

MONROE CAREER & TECHNICAL INSTITUTE  
**JOINT OPERATING COMMITTEE MEETING**  
**MINUTES of MEETING**  
**February 17, 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, February 17, 2014. The meeting was called to order at 7:13 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Gary Summers, Mr. Ryan Stevens

PLEASANT VALLEY

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:

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

Mr. Roy Horton – East Stroudsburg (E. Featherman)

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; Mr. Kris Dorshimer, Information Technology Coordinator; 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, Mrs. Maria Hafler, Mr. Ross Ruschman, Ms. Betsy Lombardino, Mr. Pat McHale, Ms. Tess Dalessio  
MCTI ESPA Representatives: Mrs. Carol Hunter  
Other Guests: Ms. Jackie Gomez

- E. PUBLIC PARTICIPATION  
There was no public participation this evening.
- F. APPROVAL OF MINUTES AND AGENDA

**ACTION BY THE BOARD**

***Motion was made by Mr. Johnson to approve the minutes of the January 20, 2014, Joint Operating Committee Meeting (exhibit pages i - ix), and this agenda for February 3, 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. Motion was seconded by Mrs. Kresge 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 -37 and in the handout(s).
- H. ANNOUNCEMENT OF EXECUTIVE SESSION  
An Executive Session was held from 6:30 – 7:10 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  
Ms. Geary reported that she attended some of the SkillsUSA competitions and was very impressed by the students and the day's events.
- L. OLD BUSINESS  
There was no old business to discuss this evening.
- M. ADMINISTRATIVE REPORTS

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

1. On Wednesday, January 29, 2014, seventy-five students from Monroe Career and Technical Institute traveled to Allentown for SkillsUSA District 11 Championships. The contest was organized by SkillsUSA which is a national nonprofit organization that helps college and high school students prepare for careers in trades, and technical and skilled service occupations. Students from Lehigh, Monroe, Northampton and Upper Bucks counties concluded fifty-seven competitions over a four-hour span. Every competition included practical, hands-on tasks, while some additionally involved written exams. Some of these competitions lasted only a few minutes, while others lasted several hours. Students were scored on neatness, safety, accuracy, procedure, and professionalism, along with other criteria. The judges came from private industry and other educational institutions. Please refer to the list of winners you were given. All first place winners will go on to compete at the Pennsylvania SkillsUSA Championships April 9-11 in Hershey, PA. On behalf of the students I would like to thank Mr. Johnson, Mr. Coyle and Ms. Geary for attending the competitions at Ag Hall, the students appreciate the support from the sending school districts.

2. The week of February 10-14 is Career and Technical Education week, MCTI students will be participating in various activities to promote career and technical education.

**DIRECTOR'S REPORT -- Mr. Adam Lazarchak**

1. We have met with representatives from East Stroudsburg University in the hopes of creating an articulation agreement with them for their Engineering Transfer Program. This program would accelerate our students' entry into the BA program at ESU (three years) and allow them to transfer to an engineering program at Penn State, Pittsburgh or Temple University.
2. We are re-structuring the 9<sup>th</sup> Grade program at MCTI so that it returns to a career exploration program. This program will be called the Freshman Academy for Career Exploration (F.A.C.E.) and it will expose students to 20+ CTE classrooms with the ability for preferred placement their sophomore year.
3. Administratively we have begun exploring the Comprehensive Model for MCTI. The proposed location of the Pocono Elementary Center was toured and evaluated to see if that facility could support an all-day model of career & technical education.
4. I will be attending the PACTA Conference February 4-5, 2014. I will be meeting with representatives from Penn College and PDE to discuss articulation agreements and program approval for engineering. I will also be part of a presentation that Julia Hanlund and Rob Dydynski, MCTI SSFs, will be doing on Special Education Delivery.
5. Our attendance initiative started at the beginning of November. Each classroom has been given a goal poster that is updated monthly. As of January 31 our school-wide attendance is at 92.81% and our goal is 92%. This number has been greatly impacted by the winter weather.
6. We received notification on January 28 from Michelle Bisbing that the grant applications through DCNR have been tabled because they need time to review all of the applications submitted. March 20 is the anticipated date that we could possibly hear something.

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

1. Perkins Grant Committee: Annually, MCTI receives approximately \$360,000 from the Perkins Federal Grant. One requirement for the grant is to form a Perkins Planning Committee. Each year the JOC approves the committee. A member of the JOC serves on the Committee. Bob Cooke, ESASD, was a member. Since Mr. Cooke no longer serves on our JOC, we need a volunteer from the current JOC to participate in our meetings. Generally we hold two meetings per year in the spring. The meetings are on a week day morning from 8:30 to 11 a.m. At the February 3, JOC meeting, I am asking a JOC member to volunteer to be on our Committee. The names of the other committee members are up for approval at the meeting. Mr. Merlyn Clark volunteered to be on the Perkins Committee.
2. NOCTI Pilot Test: The Pennsylvania Association of Career and Technical Administrators (PACTA) is partnering with the Pennsylvania Department of Education and NOCTI to offer CTE programs a pilot test for the written and performance NOCTI Exam. Each year MCTI participates in these tests. In February, there are sixty one (61) 11<sup>th</sup> grade MCTI students that will participate in the NOCTI Pilot Test. Our programs participating in the pilot test include: Auto Collision, Diesel, Drafting, HVAC, Horticulture, and Marketing. We have sent letters to the students and parents notifying them of the tests.

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

1. With all the delays early dismissals and snow cancelations disciplines are way down from last year.
2. Comparative analysis of Jan 2012 to Jan 2013

	Last Year	This Year
a. Level 1 (Managed in the Classroom/ Behavioral Discussion)	140	17
b. Level 2 (Detention- After-school, Saturday, Lunch) -	30	8
c. Level 3/4 (OSS/ISS)(2012-2013)	18	N/A
d. Level 3 (ISS) (2013-2014)	N/A	4
e. Level 4 (OSS) (2013-2014)	N/A	1
f. Totals Level 3 & 4	38	5
g. Level 5 (OSS Pending District Review)	0	0
Total	188	35

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

1. Meet and Greet sessions continue to be very successful in the East Stroudsburg School District. Providing prospective students with a 5-10 minute personal meeting to discuss questions they may have and to clarify information on their application which sets the groundwork for team application review. We are able to clarify program requests, probe about career choices, set up program visitations, and contact parents to provide/request additional information. We are looking forward to holding Meet and Greet sessions with other districts in the future.

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

1. We've completed the process of reviewing vendors for our document management solution. Included in the JOC packet is a copy of the contract for IU20 to complete the project including back file conversion of approximately 650,000 documents.
2. I've been working with Carol Sitroon and Wilkes University to iron out details on an off-site location for GED training.
3. Our E-Rate Form 470 has been submitted for funding year 2014-15.
4. We are in the midst of updating our contract with Ironton Global to receive consortium pricing on our SIP phone service. We estimate that this will save MCTI approximately \$100/month.

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

1. Met with Wilkes University representative and Mr. Dorshimer to set up space/time for GED instruction. Draft agreement sent to Mrs. White (approved with comments) and Atty. Corveleyn.
2. GED Open House held on 1/29/2014 at 6 pm
3. Allied Health Open House held on 1/22/14
4. ACE Café will open officially on Feb 10<sup>th</sup> at 5:30 pm.
5. I am in the process of updating the Correctional Facility agreement to align with GED 2014 requirements.
6. I will be attending a GED 2014 Workshop March 31-April 1 in Philadelphia.
7. Our Pearson Vue testing center has increased from a capacity of 5 computers to 17.
8. Two of my secretaries and Ms. Bonser and Mr. Angeli all took and passed the Test Proctor/Administrator test so we may expand our testing volume.

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

1. SimplexGrinnell performed our annual fire alarm inspection. There were no deficiencies noted during this inspection. The inspection was performed after school hours.
2. I met with Mr. Lazarchak to discuss not filling the custodial opening due to a retirement. I have reorganized the custodial and maintenance staff to handle the increased workload.

3. I am continuing to look at options to provide services for building and grounds that are more efficient.
4. Mr. Zatek is checking with members of his OAC to get authorization for the blue prints Drafting designed for the new storage garage.
5. I am continuing to monitor our PP&L usage and for the month of December it was \$1,101.75 less than last year. Scrap total: \$291.00
6. I am working with Dr. Shegelski to obtain additional quotes for better pricing for teacher purchases.

**N. ITEMS FOR DISCUSSION**

**O. 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**

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|---------------------------|--|
| a. Payment of Invoices    | exhibit pages 5 – 23 & <i>[handouts]</i> |
| b. Investment Information | exhibit page 24                          |

***No Action Required***

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|----------------------------|-----------------------|
| c. Bank Account Balances   | exhibit page 24       |
| d. Financial Reports       | exhibit pages 25 - 36 |
| e. Student Activity Report | exhibit pages 37      |

f. Use of Facilities

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| (i) Penn State Greater Allegheny on February 25, 2014, from 4:30 – 6:30 p.m. to hold a training for the PA Cut Score Project | exhibit pages 38 - 39 |
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**ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to approve the Transfers, Payment of Invoices, Investment Information, and the request to the use the MCTI facilities. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Pierce, Mr. Johnson, Mr. Clark, Mr. Coyle, Ms. Featherman, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.***

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| g. Review and approval to send the Proposed 2014-2015 Monroe Career & Technical Institute General Operating Budget to the sending District Board of School Directors for consideration and adoption | website document |
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**ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to grant permission to send the Proposed 2014-2015 MCTI General Operating Budget to the sending District Board of School Directors for consideration and adoption. Motion was seconded by Mr. Martin. Voting in favor: Mr. Pierce, Mr. Martin, Mr. Clark, Mr. Coyle, Ms. Featherman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.***

- h. BCTE Approved Correction Plan and Status Update exhibit pages 40 - 42
- i. Contract for Service Review Generating with the CIU20 for back file conversion and Fortis software for archival of documents exhibit page 43
- j. 2013-2014 Perkins Committee Members exhibit page 44

**ACTION BY THE BOARD**

**Motion was made by Mr. Johnson to approve the submission of the program evaluation correction plan and status update to the Bureau of Career and Technical Education (BCTE), the Contract for Service Revenue Generating with the CIU 20 and the 2013-2014 Perkins Committee Members. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Johnson, Mr. Pierce, Mr. Clark, Mr. Coyle, Ms. Featherman, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.**

**2. Board Policies and Procedures**

- a. Board Policy #431.1 – Conference List for the 2014-2015 School Year exhibit pages 45 - 46

**NO ACTION REQUIRED – This policy is being submitted for review at this time. Should no changes be requested, the policy will be submitted for approval at the March 2014 JOC Meeting.**

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

- a. Letter of Agreement for the Secondary Health Professions Program exhibit pages 47 - 48

**ACTION BY THE BOARD**

**Motion was made by Mr. Pierce to approve the Letter of Agreement for the Secondary Health Professions program. Motion was seconded by Mr. Stevens. Voting in favor: Mr. Pierce, Mr. Stevens, Mr. Clark, Mr. Coyle, Ms. Featherman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.**

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

- a. Approximately 100 Automotive and Diesel Technology students and 10 chaperones to attend the International Auto Show & Education Day at the Jacob Javitz Center in NYC, NY on April 22, 2014 at an approximate cost to student of \$30.00. exhibit page 49

**ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to approve the attendance of the students and the chaperones for the field trip listed. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Mr. Clark, Mr. Coyle, Ms. Featherman, Mr. Johnson, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.***

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

a. Family and Medical Leave exhibit page 50

<u>Name</u>	<u>Effective Date</u>
(i) PA06740	-- Effective: January 22, 2014

b. Tenure Appointment

(i) Hart, Ken - Power Equipment Technology

c. Request – additional Cafeteria Monitor for the remainder of the 2013-14 school year

d. Appointments - additional Adult Continuing Education Schedule of Spring 2014 classes, instructor list and hourly pay rates. exhibit page 51

**ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to approve the family & medical leave, tenure appointment in accordance with all policies and procedures, the request for an additional Cafeteria Monitor for the remainder of the 2013-14 school year, and the additional Adult Continuing Education classes, instructors and hourly rates. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Mr. Clark, Mr. Coyle, Ms. Featherman, Mr. Johnson, Ms. Leonard, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.***

Mr. Johnson asked the JOC to help make MCTI an all-day school and that he would like to see a committee established to investigate the possibilities. Mr. Johnson, Mr. Pierce, Mr. Clark, Ms. Leonard, Mr. Stevens, Mr. Granahan, Mr. McHale volunteered their participation. Mr. Johnson would like an invitation extended to the county commissioners and representatives. Mr. Lazarchak will invite members from the General Advisory Committee as well.

**ACTION BY THE BOARD**

***There being no further business to come before the Board, Mr. Johnson made a motion to adjourn the meeting at 7:57 p.m., with Mr. Pierce seconding the motion.***

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**Richard Pierce, JOC Secretary**