

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
January 20, 2014

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, January 20, 2014. The meeting was called to order at 7:10 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Roy Horton, Mr. Gary Summers, Mr. Ryan Stevens

PLEASANT VALLEY

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

POCONO MOUNTAIN

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

STROUDSBURG

Mr. Merlyn Clarke, Mr. Richard Pierce, Mr. William Martin

Members absent:

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, 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; Mrs. Carol Sitroon, Adult Continuing Education Supervisor; 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, Mr. Patrick McHale, Ms. Lori Schuttert, Ms. Betsy Lombardino, Mrs. Joy Silverstein, Ms. Tess Dalessio, Mr. Rick Courtright, Mrs. Maria Hafler

MCTI ESPA Representatives: None

Other Guests: Ms. Jackie Gomez, Ms. Annabella Lastowski

E. PUBLIC PARTICIPATION

There was no public participation this evening.

F. REORGANIZATION of the JOINT OPERATING COMMITTEE for 2014 Attorney Corveleyn

- **Election of Chairperson**

Nominations will be accepted for the position of Chairperson (This is a one year position.)

- **Election of Vice Chairperson**

Nominations will be accepted for the position of Vice Chairperson (This is a one year position.)

Attorney Corveleyn explained the process of election of Chairperson and Vice Chairperson. Mr. Hoffman nominated Mr. Sacci as Chairperson. Mr. Piece seconded the motion. Mr. Hoffman made a motion to close the nominations. Mr. Pierce seconded the motion, with all voting in favor.

Attorney Corveleyn turned the Vice Chairperson nomination over to Mr. Sacci. Mr. Sacci asked for a nomination for Vice Chairperson. Mr. Horton nominated Mr. Johnson as Vice Chairperson. Mr. Coyle seconded the motion. Mr. Hoffman made a motion to close the nominations. Mr. Pierce seconded the motion, with all voting in favor.

Attorney Corveleyn stated since there are no other nominations, let the records reflect a unanimous vote.

G. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Horton to approve the minutes of the November 4, 2013 Joint Operating Committee Meeting (exhibit pages i - viii), and this agenda for January 20, 2014 (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. Ms. Leonard seconded the motion with all voting in favor.

H. TREASURER'S REPORT (no action required at this time)
The Treasurer's Financial Report is listed on exhibit pages 5 – 75 and in the handout(s).

I. ANNOUNCEMENT OF EXECUTIVE SESSION
An Executive Session was held from 6:15 – 7:00 p.m. to discuss personnel issues.

J. SECRETARY'S REPORT
Mr. Pierce had nothing to report this evening.

K. SOLICITOR'S REPORT
Attorney Corveleyn had nothing to report this evening.

L. SUPERINTENDENT'S REPORT
Ms. Geary had nothing to report this evening.

M. OLD BUSINESS
There was no old business to discuss at this time.

N. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Ms. Miah Brooks

1. Good evening JOC members, administration and guests. MCTI students have been busy since the last JOC meeting. We are proud of the students' accomplishments in the following areas:
 - MCTI collected 848 canned goods for Pleasant Valley Ecumenical Network
 - MCTI students collected and donated \$1,175 for Toys for Tots as well as a box full of new toys
 - SkillsUSA and DECA students are preparing for District Competitions
2. On Wednesday, January 29, 2014 - 64 MCTI students will be participating in the SkillsUSA District Competitions in Allentown. Information, including an invitation, is attached and I would like to personally invite each of you to attend this wonderful event. Please RSVP by Jan. 24 to Mrs. Schuler.

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. I am in the process of scheduling a meeting with Mary Frances Postupack of East Stroudsburg University to explore partnership activities related to their Innovation Center and entrepreneurial studies at MCTI.
2. My General Advisory Committee (GAC) identified that the biggest challenge facing employers today is finding and retaining quality workers. Technical skills is not the issue, individuals lack the "Employability" and "Soft" skills necessary. We will be working with the GAC and local business and industry partners to create a certification program related to this area for our students.
3. Our attendance initiative started at the beginning of November. Each classroom has been given a goal poster that is updated monthly. Currently MCTI school-wide attendance rate is at 93% and our goal is set at 92%.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. The installation for our National Technical Honor Society was held on Thursday, November 21, 6 p.m. We had 17 new inductees and 5 second year students. We also inducted three honorary members—Chief Riley, Mr. Baechtold, and Mr. Freeman.
2. Chapter 339 Approved Program Evaluation was conducted November 12 to 14. PDE will send us the official report by December 30. Overall the report was very good. We received commendations, citations, and recommendations. We expect a detailed report by the end of December that we will share with the JOC during the January meeting.
3. The NIMS on-site review was conducted on November 13. Overall the report was good. We did not receive an official report or notification from them.
4. The Health Professions Program state visit of the Nurse Assistant Certification will be conducted on February 11, 2014. Required preliminary information will be sent to the state this week.
5. The NOCTI Pretests have been completed. The students and parents received their individual scores in the mail. Mrs. Bonser, Mrs. Hafler and I are meeting with the CTE teachers to review the results. Individual improvement plans are being developed for each program and individual students.
6. Our equipment grant project 122-14-4025 has been substantially approved by PDE. The amount of the grant is \$17,602.00. The first type of equipment requested is two Cisco Academy Networking Equipment Bundles for our Computer Networking Program, 11.0901. The equipment includes routers, switches, cables, etc. required to teach the revised Cisco Academy Curriculum. The second piece of equipment requested is a down draft table for our Welding Program, 48.0508. The down draft grinding station is a self-contained dust collector with cartridge style filters. It is designed as a work station for grinding applications. All tasks of the Program require grinding, sanding, and power brushing. This table will be utilized all the time. It will be used for both our secondary and adult education students. The third equipment requested is for our health professions programs. The first piece is a multi-position electric bed. The bed simulates industry-style beds used in the health care facilities. The deluxe patient care simulators (2) with internal organs simulator allows practice of most training applications from basic to advanced nursing, clinical and emergency training. The equipment requested prepares students for completion of POS tasks, clinical preparation, and related industry certification.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Students Recognized

- a. Four (4) Pleasant Valley students were recognized for their performance while assisting a student who went into a grand mal seizure while on the bus. The article specifically mentions the value of the training the students received at MCTI.
 - i. William Anderson
 - ii. Jordan Wright
 - iii. Amber Moeck
 - iv. Will Hubbard

2. Principal’s Meeting

- a. A principals meeting was conducted on November 25th at MCTI. Issues discussed included: communication between MCTI and the sending schools, discipline, recruitment, 339 results, curriculum and high stakes testing.

3. Student of the Quarter

- a. Fifty-one (51) students were honored as Student of the Quarter for the first quarter of the 2013-2014 school year. This event tied in with the Principals, which allowed the Principals to recognize their students.

4. Comparative analysis of Oct 2012 to Oct 2013

	Last Year	This Year
Level 1 (Managed in the Classroom/ Behavioral Discussion)	250	154
Level 2 (Detention- After-school, Saturday, Lunch) -	49	30
Level 3/4 (OSS/ISS)(2012-2013)	33	N/A
Level 3 (ISS) (2013-2014)	N/A	20
Level 4 (OSS) (2013-2014)	N/A	6
Totals Level 3 & 4	33	26
Level 5 (OSS Pending District Review)	0	3
Total	333	213

5. Comparative analysis of Nov 2012 to Nov 2013

	Last Year	This Year
Level 1 (Managed in the Classroom/ Behavioral Discussion)	160	68
Level 2 (Detention- After-school, Saturday, Lunch) -	39	25
Level 3/4 (OSS/ISS)(2012-2013)	22	N/A
Level 3 (ISS) (2013-2014)	N/A	11
Level 4 (OSS) (2013-2014)	N/A	14
Totals Level 3 & 4	22	25
Level 5 (OSS Pending District Review)	0	3
Total	221	121

6. Comparative analysis of Dec 2012 to Dec 2013

	Last Year	This Year
Level 1 (Managed in the Classroom/ Behavioral Discussion)	99	23
Level 2 (Detention- After-school, Saturday, Lunch) -	39	15
Level 3/4 (OSS/ISS)(2012-2013)	27	N/A
Level 3 (ISS) (2013-2014)	N/A	1
Level 4 (OSS) (2013-2014)	N/A	2
Totals Level 3 & 4	27	3
Level 5 (OSS Pending District Review)	0	1
Total	165	42

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

1. Angelique Cortez and Jaclyn Kreshock visited Pupil Services to discuss services that Carbon-Monroe-Pike Mental Health and Developmental Services has to offer as well as to provide contact information for other agencies that may be of assistance to us.
2. We are investigating a possible professional development opportunity for our teachers on Autism Spectrum Disorder.
3. As a result of a county-wide initiative, we will be contacting New Perspectives to investigate participation in a program called Youth Mental Health Training – First Aid to help teachers identify possible signs of mental health issues in their students.
4. Ms. Julia Hanlund and Mr. Robert Dydynski, Support Services Facilitators, have been working on enhances to special education services at MCTI. We have submitted their information to be presenters at the upcoming PACTA Symposium in February. We plan to share this information with the JOC in the future.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. I've been meeting with vendors all month long to discuss our business and student record rooms and the archival of the documents. Estimates on documents needing archival is approximately 650,000. Also as part of this project, we are looking at capabilities to store student IEPs electronically and allow for document workflow.
2. On November 20th, we hosted the Classmate Fall User group meeting. We had 25 attendees from other schools throughout Pennsylvania.
3. We created posters for all the program areas at MCTI. All were designed, printed, cut, framed in plexiglass, and mounted.
4. The IT budget has been "finalized" and submitted to the Business Office.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. I served during this month as Chief Examiner for the Monroe County Correctional Facility and at the Pike County Correctional Facility.
2. We are getting close to opening our second GED site for training at Wilkes College –Bartonsville. Ms. Leonard asked to have a breakdown of the residents that do not have their GED in Monroe County.
3. Our Adult Culinary Program was tasked to provide the meal for the National Honor Society Banquet and it was a huge success.
4. Our direct mailing is due to be processed through the Post Office on December 10th. Catalog is up on line.
5. We are going through all of the iterations for our Nurse Assistant Program audit scheduled for February 12 & 13.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. At our monthly Safety Committee Meeting our Health Officer advised us to install two new AED's in the ninth grade wing. These locations are close to shops for a quicker response time.
2. We are monitoring the water readings daily to provide safe drinking water to our students. RKR Hess also tested the readings weekly to confirm our results and make any necessary chemical adjustments. I applied for and receive a waiver from the DEP so we no longer have to test for asbestos in our water supply. This will save us a quarterly testing fee. The waiver is good for 9 years.
3. I am working with Welding, Auto Body and Graphic Arts on building a new sign for the front entrance. The sign will be 4'x 6' and sit on top of the existing knee wall. A spot light is being installed to show the sign at night. I'm also working with Carpentry, BMT and Drafting on blue prints for a new storage garage.
4. The month of October our PP&L bill was \$1,233.49 less than last year. I continue to monitor our PP&L usage monthly. Scrap total: \$1089.18
5. I have been in contact with Russell Scott from RKR Hess and Michele Bisbing from the county on how our grant application is proceeding via e-mail. We have submitted everything needed and now will wait to hear back. January 28 we should know if our grant was approved and if the full amount was allocated.

O. ITEMS FOR DISCUSSION

P. ITEMS REQUIRING JOC ACTION *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

1. Business and Financial Items

- a. Payment of Invoices (December & January) exhibit pages 5 – 60 & *[handouts]*
- b. Investment Information (December & January) exhibit page 61 & 62

No Action Required

- c. Bank Account Balances (December & January) exhibit page 61 & 62
- d. Financial Reports exhibit pages 63 - 74
- e. Student Activity Report exhibit pages 75
- f. Cafeteria Report handout

- g. Use of Facilities exhibit pages 76 - 77

- (1) Youth Association of Pocono Mountain on January 8, 22, February 12, 26, and March 12, 2014 from 6:00 – 9:00 p.m.; to hold bi-weekly board meetings to discuss youth football

ACTION BY THE BOARD

Motion was made by Mr. Horton to approve the Payment of Invoices, Investment Information, and the request to the use the MCTI facilities. Motion was seconded by Ms. Leonard. Voting in favor: Mr. Horton, Ms. Leonard, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mrs. Kresge, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2(Mr. Pierce, Mr. Johnson). Motion carried.

- h. State Performance Audit Report for period endings June 30, 2012 and 2011 exhibit pages 78 - 86
- i. Cafeteria Plan Administration – Flexible Spending Account Agreement exhibit pages 87 - 98

ACTION BY THE BOARD

Motion was made by Mr. Horton to accept the State Performance Audit Report for periods ending June 30, 2012 and 2011 and to approve the Flexible Spending Account Agreement, data gathering form and account authorizations with Alternative Benefits Systems, Inc. effective January 1, 2014 per the terms of the MCTI ESPA CBA, and to approve participation for the members of both the Administrative Compensation Plan and Select Support Staff Compensation Plan. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Horton, Mrs. Kresge, Mr. Clark, Mr. Coyle, Mr. Hoffman, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2 (Mr. Pierce, Mr. Johnson). 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. 2014 Schedule of JOC Meeting Dates exhibit page 99

ACTION BY THE BOARD

Motion was made by Mrs. Kresge to approve the 2014 Schedule of JOC Meeting Dates. Motion was seconded by Mr. Horton with all voting in favor.

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

- a. Approximately fifteen (15) students and two (2) chaperones to attend the DECA State Career Development Conference and competition at the Hershey Lodge and Conference Center from February 26 -28, 2014 at an estimated cost to student of \$300.00. exhibit page 100
- b. Approximately ten (10) students and one (1) advisor to attend the DECA International Career Development Conference in Atlanta, GA from May 2 – 7, 2014 at an estimated cost to student of \$1100.00, plus food. exhibit page 101
- c. Approximately eighty (80) Cosmetology students and eight (8) chaperones to attend the International Beauty Show at the Jacob Javitts Center in NY on March 11, 2014 at an estimated cost to student to \$37.00. exhibit page 102
- d. HOSA State Officer and advisor to attend National Career & Technical Education Month CTSO recognition dinner and breakfast, in Harrisburg, from February 4 – 5, 2014, expenses paid by the PA Career & Technical Association. exhibit page 103
- e. HOSA State Officer and advisor to attend the HOSA State Leadership Conference at the Lancaster Host Resort, from March 9 - 14, 2014, expenses paid by State HOSA Assoc. exhibit page 104
- f. Twelve (12) HOSA students and two (2) advisors to attend the HOSA State Leadership Competition at the Lancaster Host Report, from March 12 - 14, 2014, at an approximate cost of \$342.00 per student. exhibit page 105

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the attendance of the students and chaperones for the field trips listed. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Pierce, Mr. Johnson, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Horton, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. Motion carried.

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

- a. Family and Medical Leaves exhibit pages 106 & 107

<u>Employee</u>	<u>Effective Date</u>
(1) LE04909	-- Effective: December 17, 2013
(2) MA06777	-- Effective: January 15, 2014

- b. Resignation exhibit page 108

<u>Name</u>	<u>Position and Effective Date</u>
(1) Nidosik, Jean	-- Instructional Assistant Effective: January 20, 2014

- c. 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) Bonser, Bryan	-- All classrooms and academic areas
(2) Lawrence, Stephanie	-- All classrooms and academic areas
(3) Nugent, Dayna	-- Secretary

- d. Appointments – Occupational Advisory Committee Member(s) for the 2013 – 2014 school year exhibit page 109

- e. Appointments – Retroactive hourly rates and Spring 2014 classes, instructor lists and hourly pay rates. exhibit page 110 - 111

ACTION BY THE BOARD

Motion was made by Mr. Horton to approve the family and medical leaves and the appointments as listed above, in accordance with all policies and procedures; and the retroactive and Spring 2014 Adult Continuing Education classes, instructors, hourly rates, and rate change. Motion was seconded by Ms. Leonard. Voting in favor: Mr. Horton, Ms. Leonard, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. Motion carried.

Mrs. Kresge asked for the status on the “Long Range Needs Assessment” item that was tabled at the November meeting. Mr. Lazarchak indicated that we are waiting until January 28 to hear if the grant that was submitted was approved.

Mrs. Kresge also asked if a date had been selected for the Conrad Siegel presentation. Two days were selected and Mrs. White will contact the company and the selected date will be shared at the next JOC meeting.

Mr. Johnson handed out a two-page document which proposed making MCTI a comprehensive school. He also suggested MCTI take a look at the Pocono Elementary Center as a potential campus for MCTI. Mr. Johnson would chair a committee to investigate the possibilities. After much discussion, Mr. Lazarchak said he would place an agenda item on the February JOC Agenda to form a committee to investigate a Comprehensive Program.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Johnson made a motion to adjourn the meeting at 8:32 p.m., with Mr. Hoffman seconding the motion.

Richard Pierce, JOC Secretary