

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
June 2, 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, June 2, 2014. The meeting was called to order at 7:08 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

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

PLEASANT VALLEY

Mrs. Susan Kresge, Mr. Dominick Sacci, Mrs. Linda Micklos

POCONO MOUNTAIN

Ms. Jacquelyn Leonard, Mr. John Davis

STROUDSBURG

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

Members absent:

Mr. H. Charles Hoffman – Pleasant Valley (L. Micklos – Alternate)

Mr. John Coyle – Pocono Mt. (J. Davis – Alternate)

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. Sheila White, Business Manager; Mr. Kris Dorshimer, Information Technology Coordinator; Mrs. Carol Sitroon, Supervisor of Adult Continuing Education; 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. Ross Ruschman, Ms. Betsy Lombardino, Mr. Chris Robert, Mrs. Maria Hafler, Mr. Patrick McHale, Ms. Tess Dalessio, Mrs. Tamara Stelmach

MCTI ESPA Representatives: Ms. Catherine Wood, Mr. Ed Denny, Mr. Dennis Dominguez

Other Guests: Mrs. Jackie Meckler, Mrs. Kathy Boyle, Mrs. MaryEllen Mross, Dr. Letitia Lladoc

E. PUBLIC PARTICIPATION

Dr. Lladoc and representatives from the Pennsylvania Association of School Retirees Monroe County Chapter presented Lauretta Woodson Awards for 2014 to Tamara Stelmach and Catherine Wood in recognition of their nominations by their peers for exhibiting creativity, initiative and productivity relevant to the learning process and growth of students.

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the minutes of the May 5, 2014, Joint Operating Committee Meeting (exhibit pages i - ix), and this agenda for June 2, 2014, (pages 1 - 7) 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 John Davis 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 8 – 43 and in the handout(s).
- H. ANNOUNCEMENT OF EXECUTIVE SESSION**
An Executive Session was held from 6:00 to 7:00 p.m. to discuss personnel and negotiations.
- 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**

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. The Comprehensive Planning process is underway. A parent/student survey and curriculum for a full-time CTC is being developed.
2. The MCTI General Advisory Committee is developing an "Employability Skills Certification". The committee met on May 8th and then again on May 16th with ESU. MCTI will be working with ESU on a survey for employers.
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 92.30% (as of 5/29/14). Only 14 student days to go!!!!

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. The Perkins Participatory Planning Committee was held on Tuesday, May 20, from 8:30 to 10 a.m. in the Laurel Lake Cafe. The purpose of the Meeting was to review the recommendations for the 2014-2015 allocations. At the JOC Meeting we are requesting your approval to eliminate the Career Facilitator/Recruiter/Counselor position and add a Career and Transition Counselor/Recruiter. A copy of the proposed job description and requirements is attached. Also we are requesting approval of the proposed budget.
2. The final meeting of the Assistant Superintendents was held on May 15, from 10 to noon. All four assistant superintendents attended. The purpose of the meeting was to discuss the curriculum for a proposed Comprehensive CTC. Mrs. Beers also discussed the 9th grade academic curriculum for 2014-2015.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Safe School's Grant-
 - a. To Go Kits have arrived and will be distributed next school year.
 - b. Committee of school employees and local emergency met with John R. Baker from IU 13 to begin the process on creating the All-Hazards plan.
2. Held Student of the Quarter for the 3rd quarter and 2nd Principal's meeting on May 12, 2014.
3. Comparative analysis of May 2013 to May 2014 (As of 5/27/14)

<i>2013 Managed in Classroom/Discussion</i>	68	<i>2014 Managed in the Classroom/Discussion</i>	41
<i>2013 Detention</i>	67	<i>2014 Detention</i>	35
		2014 ISS	5
		2014 OSS	1
2013 ISS/OSS	71	2014 ISS/OSS combined	6
2013 OSS Pending District Review	3	2014 OSS Pending District Review	2
2013 May Discipline Totals	209	2014 May Discipline Totals	84

4. Comparative analysis 2012-2013 school years to 2013-2014 school years

<i>2013 Managed in Classroom/Discussion</i>	1236	<i>2014 Managed in the Classroom/Discussion</i>	629
<i>2013 Detention</i>	373	<i>2014 Detention</i>	265
		2014 ISS	119
		2014 OSS	64
2013 ISS/OSS	286	2014 ISS/OSS combined	183
2013 OSS Pending District Review	5	2014 OSS Pending District Review	15
2013 April Discipline Totals	1900	2013-2014 Discipline Totals as of 5/27/14	1092

*Represents a 43% decrease in disciplines from last year to this year.

* 2013-2014 school year 57.76% (629) of all disciplinary infractions were managed by either the teacher or an administrator talking with the student.

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

1. Keystone Exams for Algebra 1 were administered to ninth grade students from all four sending districts. Keystone Exams for Literature were administered to ninth grade students from SASD and PMSD.
2. I attended the District Contact meeting at IU20 on May 23, 2014. Presentations were given on the BrainSteps program for concussion management and on the Career Institute of Technology's Life Skills career exploration program.
3. I had the pleasure of attending Honors Awards ceremonies at ESS, ESN, and PV.
4. I participated in a PaTTAN webinar entitled Child Find: Emotional Disturbance on May 8, 2014. I will share the information with the Support Services Facilitators so they may also be aware of the identifying signs.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. Another load of student records was taken to IU20 for archiving. Only one more load of records remains to be dropped off to conclude student record archiving. We expect this project to wrap up within the next few weeks. Financial and personnel records will be archived next.
2. All equipment for the summer lease has been ordered. Documents were sent to our vendor on Tuesday, May 27.

3. The rollout of replacement wireless access points as begun. The new access points are 802.11ac and will increase wireless capacity exponentially.
4. The intern that was supposed to be in for the entire month of May changed plans and only attended for one day on May 20, 2014.
5. Off-lease computers are being prepared for sale. This will be completed before the end of this school year.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. The response to the Pennsylvania Department of Education's Nurse Assistant program was completed. We expect their response by the time our summer program begins in June.
2. The RFP was submitted to the Workforce Investment Board - see enclosed.
3. The Monroe County Correctional Facility requested a continuation of the GED program through August (see enclosed).
4. A Community Fundraiser Grant was submitted through the Street 2 Feet Program for funding toward GED and life skills training, as well as a DCED grant for landscaping projects for homeless individuals to obtain career training.
5. Two training meetings were conducted for our Nurse Assistant Instructors regarding new functions, paperwork and procedures from PDE.
6. I became a member of Pocono Medical Center's Community Health Connections Working committee.
7. All eight of our Pharmacy Tech students received internships in various parts of the community; i.e. Pocono Medical Center, CVS Pharmacy, Compound Pharmacy, and Wal-Mart Pharmacy.
8. Summer class registration began on May 15 and the summer sessions start on June 24, 2014.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. Klingel's Tree Service cleared away ten large trees which fell this winter. These trees were leaning on other trees causing a safety concern.
2. Ultra-Con installed the new fuel meter in the boiler room. It has a print out to keep track of fuel usage.
3. The month of April, PP&L usage was \$928.62 less than last year. Scrap total: \$415.88
4. Dual Temp started the preventive maintenance on our HVAC system for the upcoming cooling season. Maintenance changed the filters for some units.
5. LED lighting is being changed in our parking lot. Currently we have 450 watt halogens that are expensive to run. There is a PP&L rebate for these lights. Freidman Electric and Hunter Electric are working on the project. All other outside lighting has been upgraded to LED.

N. ITEMS FOR DISCUSSION

O. ITEMS REQUIRING JOC ACTION

1. Business and Financial Items

- a. Payment of Invoices
- b. Investment Information

exhibit pages 8 – 26 & [handouts]
exhibit page 27

No Action Required

- c. Bank Account Balances exhibit page 27
- d. Financial Reports exhibit pages 28 - 41
- e. Student Activity Report exhibit pages 42
- f. Cafeteria Report exhibit page 43

- g. Use of Facilities
 - (i) Morgan Stanley starting May 21, 2014 and continuing for four (4) Wednesdays to hold retirement workshops exhibit pages 44 – 45

ACTION BY THE BOARD

Motion was made by Mr. Pierce to authorize the Business Manager to make any necessary final budget transfers for proper completion of fiscal year 2013-2014 and audit, and approve the Payment of Invoices, Investment Information, and the request to the use the MCTI facilities. Motion was seconded by Mr. Martin. Voting in favor: Mr. Pierce, Mr. Martin, Mr. Clarke, Mr. Davis, Mrs. Micklos, Mr. Horton, Mrs. Kresge, Ms. Leonard, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

- h. Bid Awards for instructional, office and custodial supplies for the 2014-2015 school year for a total of \$77,799.00 exhibit page 46
- i. Annual Memorandum of Understanding (MOU) including Appendices A & B between MCTI and the Pocono Township Police Department (PTPD) for the 2014-2015 school year exhibit pages 47 - 55
- j. Pocono Counties Workforce Investment Board (WIB) GED Grant application for the 2014-2015 school year in the amount of \$19,597.47 exhibit pages 56 – 80
- k. Pocono Counties WIB Individual Training Account (ITA) Agreement effective July 1, 2014 – June 30, 2015. exhibit page 81 - 95
- l. Perkins Allocation of \$365,566.00 for the 2014-2015 school year exhibit page 96
- m. Chartwells School Dining Services contract renewal for the 2014-2015 school year exhibit pages 97 - 99
- n. Workers Compensation Carrier, PSBA in the amount of \$43,776.00 for the 2014-2015 school year exhibit page 100
- o. GED Training Addendum Extension with the Monroe County Correctional Facility (MCCF) exhibit pages 101 - 104

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the bid awards for instructional, office and custodial supplies totaling \$77,799.00, the annual MOU and appendices between MCTI & the PTPD, the WIB GED Grant application in the amount of \$19,597.47, the WIB ITA Agreement, the Perkins allocations totaling \$365,566.00, the Chartwells contract renewal as proposed, PSBA as the Workers Compensation Carrier in the amount of \$43,776.00 for the 2014-2015 school year, and the GED Training Addendum Extension with MCCF. Motion was seconded by Mr. Horton. Voting in favor: Mr. Pierce, Mr. Horton, Mr. Clarke, Mr. Davis, Mrs. Micklos, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

- p. Right-to-Know Compliance Services with Environmental Abatement Associates, Inc. (EAA) for the 2014, 2015 and 2016 for a total of \$7,500.00 exhibit pages 105
- q. Partner Agreement with Pocono Counties Workforce Investment Area (WIA) effective July 1, 2014 – June 30, 2016 and the Resource Sharing Agreement with Pocono Counties WIA for the 2014-2015 school year for a total of \$2,554.00 exhibit pages 106 - 154
- r. Department of Labor & Industry (L&I) Trade Adjustment Assistance Master Agreement effective July 1, 2014 – June 30, 2019 exhibit pages 155 – 196

ACTION BY THE BOARD

Motion was made by Mr. Pierce to accept the quote received from EAA for Right-to-Know Compliance Services for 2014 through 2016 totaling \$7,500.00; to approve the Partner Agreement with WIA and the Resource Sharing Agreement for the 2014-15 school year totaling \$2,554.00, and the Trade Adjustment Assistance Master Agreement effective July 1, 2014 – June 30, 2019. Motion was seconded by Mr. Horton. Voting in favor: Mr. Pierce, Mr. Horton, Mr. Clarke, Mr. Davis, Mrs. Micklos, 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 #803.1 – 2014-2015 School Calendar exhibit page 197
- b. Position Guide: Career and Transition Counselor/Recruiter exhibit pages 199 - 200

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve Board Policy #803.1 and the Career and Transition Counselor/Recruiter position guide. Motion was seconded by Mr. Davis. Voting in favor: Mr. Pierce, Mr. Davis, Mr. Clarke, Mrs. Micklos, Mr. Horton, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

- c. Board Policy #218 – Student Discipline exhibit pages 201 - 203
- d. Board Policy #222 – Tobacco Use exhibit pages 204

NO ACTION REQUIRED – The policies are being submitted for review at this time. Should no changes be requested, the policies will be submitted for approval at the August 2013 JOC Meeting.

3. Student Items

- a. Approximately 10 students and 1 chaperone to attend the DECA North Atlantic Regional Conference (NARCON) “Ultimate DECA Power Trip to Washington DC from Friday, November 21 to Sunday, November 23, 2014 at an approximate cost to student of \$400.00 exhibit page 205

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the attendance of the students and chaperone for the field trip listed. Motion was seconded by Mr. Horton. Voting in favor: Mr. Pierce, Mr. Horton, Mr. Clarke, Mr. Davis, Mrs. Micklos, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

4. Curriculum and Instruction

- a. Adult Education Nurse Aide Program #464 Statement of Findings and response exhibit pages 206 - 210
- b. Penn College NOW Concurrent Enrollment Partnership exhibit pages 211 - 214

ACTION BY THE BOARD

Motion was made by Mr. Horton to approve the ACE Nurse Aide Program #464 Statement of Findings and response and the participation in the Penn College NOW Partnership for a fee of \$1,000.00 for the 2014-15 school year. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Horton, Mr. Pierce, Mr. Clarke, Mr. Davis, Mrs. Micklos, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

5. Personnel Items

- a. Resignations exhibit pages 215 - 216

<u>Name</u>	<u>Position and Effective Date</u>
(1) White, Sheila	-- Business Manager Effective: on or about December 19, 2014 for the purpose of retirement
(2) Rosenblum, Jonathan	-- Career Facilitator/Recruiter/Counselor Effective: August 4, 2014

- b. Discontinuation of Position
 - (1) Career Facilitator/Recruiter/Counselor – Perkins funded

- c. Establishment of New Positions
 - (1) Career and Transition Counselor/Recruiter – Perkins funded
 - (2) Half-time Diversified Occupations Instructor

- d. Appointment

<u>Name</u>	<u>Position and Effective Date</u>
(1) Virga, Dennis	-- IT Summer Help Effective: June 24 – August 26, 2014 Hourly Rate: \$12.00 (no additional benefits)

- e. Appointments – Career & Technical Student Organization Advisors for the 2014-2015 school year per the MVEA contract

<u>AWS Advisor</u>	<u>FFA Advisor</u>
(1) Greg Smith	(2) Delores (Lori) Schutttert
<u>HOSA Advisors (2)</u>	<u>Lead Teacher</u>
(3) Monique Stivala	(5) Dennis Virga
(4) Olive Hackett	
<u>SkillsUSA Advisors (5)</u>	
(6) Gregg Angeli	(9) Julia Hanland
(7) Maria Hafler (Lead Advisor)	(10) Adam Zatek
(8) Patrick McHale	

DECA Advisor
(11) Patricia LeCompte

Cosmetology Supervisor
(12) Leatha Nonnemaker

Staff Development Coordinator
(13) Dennis Virga

National Technical Honor Society
(14) Abigail Tomsho

National Association of Home Builders
(15) Greg Martin

Student Government/Interact
(16) Robert Yarnall

- f. Appointments - Adult Continuing Education Schedule of **Summer 2014** classes, instructor list and hourly pay rates. exhibit page 217

ACTION BY THE BOARD

Motion was made by Mr. Davis to approve the resignations, the discontinuation of the Career Facilitator/Recruiter/Counselor, the establishment of a Career and Transition Counselor/Recruiter and half-time Diversified Occupations Instructor, the appointments as listed above in accordance with all policies and procedures; and the Adult Continuing Education classes, instructors and hourly rates. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Davis, Mr. Pierce, Mr. Clarke, Mrs. Micklos, Mr. Horton, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

- g. Leave for Professional Development exhibit pages 218 - 219
(1) Paid Leave for Tamara Stelmach from October 13, 2014 through October 24, 2014
(2) Financial assistance reimbursement for Tamara Stelmach's paid leave in the amount of \$3,600.00

ACTION BY THE BOARD

Motion was made by Mr. Horton to approve the requests by Tamara Stelmach for (1) paid leave from October 13, 2014 through October 24, 2014 contingent on using three (3) personal days toward this time; (2) special "tuition reimbursement" in the amount of \$3,600.00 contingent on signing an agreement that you will remain employed at MCTI for two (2) years after completion of this course; these being the 2015-2016 and 2016-2017 school years. Also, you must bring back and provide documentation of the hours of actual training. These hours will be reviewed and actual credits toward any column movement will be determined at that time. Motion was seconded by Mr. Clarke. Voting in favor: Mr. Horton, Mr. Clarke, Mr. Davis, Mrs. Micklos, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Pierce, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 11; No – 0; Absent – 1. Motion carried.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Davis made a motion to adjourn the meeting at 7:42 p.m. with all voting in favor.

Richard Pierce, JOC Secretary