

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
August 4, 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, August 4, 2014. The meeting was called to order at 7:45 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Ryan Stevens, Mr. Gary Summers

PLEASANT VALLEY

Mr. H. Charles Hoffman, Mrs. Susan Kresge, Mr. Dominick Sacci

POCONO MOUNTAIN

Mr. John Coyle, Mr. Rusty Johnson, Ms. Jacquelyn Leonard

STROUDSBURG

Mr. Merlyn Clarke

Members absent:

Mr. Roy Horton – East Stroudsburg (No Alternate)

Mr. Richard Pierce – Stroudsburg (No Alternate)

Mr. William Martin – Stroudsburg (No Alternate)

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, Director; Mrs. Tanya Carmella-Beers, Supervisor of Pupil Personnel Services; Mrs. Sheila White, Business Manager; Mr. Kris Dorshimer, Information Technology Coordinator; Mr. Frank Pecci, Supervisor of Building and Grounds; Mrs. Debra Schuler, Executive Secretary; Mr. Robert Kidwell, Solicitors; Ms. Carole Geary, Superintendent of Record

Guests attending:

MVEA Representatives: Mr. James Granahan, Mrs. Michele Ifkovitz, Mr. Thom Sarcinelli, Ms. Lori Schutter

MCTI ESPA Representatives: Mrs. Pat Sullivan

Other Guests: Mrs. Joy Silverstein

E. PUBLIC PARTICIPATION

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Mr. Sacci made a motion to accept the minutes of the June 2, 2014, Joint Operating Committee Meeting (exhibit pages i - viii), and this agenda for August 4, 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 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 6 – 27 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:00 to 7:40 p.m. to discuss personnel and negotiations.

I. SECRETARY'S REPORT

Mr. Pierce was absent this evening.

J. SOLICITOR'S REPORT

Attorney Kidwell at no report this evening.

K. SUPERINTENDENT'S REPORT

Ms. Geary had no report this evening.

L. OLD BUSINESS

Ms. Leonard asked Mr. Lazarchak to comment on the comprehensive program. Mr. Lazarchak indicated the Mr. Clark and Mr. Riker from Stroudsburg were working on the survey. Mr. Johnson is waiting to hear about the appraisal. Mr. Johnson indicated he will be speaking to the PMSD board and get back to Mr. Lazarchak before the next JOC meeting. Ms. Leonard asked that a timeline be set-up this evening. Mr. Clark indicated he needs to meet with Mr. Riker again and the survey is close to being done. Consensus of the group is to have the surveys, one to parents and one to students, go out after school starts. Mr. Coyle suggested this list of tasks: Surveys should go out; lease or purchase of the building should be determined; list of programs to move (identifying the program moves with dates); access the roof and any damages. Ms. Leonard suggested seeking financial support from the business community, ie, Weiler Corporation. She also suggested surveying the business community.

M. ADMINISTRATIVE REPORTS

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. I am creating an Annual Report that will provide the JOC and all of our stakeholders with a snapshot of where MCTI is compared to historical data and where we want to be in the future. I plan to share this report with all stakeholders no later than the October 6, 2014 meeting.
2. The Comprehensive Planning process is underway. We are still awaiting the completion of a parent/student survey but this doesn't mean we've lost sight of the project. We are also waiting the appraisal data on the PEC building so we can establish the costs of the facility to lease or own.
3. Members of the MCTI General Advisory Committee, along with myself, Abigail Tomsho and Sharon Glasco from ESU are developing an "Employability Skills Certification". We created and distributed a survey for employers and now ESU is putting together the results. When we have the findings we

will develop a curriculum and criteria to measure how a student successfully obtains the certification. The goal would be to have a program in place for 2015-2016.

4. I have established the student attendance goal of 93% for the 2014-2015 school year. MCTI met our school-wide goal of 92% in 2013-2014 with a 92.3% final average. You will receive monthly updates on our performance in this area.
5. In January, I established an enrollment goal for MCTI starting in the 2014-2015 school year. We will increase enrollment by 3% a year for the next three years. To meet this goal we would need to have an enrollment of 937 students or more enrolled by September. I am happy to announce that as of right now we anticipate an enrollment of 929 students in our CTE and Career Exploration programs with another 50-60 expected to enroll in Diversified Occupations. A more accurate number will be provided in September and October when we have the hard data to share. The overall goal is to approach the 1000 (*994 to meet the goal*) student mark by 2016-2017.
6. I am setting an over-arching goal at MCTI of becoming the best at customer service. Students and parents are our customers and when the students graduate they become the product we provide to strengthen the community. That community is made up of MCTI clients representing the workforce, post-secondary education, and the military. I'm currently in the process of identifying ways to track and measure our success in this area for the 2014-2015 school year.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. Michelle Bonser, Frank Zaso, James Granahan, Patrick McHale, Joann Gomez and I attended the 40th annual PACTEC Conference in Lancaster from June 18 - 20. Our Health Professions Program with Joann Gomez as the teacher, was awarded the "Pennsylvania Exemplary Teacher of the Year." Attached is the article and photo I sent to Pocono Record which has not been published as of this date. Also during the contest, we presented a session on "PA Core Standards and Academic Integration."
2. PA Family, Career & Community Leaders Assoc. Baking Competitions—MCTI will host the PA FCCLA's Baking Star Event on Thursday, March 19, 2015. There will be 18 to 20 PA FCCLA students competing. Arrangements are being made with Ms. Nadine Standley, PDE's FCCLA Advisor. Ms. Standley visited our Culinary Arts Program on July 16. She is excited about "having the opportunity to have their students experience our fabulous facility for the competition." Mrs. Stelmach and Dr. Hendry are assisting me with arranging this event.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. I attended the Basic Restorative Practices at the International Institute for Restorative Justice in Bethlehem, PA. The goal of attending this four day training was to learn more about restorative justice practices and how they can be implemented at MCTI. The bulk of the training centered on building communities and using circles to not only create the sense of community in the school, but in individual classrooms. It can be used by teachers in their classrooms and by staff to help build better communication and a stronger team within the school.
2. I have worked on incorporating restorative practices into our disciplinary system. The goal is to decrease disciplinary infractions and increase attendance by working in partnership with the students, instructors, parents/guardians, sending school partners to assist the students in achieving social and academic success. This required revamping the consequences for violating MCTI's Code of Conduct.

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

1. On July 17, 2014, Mr. Sarcinelli and I attended the First Annual Children's Roundtable Summit. This year's summit was 'How Grief and Loss Affect Children'. After the keynote address, the group of over 100 attendees broke into three groups, Human Services, Law Enforcement, and Education. The Education group focused on responding to our children's' needs to create safety and promote relationship building using The 7 Skills of the 3-5-7 Model©.
2. I will be attending the Summer Administrators' Workshop at Shawnee on July 31, 2014, with Mr. Brown.
3. With the resignation of Jon Rosenblum, Career Facilitator and the creation of the new position of Career and Transition Counselor/Recruiter, Mr. Lazarchak and I met with the Career Facilitators, Ms. Dalessio and Mrs. Homar-Gordon on July 15, 2014 to discuss responsibilities and initiatives for the 2014-2015 school year. After this meeting, I evaluated program enrollments and made assignments accordingly.
4. Student enrollment continues to be updated on a daily basis as I am contacted by the sending school counselors.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. All desktop computers purchased during the summer 2014 lease have been setup. We are currently in the process of imaging the computers to get them ready for teachers and students.
2. All 3 of our VMware hosts have been upgraded. We also took advantage of the time and upgraded our VMware VCenter appliance.
3. All network switches that were purchased with the capital reserve fund have been setup. We started the project the night of July 6th and finished the project the morning of July 8th.
4. We took the final box of student records from our records room to IU20 on July 10th.
5. July 14-16th I attended the Classmate Summer User Group meeting. The biggest topic was the introduction of their web interface. The biggest complaint we've heard from staff regarding Classmate has been the interface. We're excited to roll it out on day 1 of school and continue to receive enhancements throughout the year.
6. The door monitoring system/software installation was completed by CSI and paid for with Safe School funds. We now have the ability to track open doors throughout the building from a central location.
7. Three boxes of computers and other electronic equipment were picked up by EZPC Recycling.
8. All access points have been replaced with our new Cisco Meraki MR34 APs. We are now working on fine tuning wireless and clients.
9. All computers that were approved by the JOC for sale have been cleaned, imaged, and sold. I would like to thank Ron Cudworth and his students for their help with this project.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. Summer classes end August 27, 2014.
2. Fall class registration begins on August 6, 2014.
3. New classes for the fall are Woodcarving, Hospitality and Tourism – Travel Workshops, and a Wellness Program.
4. Fall Teacher Orientation is scheduled for August 27 at 6:00 pm.
5. Adult Culinary Information Night is scheduled for September 16 at 6:00 pm.
6. Due to CareerLink funding not being available until October 1, most of our programs will start after that date, making completion of these classes the middle of January.

7. I am meeting with HARSCO to discuss customized job training in welding, blueprint reading, computer skills (including Microsoft Office), plumbing and machine maintenance.
8. I'm looking forward to working with our day school program as they develop the Employability Skills Certification.
9. Our Nurse Assistant State Certification passing rate is 100%. The State average pass rate is 89%.
10. Included in the agenda for your approval is the MCTI ACE Photo Release. ACE will be developing a page on the MCTI Facebook page and we will be using photos of our students.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. Pocono Spray sealed and re-lined the bottom parking area.
2. All parking lot lighting is now LED and maintenance changed out the old Halogen lights in the cafeteria to LED lighting. This will help to lower electric costs. Additionally, we are waiting to receive two PP&L rebate checks for installing energy saving lighting.
3. Our PP&L bill for June was \$1048.66 less than last year due to the cooler weather and not needing to run the air conditioning as much.
4. We installed a downdraft grinding table in Welding.
5. The MCTI Administration along with Attorney Corveleyn met with Russell Scott from R.K.R. Hess and Michele Bisbing from the County Industrial Development Authority. The agreements for both the grant for the water project and consulting services are being presented for your approval. A meeting is scheduled next week with representatives of the Brodhead Creek Regional Authority to talk about dedicating the waterline to them after the water project is complete.

N. ITEMS FOR DISCUSSION

O. ITEMS REQUIRING JOC ACTION

1. Business and Financial Items

- | | |
|---------------------------|--|
| a. Payment of Invoices | exhibit pages 6 – 16 & <i>[handouts]</i> |
| b. Investment Information | exhibit page 17 |

No Action Required

- | | |
|--------------------------|-----------------------|
| c. Bank Account Balances | exhibit page 17 |
| d. Financial Reports | exhibit pages 18 - 27 |

ACTION BY THE BOARD

Motion was made by Ms. Leonard to approve the Payment of Invoices and Investment Information. Motion was seconded by Mr. Johnson. Voting in favor: Ms. Leonard, Mr. Johnson, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mrs. Kresge, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 9; No – 0; Absent – 3. Motion carried.

- e. Agreement with the Monroe County Industrial Development Authority for MCTI's water system improvements project dated July 23, 2014 for a grant of \$539,649.00 exhibit pages 28 - 89
- f. Agreement with R.K.R. Hess for consulting services related to the water system improvements project for the rates indicated in the agreement, dated July 28, 2014
exhibit pages 90 - 103
- g. Revised Trade Adjustment Assistance Master Agreement from the Department of Labor & Industry (L&I), effective July 1, 2014 – June 30, 2019 (Audit Clause added)
exhibit pages 104 - 150

- h. Agreement with Safety-Kleen Systems, Inc., effective September 1, 2014 to August 31, 2015 per the terms and prices of the agreement exhibit pages 151 - 152
- i. Resolution regarding PA Defense of Marriage Act (DOMA) and healthcare coverage, effective July 1, 2014 exhibit page 153
- j. Appointment of a Doctor of Record for the 2014-2015 school year at no charge exhibit pages 154 - 157
- k. Asbestos Hazard Emergency Response Act (AHERA) with Environmental Abatement Associates, Inc. (EAA) for \$5,160.00, effective October 2014 to May 2017 exhibit page 158 - 161

ACTION BY THE BOARD

Motion was made by Mr. Stevens to approve the agreements with the Monroe County Industrial Development Authority, R. K. R. Hess, Department of Labor & Industry and Safety Kleen Systems per the terms of the agreements, the resolution regarding PA DOMA – effective July 1, 2014, the appointment of Jean Paul Romes, MD as Doctor of Record for the 2014-15 school year, and the AHERA Agreement with EAA – effective October 2014 – May 2017. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Stevens, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Summers, Mr. Sacci Yes – 9; No – 0; Absent – 3. Motion carried.

2. Board Policies and Procedures

- a. Position Guide: Business Manager/Assistant Board Secretary exhibit pages 162 - 165
- b. MCTI Adult Continuing Education Photo Release exhibit page 166
- c. Board Policy #218 – Student Discipline exhibit pages 167 - 170
- d. Board Policy #222 – Tobacco Use exhibit page 171
- e. Board Policy #803.1 – 2014-2015 School Calendar exhibit page 172

ACTION BY THE BOARD

Motion was made by Mr. Coyle to approve the position guide, photo release and board policies listed. Motion was seconded by Mr. Stevens. Voting in favor: Mr. Coyle, Mr. Stevens, Mr. Clark, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Summers, Mr. Sacci Yes – 9; No – 0; Absent – 3. Motion carried.

- a. Board Policy #135 – Live Work exhibit pages 173 - 176
- b. Board Policy #136 – CHRIC for the Nurse Aide Training/Health Professions Programs exhibit pages 177 - 179

NO ACTION REQUIRED – These policies are being submitted for review at this time. Should no changes be requested, the policies will be submitted for approval at the September 2014 JOC Meeting.

3. Student Items

- a. Four (4) FFA students and one (1) advisor to attend “The Big E” Eastern States Competition in Springfield, Mass from September 12 – 14, 2014 at an approximate cost to student: \$112.50 exhibit page 180

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve the attendance of the students and advisor for the field trip listed. Motion was seconded by Mr. Hoffman. Voting in favor: Mr. Johnson, Mr. Hoffman, Mr. Clark, Mr. Coyle, Mrs. Kresge, Ms. Leonard, Mr. Stevens, Mr. Summers, Mr. Sacci Yes – 9; No – 0; Absent – 3. Motion carried.

4. Curriculum and Instruction

- a. Articulation Agreement with Northampton Community College (NCC) for Hospitality Management Programs CIP #52.1905 - Tourism & Travel Services Marketing Operations and CIP #12.0508 Institutional Food Workers exhibit pages 181 - 185

ACTION BY THE BOARD

Motion was made by Mr. Stevens to approve the Articulation Agreement with NCC. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Stevens, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Summers, Mr. Sacci Yes – 9; No – 0; Absent – 3. Motion carried.

5. Personnel Items

- a. Resignations exhibit pages 186 - 187

<u>Name</u>	--	<u>Position and Effective Date</u>
(i) Oslinker, Sabrina	--	Cafeteria Monitor Effective: June 18, 2014
(ii) Piccini, Leonard	--	Cosmetology Instructor Effective: July 18, 2014 for the purpose of retirement

- b. Appointment exhibit page 188

<u>Name</u>	--	<u>Position and Effective Date</u>
(i) Thom, Angela R.	--	Career & Transition Counselor / Recruiter (Perkins funded) Effective the start of the 2014-2015 school year; to include two new teacher orientation days; pending receipt of all pre-employment paperwork and positive reference checks Salary: \$57,058.00 (Step 8 Col. Masters of the academic salary schedule) Benefits in accordance with the current MVEA CBA.

- c. Appointment – Tenure

- (i) Witner, Michael – Electrical Technology

d. Retroactive Appointments

- (i) Half-time Diversified Occupations Instructor
- (ii) Cafeteria Monitor(s)
- (iii) Cosmetology Instructor

e. Appointments - Substitutes for the 2014 - 2015 school year at established rates w/ no benefits (contingent upon receipt of all pre-employment paperwork and positive clearances)

exhibit page 189

f. Appointments – Adult Continuing Education Schedule of **Fall 2014** classes, instructor list and hourly pay rates. exhibit page 190 - 191

ACTION BY THE BOARD

Motion was made by Mr. Coyle to approve the resignations, 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. Summers. Voting in favor: Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Leonard, Mr. Stevens, Mr. Sacci Yes – 9; No – 0; Absent – 3. Motion carried.

g. Act 93 and Select Support Staff Team (SSST) Salary Increases exhibit pages 192 – 193

ACTION BY THE BOARD

Motion was made by Mr. Summers to approve the salary increases for the Act 93 and the SSST groups. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Summers, Mrs. Kresge, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Ms. Leonard, Mr. Stevens, Mr. Sacci Yes – 9; No – 0; Absent – 3. Motion carried.

ACTION BY THE BOARD

There being no further business to come before the Board, Ms. Leonard made a motion to adjourn the meeting at 8:19 p.m.

Richard Pierce, JOC Secretary