

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
March 3, 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, March 3, 2014. The meeting was called to order at 7:09 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, Mr. John Davis

STROUDSBURG

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

Members absent:

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

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, Director; Dr. Carolyn Shegelski, Assistant Director; 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, Ms. Betsy Lombardino, Mrs. Maria Hafler, Mr. Ross Ruschman, Mr. Ed Chipalowsky, Ms. Lorinda Homar, Mrs. Joy Silverstein, Mrs. Michelle Bonser, Mr. Pat McHale

MCTI ESPA Representatives: Mrs. Carol Hunter

Other Guests: Mrs. Jackie Gomez Meckler, Ninth Grade students: Mr. Dakota Staples, Ms. Karen Gomez, Ms. Johnely Saldana, Ms. Karla Montes, Mr. Oscar Montes, State Representatives: Mrs. Rosemary Brown and Mr. Mario Scavello

- 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. Pierce to approve the minutes of the January 17, 2014, Joint Operating Committee Meeting (exhibit pages I –vii), and this agenda for March 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. Mr. Horton seconded the motion 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 – 35 and in the handout(s).
- H. ANNOUNCEMENT OF EXECUTIVE SESSION
An Executive Session was held from 6:30 to 7:00 p.m. to discuss employment and legal matters.
- 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 discuss this evening.
- M. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Ms. Miah Brooks

1. Last week the National Technical Honor Society held a coin drive for Big Brothers/Big Sisters of Monroe County. MCTI collected an amazing \$1,112.00. Students from Mr. Courtright's Criminal Justice class and Mrs. Stivala's Health Professions class collected the most money.
2. MCTI SkillsUSA Culinary students will be participating in a dessert challenge on March 19 which is being held during the Greater Lehigh Valley Auto Dealers Association Show.
3. This year's SkillsUSA Culinary Challenge will be held again at LCTI on March 25. Our students will be preparing an American Cuisine for the event. Information regarding the event can be obtained from Mrs. Hafler or Mrs. Schuler.
4. On Wednesday, April 2, Big Daddy's in Bartonsville will be hosting a SkillsUSA Fundraiser for students going to States. Big Daddy's will be donating 20% of all proceeds to MCTI SkillsUSA. We hope you can attend!

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. I met with a Penn College Representative at PACTA. They are re-structuring their dual enrollment program starting in the 2014-2015 school year. The changes are beneficial to the student in that they incur no cost for the program. MCTI would be responsible for paying \$1000 to Penn College

but this allows us to enroll as many students as we can for this single fee. I have a follow-up meeting with Penn College on March 17th to ensure we meet all of the expectations for this opportunity.

2. This month I will be presenting our budget to each of our districts. To date I am scheduled to be at East Stroudsburg on March 17th and Pocono Mt. on March 19th.
3. I have a meeting scheduled with Carter McClure of ESU to see how we can collaborate on training opportunities for CAD and drafting.
4. My General Advisory Committee (GAC) meets this month. We will discuss the comprehensive model and see who is interested in sitting on the planning committee. We will also work on an "Employability Skills Certification" for the students of MCTI.
5. I will be meeting with Chris Wolfel from IU20 to discuss Special Education resources that are available to our institution.
6. During my last Student Climate meeting I have challenged the students who attend with increasing enrollment at MCTI. The goal is to increase enrollment by 3% a year for the next three years. That means that to start the 2014-2015 school year we would need to meet or exceed 927 students to reach our goal for year one.
7. Our attendance initiative started at the beginning of November. Each classroom has been given a goal poster that is updated monthly. Our school-wide goal is 92% and MCTI is currently at 92.55% (as of 2/24/14).

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. We received notification that we have met all the qualification for the accreditation of our Computerized Machine Tool Technology Program. We will receive a letter, new plaque and banner for our shop, and NIMS will post a story on the website. Special thanks and congratulations to Mr. Granahan for all his hard work.
2. Safe School Grant: On Friday, February 21, I received notification from the Pennsylvania Department of Education's Office for Safe Schools that we were awarded the Safe Schools Initiative Targeted grant for \$25,000.00. In the agenda, we are asking that you accept the grant. Mr. Dorshimer and Mr. Brown will give you the details of the items we will receive from the grant in their reports.
3. Nurse Assistant: In the agenda, we have submitted the Findings of the On-site Visit of our Nurse Assistant Program. We will correct the findings as stated and submit them to PDE by March 28, 2014.
4. Equipment Grant: We received notification from BCTE that this year they have \$231,000.00 additional funds for equipment grant requests. On Friday, February 21, I submitted a grant for \$9,961.00 for our Electronics Program. The equipment requested is a LPKF Photo Mat S63. Mr. Roberto uses this piece of equipment to make circuit boards with all of his students.
5. NOCTI Pilot tests have been completed for six of our CTE programs. The participating programs include Diesel, Horticulture, Marketing, Drafting, Auto Collision and HVAC. There were 61 students from the 11th grade that participated in the Pilot Tests.
6. NOCTI Performance Tests are scheduled this month. Attached is the schedule. The proctors for the Performance Tests are representatives from our Programs' Occupational Advisory Committees.
7. The Assistant Superintendent Meeting was held on February 7. Mr. Lazarchak and I met with the assistant superintendents. We welcomed our newest Assistant Superintendent, Dr. Thomas Lesniewski, from ESASD. The agenda consisted of a discussion of programming and a comprehensive school in Monroe County. The next meeting is scheduled for April 4. This meeting is a combined meeting with the Assistant Superintendents and Guidance Counselors.

8. The Perkins Participatory Planning Committee will be held on Tuesday, March 11, 8:30 to 10 a.m. in the Multi-purpose Room. The purpose of the meeting is to review the suggested expenditures for our reallocation. We have \$26,078.50 to reallocate.
9. I am the secretary for the PA Association of CTE. On February 20, we had our monthly conference call.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. With the award of the \$25,000.00 Safe School's Grant, we will now be working with a consultant to assist us with developing MCTI's All-Hazards Plan. Also, we will be bringing in a few guest speakers to conduct staff development on de-escalation techniques and improving classroom management skills to reduce conflict/discipline before it occurs. Finally we will be purchasing emergency "To Go Kits", which was recommended at the Safe School's conference and will be incorporated into the All-Hazards Plan.

2. Comparative analysis of February 2013 to February 2014 (As of 2/24/14).

2013 Managed in Classroom/Discussion	88	2014 Managed in the Classroom/Discussion	14
2013 Detention	25	2014 Detention	16
		2014 ISS	10
		2014 OSS	3
2013 ISS/OSS	39	2014 ISS/OSS combined	13
2013 OSS Pending District Review	0	2014 OSS Pending District Review	1
2013 February Discipline Totals	152	2014 February Discipline Totals	44

- Short month due to multiple 2-hour delays, cancelations and an early dismissal in 2014.

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

1. ESASD, PVSD, and SASD have completed the initial phase of the 2014-2015 enrollment process and the students who will be in grades 10-12 have been scheduled into CTE programs. PMSD staff will come to MCTI on February 28, to review and submit applications and schedule their students. A preliminary pre-enrollment report will be shared as soon as the applications are fully processed.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. We purchased an IEP module for our SIS, Classmate. In addition, a multi-function printer was purchased for the SSF group. Our goal is to begin storing IEPs electronically in our SIS. This will reduce paperwork, secure IEP documents, and create a single point of storage to ease the update process, along with multiple other advantages.
2. I began working with SchoolDude to implement their IT Direct, Maintenance Direct, Trip Planner, and Inventory Direct products. This will create a single system where staff can login to create work requests for IT, Maintenance, School Vans, and Inventory.
3. I met with Blue Ridge Communications to discuss point-to-point fiber connections between MCTI's main campus and Pocono Elementary Center. I'm waiting on a proposal from BRC.
4. We began the process of implementing our new records management software, organizing records to begin conversion, and discussing the process we will take to scan and verify records with IU20.
5. I'm working with Wayne Becker from CSI to implement the equipment and software requested in the Safe School's Grant. We are ordering 8 new high definition cameras, extending software licenses for our network video recorder, and adding door alarms that integrate with our current system.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. The ACE Nurse Assistant Audit was cut short by the weather and will be continued on March 26 & 27th. So far the auditor had favorable remarks about our paperwork.
2. The lead GED instructor and I will be attending a GED 2014 workshop in Philadelphia on March 31 and April 1st.
3. An agreement with Wilkes University to extend GED outreach to the community is being submitted for your approval.
4. An addendum to the agreement with the Monroe County Correctional Facility to include the requirements of the 2014 GED Test is been submitted for your approval.
5. I will be attending and participating in the Chamber of Commerce EXPO on March 21, 2014 from 10 am – 8 pm to promote our Adult Continuing Education program.
6. March 27th is our first scheduled Certification Testing for the year through the National Healthcare Association.
7. Our Welding, HVAC, and Nurse Assistant programs have reached their capacity and we are now preparing wait lists.
8. I have sent out inquiries to my instructors for classes to be held during the summer and fall sessions of 2014.
9. I am in the process of putting together my Advisory Committee Meeting scheduled for May 14, 2014.
10. A GED Audit was held on February 20.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. The fuel pump on boiler #3 was replaced due to a bad leak. Dual Temp preformed their annual preventive maintenance and also found several exhaust fan motors that need service. Work orders were place for the repairs.
2. We continue to move snow to make all areas of the school accessible. I have increased the snow removal budget due to the additional snow that had to be removed.
3. PP&L usage which was \$1,605.05 less than last year. Scrap total: \$270.90.
4. We had to replace the glass in a door that was kicked in by a student. A summons was issued and the student was billed for the repairs.

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. Payment of Invoices | exhibit pages 5 – 21 & <i>[handouts]</i> |
| b. Investment Information | exhibit page 22 |

No Action Required

- | | |
|----------------------------|-----------------------|
| c. Bank Account Balances | exhibit page 22 |
| d. Financial Reports | exhibit pages 23 - 33 |
| e. Student Activity Report | exhibit pages 34 |
| f. Cafeteria Report | exhibit page 35 |

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the Payment of Invoices and Investment Information. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Pierce, Mr. Johnson, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Horton, Ms. Kresge, Mr. Davis, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. Motion carried.

- g. Fuel Oil and Gasoline for the 2014-15 School Year

ACTION BY THE BOARD

Motion was made by Mr. Horton to accept and approve the vendor(s) for fuel oil and gasoline for the 2014-15 school year as to be recommended by the Northampton/Monroe/Pike County Joint Purchasing Board and to be approved by the Colonial Intermediate Unit 20 Board of Directors at the March 2014 regularly scheduled meeting. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Horton, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Johnson, Ms. Kresge, Mr. Davis, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. Motion carried.

- h. Safe Schools Initiative Targeted Grant from PDE
- i. Agreement with Wilkes University exhibit pages 36 - 38
- j. GED Training Addendum with Monroe County Correctional Facility exhibit pages 39 - 43

ACTION BY THE BOARD

Motion was made by Mr. Davis to accept the Safe Schools Initiative Targeted Grant for the 2013-14 school year in the amount of \$25,000, approve the agreement between MCTI and Wilkes University for training of GED students, and the GED Training Addendum between MCTI and the Monroe County Correctional Facility. Motion was seconded by Mr. Horton. Voting in favor: Mr. Davis, Mr. Horton, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Ms. Kresge, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. 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 #431.1 – Conference List exhibit pages 44 - 45

ACTION BY THE BOARD

Motion was made by Mrs. Kresge to approve the board policy listed. Motion was seconded by Mr. Pierce. Voting in favor: Mrs. Kresge, Mr. Pierce, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Horton, Mr. Johnson, Mr. Davis, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. Motion carried.

- b. Board Policy # 136 – Criminal History Record Information Check for the Nurse Aide Training/Health Professions Programs exhibit pages 46 - 48

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 April 2014 JOC Meeting.

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

- a. Approximately thirteen (13) students and three (3) advisors to attend the SkillsUSA State Leadership Conference and Competitions from April 9 – 11, 2014 at an approximate cost to student of \$396.00. exhibit page 49

ACTION BY THE BOARD

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

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

- a. Nurse Aide Program Statement of Findings and Response exhibit pages 50 - 51
b. Articulation Agreement with Triangle Tech exhibit pages 52 - 54

ACTION BY THE BOARD

Motion was made by Mr. Horton to approve the Nurse Aide Program Statement of Findings and response and the Articulation Agreement between Triangle Tech and MCTI for the Electronics program. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Horton, Mr. Pierce, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Ms. Kresge, Mr. Davis, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. Motion carried.

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

- a. Appointments - **Additional** Adult Continuing Education Schedule of **Spring 2014** classes, instructor list and hourly pay rates and change in rate exhibit page 55

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve the additional Spring Adult Continuing Education classes, instructors and hourly rates and change in rate. Motion was seconded by Mr. Horton. Voting in favor: Mr. Johnson, Mr. Horton, Mr. Clark, Mr. Coyle, Mr. Hoffman, Ms. Kresge, Mr. Davis, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 12; No – 0; Absent – 0. Motion carried.

Before the meeting adjourned, Mr. Johnson introduced Representatives Brown and Scavello who acknowledged that they were on board with MCTI becoming a comprehensive school. Representative Brown indicated she would do some preliminary research and bring that information to the first meeting. Mr. Johnson said he also contacted realtor Michael Baxter and business owner, Karl Weiler who also expressed their support. Mr. Clarke indicated that he spoke to the Chuck Leonard, Executive Director of the Pocono Mountains Economic Development Corporation and Bob Phillips, CEO of the Pocono Mountain Chamber of Commerce and they are both supportive. Mr. Martin and Mr. Clark just attended a PSBA conference and PSBA is also on board with MCTI becoming a comprehensive school. Mr. Lazarchak informed the JOC that he will be holding a Meeting with MCTI's General Advisory Committee on March 18 and ask for representatives from that group to also join the committee.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Davis made a motion to adjourn the meeting at 7:39 p.m., with Mr. Johnson seconding the motion.

Richard Pierce, JOC Secretary