

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
April 7, 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, April 7, 2014. The meeting was called to order at 7:20 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. Roy Horton – East Stroudsburg (No Alternate)

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

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, Solicitor; Ms. Carole Geary, Superintendent of Record

Guests attending:

MVEA Representatives: Mr. James Granahan, Mrs. Maria Hafler, Mr. Chris Roberto, Ms. Tess Dalessio, Mr. Thom Sarcinelli, Ms. Betsy Lombardino, Mr. Ross Ruschman

MCTI ESPA Representatives: None

Other Guests: Mr. Carl Hogan, Ms. Jordan Wright, Nicole Wright & daughter

E. PUBLIC PARTICIPATION

An audit report was given by Mr. Carl Hogan from the audit firm of BBD, LLP.

Jordan Wright gave her SkillsUSA competition speech.

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the minutes of the March 3, 2014, Joint Operating Committee Meeting (exhibit pages i - viii), and this agenda for April 7, 2014, (pages 1 - 5) 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. Stevens 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 6 – 52 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:15 to 7:20 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 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

Last month eleven (11) students competed at the HOSA Competitions in Lancaster, PA. The following students placed, Jen Kratz, 2nd Place Physical Therapy, Pleasant Valley, Tiffany Dieiter, 2nd Place Interviewing Skills, Pleasant Valley and first Place Jordan Wright prepared speech, Pleasant Valley. The students will be representing MCTI at the HOSA National Conference in Orlando, Florida.

On March 29, 2014 two culinary students, Kassie Romasavage from PV and Brandon Otto from Pocono Mountain West competed in the Dessert Competition at the Lehigh Valley Auto Show. They made finish line brownies. The students made 450 homemade brownie bites and layered them in a push up pop with homemade marshmallow. The display was designed by the students and made by Computerized Machine Technology as well as Building Trades Maintenance.

On Wednesday, March 25 two students from Culinary Arts competed with a top chef Dan Goulet from Lords Valley Country Club in the 5th Annual SkillsUSA Culinary Competition. Tickets for the event were \$100 and this is a SkillsUSA District 11 Fundraiser. I am proud to announce that Bryan Gaston, Pocono Mountain East, and Dennis Space, East Stroudsburg North placed 2nd with their All American Roasted Chicken Dinner. The dinner consisted of crispy chicken roulade, chicken gilet confit, potato puree butter glazed carrot, green bean bundle and cranberry relish. All entrees were delicious.

Also on Wednesday, March 25 Matthew Beaumont was announced as the Lehigh Valley American Society Welding Association winner. Matthew is a third year welding student and a senior at Pleasant Valley High School. Matt won a \$350 Certificate for future welding classes, a mig welder and a welding helmet.

On April 2, SkillsUSA and MCTI held a fundraising activity at Big Daddy's, Anthony Mazella, owner of Big Daddy's was very generous to the students and we raised \$500.00.

The SkillsUSA students have been preparing for the state competitions being held April 9-11 at Hershey, PA.

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. I met with a representative at Penn College and we are looking at 8 MCTI teachers being approved to deliver Dual Enrollment Courses. Their information has been sent in and they will need to attend a meeting with Penn College Professors on May 16th.
2. I am recommending that Masonry be reinstated as a full-time program for the 2014-2015 school year. The Career Exploration Program will offer this undersubscribed program a chance to recruit prospective students for the 2015-2016 school year.
3. The Comprehensive Planning Committee has been formed and will have its first meeting on April 15th to explore MCTI's potential move to an all-day Career & Technical High School.
4. The budget has been presented to all of our districts and voted on at three of four. East Stroudsburg will vote on the MCTI Budget on April 14th. Stroudsburg, Pocono Mt. and Pleasant Valley have all passed the budget for 2014-2015.
5. I had a phone meeting with ESU representatives Mary Francis Postupak, Carter McClure and Antoni Jakubowski on training opportunities for CAD and drafting. Mr. Jakubowski indicated that there is a shortage of individuals with the appropriate technical skills in this area for the number of available jobs. They are working on a duty/task list of what specific competencies need to be met and certifications obtained in order to be eligible for career specific opportunities right out of high school.
6. The MCTI General Advisory Committee has established an "Employability Skills Certification" committee and they will meet as a GAC sub-committee to develop this opportunity for MCTI students.
7. MCTI's projected enrollment for 2014-2015 is 912 for CTE and Career Exploration programs. With the expected addition of approximately 50 diversified occupation students our enrollment for '14-'15 should be about 962 students. That's a 6.8% increase over last year's 901 – our goal is a 3% increase each year for the next three years. We are on our way!
8. 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 92.50% (as of 4/1/14). We are also completing our first MCTI March "Attendance" Madness competition that ends on 4/8/14.
9. We received more than the expected amount for the Water Project Grant, \$539,649 – I want to thank Mr. Pecci for all of his behind the scenes work on making this project a reality. We have allocated \$92,000 from our Special Reserve Fund (SRF) but the project is expected to cost MCTI an additional \$112,000+ to complete. This will drop the SRF to less than \$12,000. We will be asking the JOC to allow us to keep all or part of the Excess Revenue from 2012-2013 to support future projects at MCTI.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. May 1 is the Occupational Advisory Committee Meetings and the Partners in Education Banquet. The Meetings will be from 5 to 6:15 p.m. in each Program area. The dinner will start promptly at 6:30 p.m. in the Cafeteria. This year we will honor 20 cooperative education students and their employers. Please let us know if you can attend.
2. The Perkins Participatory Planning Committee was held on Tuesday, February 11, 8:30 to 10 a.m. in the MPR. The purpose of the Meeting was to review the suggested expenditures for our reallocation. We had \$26,078.50 to reallocate. The Committee approved the following purchases: 50 iPad 2 16GB with covers, \$19,949.50. Two iPads will be used in each classroom for the teacher to train and work with their students on developing, improving, or expanding the use of technology in CTE. The students will receive advanced technology skills needed to enter their chosen technology field. We will purchase 2 Hass Control Simulator Modules for Computerized Machine Technology Program POS Program, \$3,590.00. We are also purchasing resources for our entrepreneurship program. Entrepreneurship is part of the Career Education Work Standards and our Career Education Plan, \$2,538. Total is \$26,078.50.
3. Nurse Assistant—Last month we submitted to you the Findings of the On-site Visit of our Nurse Assistant Program. We corrected the findings as stated and submitted them to PDE by March 28, 2014.
4. NOCTI written part of the test, started April 1. Our plan is to get all tests completed by the end of April and get the results in May.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Adam Christman from A6A Associates saw the article in the Pocono Record regarding the awarding of the safe school's grant. He is a security planning and prevention expert that lives in Monroe County. He has submitted a proposal to help us create the All-Hazards Plan and is familiar with local emergency management. He will be competing with IU13 to be awarded a contract to help us to develop our All-hazards Plan. He also offered to conduct a risk assessment and to help us conduct table-top exercises once the plan has been developed.
2. We conducted our second quarter Student of the Quarter Awards ceremony. Forty-seven (47) students were recognized.
 - a. ESN -15
 - b. Notre Dame - 1
 - c. PME - 6
 - d. PMW - 4
 - e. PV - 13
 - f. PV Cyber - 1
 - g. Stbg High School - 6
 - h. Stbg Jr. High School -1
3. Three people applied for the Cafeteria Monitor position. One opted not to complete the interview because he thought the job would be different. Out of the two remaining candidates, I am recommending we hire one as the new Cafeteria Monitor and hire the other candidate as a substitute. We know of absences that are coming up and this will assist us in constantly maintaining proper supervision.
4. Comparative analysis of March 2013 to March 2014 (as of 3/30/14)

2013 Managed in Classroom/Discussion	101	2014 Managed in the Classroom/Discussion	70
2013 Detention	31	2014 Detention	63
		2014 ISS	31
		2014 OSS	15
2013 ISS/OSS	29	2014 ISS/OSS combined	46
2013 OSS Pending District Review	0	2014 OSS Pending District Review	2
2013 February Discipline Totals	161	2014 February Discipline Totals	181

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

1. I attended the annual A/CAPA (Child Accounting) conference from March 19 through March 21. Some of the topics addressed were School Performance Profile, Safe Schools/Bullying Prevention, and a legal update session with Attorney Jeff Tucker.
2. Mr. Sarcinelli and I became certified as Youth Mental Health First Aid Providers following trainings on February 27 and March 6, 2014.
3. I met with Heather Brown, Assistant Curriculum Director/IU20, on March 10, 2014. She provided an overview and timeline for Keystones. She also identified upcoming trainings which will provide necessary information for Keystone administration.
4. I attended training on Keystones at IU 20 on March 14, 2014. During this training, websites with a series of instructional videos for Keystone administrators were shared. I have been watching the series of videos provided.
5. The county Roundtable meeting was held on March 17, 2014. Some of the topics discussed were the Families Helping Families program, child abuse, foster care, and the upcoming Cross Systems Grief and Loss presentation.
6. Mrs. Bonser, Mrs. Hafler, and I participated in a webinar offered by PDE outlining the roles of Keystone administrators on March 17, 2014.
7. I participated in a webinar, Challenges and Successes in Meeting the Educational Needs of Children and Youth Experiencing Homelessness on March 18, 2014.
8. On March 25, 2014, the Keystone test administrator group, Mrs. Bonser, Mrs. Hafler, Mr. Sarcinelli, and Mr. Virga, and I, participated in the on-line training program and earned certificates of completion from PDE.
9. Thom Sarcinelli, our School Counselor, attended a conference offered by King/Spry on School Law for Guidance Counselors on March 27, 2014.
10. The Spring County Counselors' Meeting was held at MCTI on April 4 which was part of the requirements of the Chapter 339 review. An Advisory Committee has been established and will meet twice a year. We are asking for a JOC Member to be a representative on this committee.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. I'm working closely with HP and Integra1 to spec out the systems for our Summer 2014 lease. In addition, our 3 VMware host servers will be replaced.
2. We are on the final steps of setting up SchoolDude. We expect to roll out the IT and Maintenance portions of this product any day.
3. We received training and have officially rolled out the new IEP linkage module from our SIS, Classmate, to our Special Ed team. This will allow us to store IEPs electronically within our SIS and allow access to specified staff.

4. On March 21st, we removed all MCTI computers and equipment from the Monroe County Correctional Facility.
5. We provided professional development on digital portfolios to all staff. Many teachers are already taking advantage of Pathbrite in the classrooms. This is a free service.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. Our Nurse Assistant Audit was completed on March 27. Recommendations should be sent to us within 30 days.
2. I will be attending (with my GED lead instructor) a GED 2014 workshop in Philadelphia on March 31 and April 1st.
3. Just to update you, Wilkes University has decided to move from the Giant Plaza to NCC's campus. We were negotiating a partnership with them to reach our GED clients.
4. March 27th was our first scheduled Certification Testing for the year through the National Healthcare Association. We had 10 students testing – 9 passed.
5. Our ACE Advisory Group Meeting is scheduled for 6 pm Wednesday, May 14, 2014. Please let me know if you would like to attend.
6. I will be conducting Nurse Assistant Training for our RN's and LPN's on updates to the state training documentation throughout the months of April and May.
7. Our hazardous waste company has increased their prices. We are now in the process of seeking out lower priced companies.
8. I am working with Brite Star Health Care Agency to develop the Home Health Aid curriculum for our Nurse Aide students.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. February's PP&L usage was \$1,783.15 less than last year. We have been recognized by PP&L for measures taken to make the school more energy efficient. We have made their Honor Roll for commitment to energy savings. I will continue to look for ways to reduce energy costs.
2. I have met with Kris Dorshimer to learn how to use the School Dude program. This program will log all work orders and the time and materials used for each job.
3. Scrap total: \$976.07
4. I met with representatives from American Janitor on a new floor machine. The machine could reduce time and materials. I will set up a demo towards the end of the school year.

N. ITEMS FOR DISCUSSION

O. ITEMS REQUIRING JOC ACTION

1. Business and Financial Items

- a. Transfers
- b. Payment of Invoices
- c. Investment Information

exhibit page 6 & 7
exhibit pages 8 – 36 & [handouts]
exhibit page 37

No Action Required

- d. Bank Account Balances exhibit page 37
- e. Financial Reports exhibit pages 38 - 50
- f. Student Activity Report exhibit pages 51
- g. Cafeteria Report exhibit page 52

ACTION BY THE BOARD

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

- h. Accept the final Colonial IU #20 bid award for 2014-2015 (see line 29) for fuel oil fluctuating price of plus \$0.2120 to PAPCO of Aston, PA and (see line 43) unleaded 87 octane gasoline firm price of \$3.2056 to PAPCO of Aston, PA. exhibit page 53 - 54
- i. Award of bids for the Northampton/Monroe/Pike County Joint Purchasing Paper Supply for the 2014-2015 school year to the vendor in the amount of \$472.00. exhibit page 55
- j. Resolution to comply with the Employer's Responsibility Provisions of the Patient Protection and Affordable Care Act effective July 1, 2013. exhibit page 56 - 57
- k. Sale of off-lease computers at a rate to be determined by the administration

ACTION BY THE BOARD

Motion was made by Mr. Pierce to accept the final CIU20 bid award for fuel oil and gas to the company and for the prices listed, award the bids for the joint purchasing paper supply for the 2014-2015 school year to the vendor listed, approve the resolution to comply with the Employer's Responsibility Provision of the Patient Protection and Affordable Care Act, and to approve the sale of off-lease computers at a rate to be determined by the administration. Motion was seconded by Mr. Stevens. Voting in favor: Mr. Pierce, Mr. Stevens, Mr. Clark, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

- l. School Wires Contract - retroactive to March 14, 2014 for 36 months exhibit pages 58 - 59
- m. Ironton Service Agreement - retroactive to March 24, 2014 for a three year term exhibit page 60
- n. Updated Letter of Commitment with CIU20 WAN Project for increased speed - effective July 1, 2010 to June 30, 2015 exhibit page 61
- o. Contract for Services with for All-Hazards Plan not to exceed \$3,000.

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the contracts with SchoolWires, Ironton, and CIU20 per the terms of the agreements; and grant MCTI administration, after review of contract by the school solicitor per the terms of the grant, the authority to select a consultant to update the MCTI All Hazards Plan for a cost not to exceed \$3,000.00. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Mr. Clark, Mr. Coyle, Mr. Johnson, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

p. Electronics Signature Submission

exhibit pages 61 a & 61 b

ACTION BY THE BOARD

Motion was made by Mr. Summers to approve the resolution authorizing the use of an electronic signature for all PDE contracts, agreements, grants and/or licenses effective April 7, 2014. Motion was seconded by Mr. Clark. Voting in favor: Mr. Summers, Mr. Clark, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

q. Excess Revenue from the 2012-2013 School Year

ACTION BY THE BOARD

Motion was made by Mr. Summers for 2012-2013 funds of \$327,692.00 budgeted and unused, be recommended to the MCTI Board for transfer to the Capital Reserve Fund (per the Articles of Agreement section 16 C. 3.) Motion was seconded by Mr. Pierce.

After much discussion; Mrs. Kresge asked that the motion be amended for the 2012-2013 funds of \$527,692.00 budgeted and unused, be recommended to the MCTI Board for transfer to the Capital Reserve Fund (per the Articles of Agreement section 16 C. 3.) Motion was seconded by Mr. Pierce. Voting in favor: Mrs. Kresge, Mr. Pierce, Mr. Clark, Mr. Coyle, Mr. Johnson, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

2. Board Policies and Procedures

a. Board Policy #136 – CHRI Check for the Nurse Aide Training/Health Professions Programs

exhibit pages 62 - 64

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve board policy #136. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Johnson, Mr. Pierce, Mr. Clark, Mr. Coyle, Ms. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

3. **Student Items**

- a. Twelve (12) FFA students and two (2) chaperones to attend the PA FFA Convention at Penn State University from June 10 – 12, 2014, at an approximate cost to student of \$140.00. exhibit page 65
- b. Four (4) HOSA students and one (1) advisor to attend the HOSA National Leadership Conference in Disney Coronado Springs Resort, FL from June 24 – 29, 2014, at an approximate cost to student of \$1,785.00. exhibit page 66

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 Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Mr. Clark, Mr. Coyle, Mr. Johnson, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

4. **Personnel Items**

- a. Resignation for the Purpose of Retirement exhibit page 67

<u>Name</u>	<u>Position and Effective Date</u>
(1) Gomez, Joann	-- Health Professions Instructor Effective: July 1, 2014

- b. Change in Appointment

<u>Name</u>	<u>Position and Effective Date</u>
(1) Daukshus, Michael	-- From half-time Masonry Instructor and half-time In-school Suspension Instructor to full-time Masonry Instructor at no change to current salary or benefits. Effective the beginning of the 2014-2015 school year

- c. Appointment - Staff exhibit page 68

<u>Name</u>	<u>Position and Effective Date</u>
(1) Rivera, Darlene	-- Cafeteria Monitor Effective: on or about April 8, 2014 for the remainder of the 2013-2014 school year and pending receipt of all positive clearances Hourly Rate of Pay: \$9.25 (no benefits)

- d. 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>Program Area(s)</u>
(1) Dydynski, Jean	-- Cafeteria Monitor

- e. Appointments – Occupational Advisory Committee Members for the 2013 – 2014 school year exhibit page 69
- f. Appointments - Additional Adult Continuing Education Schedule of Spring 2014 classes, instructor list and hourly pay rates. exhibit page 70

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the resignation for the purpose of retirement, and the appointments as listed above, in accordance with all policies and procedures; and the additional Adult Continuing Education classes, instructors and hourly rates. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Pierce, Mr. Coyle, Mr. Clark, Mr. Johnson, Ms. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 10; No – 0; Absent – 2. Motion carried.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Pierce made a motion to adjourn the meeting at 8:23 p.m., with Mr. Johnson seconding the motion.

Richard Pierce, JOC Secretary