

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
May 5, 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, May 5, 2014. The meeting was called to order at 7:23 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, Mrs. Jacquelyn Leonard

STROUDSBURG

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

Members absent:

Mr. Rusty Johnson – Pocono Mt. (No Alternate)

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, Mrs. Maria Hafler, Ms. Tess Dalessio, Mrs. Tammy Stelmach, Mr. Thom Sarcinelli, Ms. Betsy Lombardino, Mr. Ross Ruschman, Mr. Patrick McHale, Mr. Chris Roberto

MCTI ESPA Representatives: None

Other Guests: Mrs. Jackie Gomez-Meckler, Mrs. MaryKate Herbert

E. PUBLIC PARTICIPATION

Ninth grade teacher, Mr. Ross Ruschman, gave a presentation regarding the co-curricular activities built into the 9th grade program.

Culinary Arts Instructor, Mrs. Tammy Stelmach, presented her professional development goal to study food science at Haute Etudes Du Gout. The Hautes Etudes du Goût enrolls one group of students from around the world every year. Candidates are selected on the basis of an application form, with a detailed resume, experience and motivation. Le Cordon Bleu in partnership with the prestigious University of Reims in France, offers this unique two week course which will be held from October 13th – 25nd October 2014.

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the minutes of the April 7, 2014, Joint Operating Committee Meeting (exhibit pages I – x), and this agenda for May 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 Ms. Leonard 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 – 41 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 legal and personnel matters.

I. SECRETARY'S REPORT

Mr. Pierce had nothing to report.

J. SOLICITOR'S REPORT

Attorney Corvelyn had nothing to report.

K. SUPERINTENDENT'S REPORT

Ms. Geary had nothing to report.

L. OLD BUSINESS

There was no old business to discuss.

M. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Ms. Miah Brooks

1. SkillsUSA students competed at the 48th Annual SkillsUSA Championships in Hershey, PA. The following students placed third at states:
 - a. Architectural Drafting – Mason Silfee, Pleasant Valley
 - b. Nursing Assistant – Miah Brooks, Stroudsburg
 - c. Computer Maintenance – Nick Traino, Notre Dame
2. The National Technical Honor Society is doing a community service for the Pathway House by collection nonperishable goods and personal care items.
3. SkillsUSA students will be honoring the teachers during Teacher Appreciation Week on Friday, May 9.

4. Two DECA students are attending the International Leadership Development Academy in Atlanta, Georgia.
5. HOSA is preparing for the Cystic Fibrosis Walk May 31. HOSA students are also preparing to take the Nurse Aide State Certification in June.
6. On Thursday, June 5, our Senior Awards Program will be held at ESU starting at 6:00 p.m., we hope that you attend.

DIRECTOR’S REPORT -- Mr. Adam Lazarchak

1. The Comprehensive School Study Committee held its first meeting on April 29th to explore MCTI’s potential move to an all-day Career & Technical High School. This activity was re-scheduled from April 15th.
2. 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. The first meeting is scheduled for May 8th.
3. 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 92.37% (as of 4/29/14). We also completed our first MCTI March “Attendance” Madness competition. The activity ended on 4/8/14 and taking home the championship was Mr. Courtright’s Criminal Justice Program.
4. May 5 marks the first day of Teacher Appreciation Week. I’d like to take this time to thank our instructors and instructional support personnel for their hard work and dedication to all of MCTI’s achievement goals!
5. Students and staff participated in a roadside clean-up on April 25, as part of Keep America Beautiful.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. The NOCTI post-tests have been completed. A copy of the results for this year and last year are included. Congratulations to the staff and students for their achievements this year.
2. The Occupational Advisory Committee Meetings and the Partners in Education Banquet are scheduled for May 1. Meetings are from 5 to 6:15 p.m. in each program area. The dinner is at 6:30 p.m. in the Cafeteria. Approximately 150 OAC members responded that they will be attending meetings and approximately 200 staff, OAC members, school district personnel, students, parents, and business/industry representatives responded that they would attend the dinner. There were 19 Cooperative Education Students will be honored. The Adult Ed Program is providing the dinner.
3. The Perkins Participatory Planning Committee will be held on Tuesday, May 20 from 8:30 to 10 a.m. in the MPR. The purpose of the Meeting will be to review the recommendation for the 2014/2015 allocations. We are putting together a proposal for the committee. Allocations are to be awarded mid-May.
4. We have received final notification from PDE that our Nurse Assistant Program meets the criteria of the Omnibus Budget Reconciliation Act.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. We are making progress with the Safe School’s grant. A purchase orders has been completed and the order has been filed to purchase 40 “To Go” kits. Attorney Corveleyn reviewed the revised contract we received from the IU13 and we will move forward with completing the MCTI’s All Hazards Plan.
2. Comparative analysis of April 2013 to April 2014 (As of 4/29//14)

2013 Managed in Classroom/Discussion	134	2014 Managed in the Classroom/Discussion	38
2013 Detention	59	2014 Detention	37
		2014 ISS	12
		2014 OSS	8

2013 ISS/OSS	27	2014 ISS/OSS combined	20
2013 OSS Pending District Review	1	2014 OSS Pending District Review	1
2013 April Discipline Totals	221	2014 April Discipline Totals	96

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

1. On April 16, 2014, I attended a mandatory training held at IU20 on administering Keystone exams. Keystone exams will be given May 12-16, 2014.
2. Mr. Sarcinelli and I became trainers in QPR Suicide Prevention. We will be training all of the staff during a professional development session so they can recognize signs of someone in crisis and respond appropriately. We plan to do this training prior to the start of the next school year.
3. On April 23-25, 2014, I attended the annual PAPSA conference in Lancaster PA. The conference culminates with a full day presentation of legal updates by Sweet, Stevens, Tucker, Williams. All sessions were excellent, as always. Materials were obtained that will be used to update our policies/procedures regarding Health Services and Crisis response.
4. Sixth grade students from PVSD toured MCTI on April 29, 2014. Our comprehensive guidance plan addresses exposing elementary school children to career and technical education to help them with career planning.
5. May is foster parent month. Mrs. Stelmach's Culinary Arts class will be providing a luncheon, to be held at a Monroe County Children & Youth event on May 17th, in recognition for the important work foster parents do.
6. Janet Smith Hughes from Goodwill gave a presentation on transition services to our Support Services Facilitators on April 9th.
7. MCTI held a Guidance Advisory Council Meeting with approximately 25 people representing business, post-secondary, social service agencies, parents, students, alumni and sending schools. We are still looking for a representative from our Joint Operating Committee to sit on our Advisory Council. Mr. Sarcinelli requested representation from the JOC at the April meeting, but has not yet received any interest.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. SchoolDude Maintenance Direct and IT Direct products were rolled out April 28. All back-end staff have been trained on the use of Maintenance Direct and mobile devices. All remaining staff have been provided a how-to document on entering work requests.
2. Classroom Diagnostic Training (CDT) for the 9th grade students that will be taking the Keystone test(s) has been set-up.
3. The HP computer lease for the summer of 2014 has been finalized. That is included in your packet for approval. This included spec'ing out systems, testing demo units, and working out lease paperwork.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. Homeless Street2Street shelter meetings were held. They are putting a grant together for a Community Fundraiser. I met with the caseworkers last week and we are in the process of developing a GED/Life Skills Program at the center. I am also submitting a grant in May for an innovation project that is covered by Career Link funds.
2. The response to the Statement of Findings is being developed from our Nurse Assistant Audit that concluded in March.
3. Summer Registration will begin on May 15 - 20 offerings

4. Enclosed in the Book you will see a change to our Stericycle Agreement (Sharps and Bio Hazard waste) which will cover our current blanket purchase agreement.
5. ACE procedures for MCTI high school students to take ACE classes has been placed on the agenda for your approval.
6. There is one new ACE instructor up for approval this evening.
7. Curriculum continues to be developed with Brite Star staff for the Home Health Aid Program for ACE.
8. A meeting was held with the new OVR representative who was extensive in her discussion about all that OVR can do to help training providers and the students they send to the providers.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. The fuel meter for the oil tank will need replacement. EPA is requiring that any new meter must be able to print out totals gallons. We also had problems with the meter being accurate. We are not sure how many gallons we actually have in the tank.
2. The sign for the front of the school is near completion and should be installed this month. I would like to thank our Welding, Auto Body and Graphic Art students for their collaborative efforts in this project.
3. March PP&L usage which was \$2,033.90 less than last year. Scrap total: \$1,275.19
4. The Safety Committee application was renewed with the Department of Labor and Industry. We receive a 5% discount on our Workers Compensation insurance for maintaining a Safety Committee.

N. ITEMS FOR DISCUSSION

O. ITEMS REQUIRING JOC ACTION

1. Business and Financial Items

- | | |
|---------------------------|--|
| a. Payment of Invoices | exhibit pages 6 – 26 & <i>[handouts]</i> |
| b. Investment Information | exhibit page 27 |

No Action Required

- | | |
|----------------------------|----------------------|
| c. Bank Account Balances | exhibit page 27 |
| d. Financial Reports | exhibit pages 28 -39 |
| e. Student Activity Report | exhibit pages 40 |
| f. Cafeteria Report | exhibit page 41 |

g. Use of Facilities

- | | |
|--|----------------------|
| (1) Snap on Tools on Tuesday, May 6, 2014, from 6:00 – 10:00 p.m. to hold a training seminar | exhibit page 42 – 43 |
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ACTION BY THE BOARD

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

- h. School breakfast and lunch prices for the 2014-2015 school year exhibit page 44
(at no change from the 2013-2014 school year)
- i. Approve the HP Lease for the 2014-2015 school year as presented in the handouts at an approximate cost of \$178,308.06 *(annual lease payment of \$59,436.02 for 36 months)*
exhibit pages 45 - 56
- j. Steri-Safe Service Agreement – effective November 2013 – October 2014 at a monthly service rate of \$296.08 exhibit pages 57 - 60

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the school breakfast and lunch prices, the HP Lease for the 2014-2015 school year and the Steri-Safe Service Agreement per the terms of the agreement. Motion was seconded by Mr. Hoffman. Voting in favor: Mr. Pierce, Mr. Hoffman, Mr. Clark, Mr. Coyle, Mr. Horton, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

2. Appointments and Re-appointments for Business Operations

- a. Reappoint the firm of Newman, Williams, Mishkin, Corveleyn, Wolfe, Fareri, as School Solicitor for the 2014-2015 school year at a retainer rate of \$8,800.00 to represent the Monroe Career & Technical Institute, with additional services not covered by the retainer to be billed at the rate of \$170.00/hour. exhibit page 61
- b. Appointment of Mrs. Susan Kresge as Treasurer of the Monroe Career & Technical Institute Joint Operating Committee for the 2014-2015 school year. (According to the MCTI Articles of Agreement, the position of Treasurer is a one-year term, beginning July 1 of each year.)

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the reappointment of the firm Newman, Williams, Mishkin, et al, as School Solicitor and Mrs. Susan Kresge as Treasurer for the 2014-2015 school year. Motion was seconded by Ms. Leonard. Voting in favor: Mr. Pierce, Ms. Leonard, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Horton, Mrs. Kresge – abstained from 2b., Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

3. Board Policies and Procedures

- a. MCTI Student Benefit for ACE Classes Procedures and Attachments 1 & 2 exhibit pages 62 - 64

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the MCTI Student Benefit for ACE Classes Procedures and Attachments 1 & 2 pending solicitor approval. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Horton, Ms. Leonard, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

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 June 2014 JOC Meeting.

4. Curriculum and Instruction

a. Pearson Algebra 1 Student Edition + 6 year Lic	84.97	30	\$	2,549.10
b. Algebra 1- TST Prep Workbook	4.1	100	\$	410.00
c. Algebra 1 Teachers Edition	104.47	1	\$	104.47
d. Algebra 1- Digital Courseware	71.47	70	\$	5,002.90
e. Pearson Geometry Student Edition + 6 year Lic	86.97	20	\$	1,739.40
f. Geometry Practice Problem Solving Workbook	5.97	20	\$	119.40
g. Geometry Teachers Edition	104.47	1	\$	104.47
h. Geometry All In One Teaching Resource	205.97	1	\$	205.97
TOTAL				\$ 10,235.71

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the purchase of the textbooks listed for a total of \$10,235.71 for the 2014-2015 school year. Motion was seconded by Mr. Stevens. Voting in favor: Mr. Pierce, Mr. Stevens, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Horton, Mrs. Kresge, Mr. Martin, Mr. Summers, Mr. Sacci Yes – 10; No – 1 Ms. Leonard; Absent – 1. Motion carried.

5. Personnel Items

a. Resignations exhibit pages 66 - 67

<u>Name</u>	<u>Position and Effective Date</u>
(1) Hunter, Carol	-- Secretary to the Assistant Director Effective: May 23, 2014 for the purpose of retirement
(2) Rivera, Darlene (Dee)	-- Cafeteria Monitor Effective: April 30, 2014

b. Change in Appointment

<u>Name</u>	<u>Position and Effective Date</u>
(1) Mathious, Susan	-- From Guidance/Special Education Secretary to Secretary to the Assistant Director Effective: May 5, 2014 Benefits in accordance with the MCTIESPA CBA

c. Family & Medical Leave

exhibit pages 68 - 69

<u>Name</u>		<u>Effective Date</u>
(1) GE86551	--	Effective: May 20, 2014
(2) CA02655	--	Effective: April 22, 2014 pending submission of schedule and proper notification

d. Appointment – Regular

exhibit page 70

<u>Name</u>		<u>Position and Effective Date</u>
(1) Hackett, Olive	--	Health Occupations Instructor Effective: the start of the 2014-2015 school year and to include two new teacher orientation days and pending receipt of proper certification, positive clearances and references Salary: \$54,031.00 (Step 10 Col. Intern of the 2013-14 vocational salary schedule) Benefits in accordance with the MVEA CBA.

e. Appointments – Substitute Custodians for the 2014 - 2015 school year at established rates w/ no benefits

<u>Name</u>
(1) Huhn, Carla
(2) Morris, Pam

f. 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>Position and Effective Date</u>
(1) Hackett, Olive	--	Health Occupations Instructor

g. Appointment – Occupational Advisory Committee Member for the 2013 – 2014 school year

exhibit page 71

h. Appointment - Internship

exhibit page 72

- (1) Lisiak, Michael for the month of May 2014 under Kris Dorshimer, IT Coordinator
(This internship does not include wages or benefits.)

i. Appointments - Additional Adult Continuing Education Schedule of Spring 2014 classes, instructor list and hourly pay rates.

exhibit page 73

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the resignations, change in appointment, FMLA and 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 Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Horton, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacchi Yes – 11; No – 0; Absent – 1. Motion carried.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Hoffman made a motion to adjourn the meeting at 8:07 p.m., with Mr. Pierce seconding the motion.

Richard Pierce, JOC Secretary