1) Soroka, Peter		School Security Monitor Effective: October 14, 2013 Hourly Rate: \$22.47 Benefits in accordance with the MCTI ESPA CBA

- b. Appointment - Substitute 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>Area</u>
(1) Clark, Lisa		Secretary

- c. Appointments – additional Occupational Advisory Committee Members for the 2013-2014 school year exhibit pages 109

ACTION BY THE BOARD

Motion was made by Mr. Freeman to approve the appointments as listed above in accordance with all policies and procedures. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Mr. Davis, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

5. MVEA Agreement

ACTION BY THE BOARD

Motion was made by Mr. Freeman to extend the MVEA agreement for one year for changes to be addressed with the health care plan. PPO will be the health care plan offered, effective Jan 2, 2014. Motion was seconded by Pierce. Voting in favor: Mr. Freeman, Mr. Pierce, Mr. Baechtold, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Mr. Davis, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

6. Conrad Siegel Presentation

ACTION BY THE BOARD

Motion was made by Mrs. Kresge to move forward with contacting Conrad Siegel to make a health care presentation. Motion was seconded by Mr. Pierce. A voice vote was taken with all voting in favor.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Freeman made a motion to adjourn the meeting at 8:05 p.m., with Mr. Davis seconding the motion.

Richard Pierce, JOC Secretary