

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
September 8, 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, September 8, 2014. The meeting was called to order at 7:10 p.m. by the Vice Chairperson, Mr. Rusty Johnson.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Gary Summers

PLEASANT VALLEY

Mr. H. Charles Hoffman, Mrs. Susan Kresge

POCONO MOUNTAIN

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

STROUDSBURG

Mr. Merlyn Clarke, Mr. Richard Pierce

Members absent:

- Mr. Roy Horton – East Stroudsburg (No Alternate)
- Mr. Ryan Stevens – East Stroudsburg (No Alternate)
- Mr. Dominick Sacci – Pleasant Valley (No Alternate)
- Mr. William Martin – Stroudsburg (Alternate - Cindy Blake)

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, 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. Ross Ruschman, Ms. Elizabeth Lombardino, Ms. Lori Schuttert
MCTI ESPA Representatives: None
Other Guests: Ms. Michelle Haydt – Families Helping Families, Diane Serfass

E. PUBLIC PARTICIPATION

Ms. Haydt asked for that the JOC approve Families Helping Families request to use MCTI as an alternative site for their monthly meeting.

F. APPROVAL OF MINUTES AND AGENDA

RECOMMENDATION: Motion to approve the minutes of the August 4, 2014, Joint Operating Committee Meeting (exhibit pages I – vii), and this agenda for September 8, 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.

G. TREASURER'S REPORT

(no action required at this time)

The Treasurer's Financial Report is listed on exhibit pages 6 – 34 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:00 – 7:10 pm. to discuss personnel and litigation.

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

Mrs. Kresge expressed her concern about surveying parents and students before the JOC has more facts in the event they hit a stumbling block with the plan to move toward a comprehensive school. Mr. Johnson indicated we need more budget information. Mr. Pierce would like the survey to still go out and then solicit support from our State Representatives. Ms. Leonard indicated that State Rep. Mario Scavello is in favor of MCTI becoming a comprehensive school.

G. ADMINISTRATIVE REPORTS

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. The MCTI Annual Report is almost complete and will be provided in an iBook format for iOS devices or in a PDF format for all other electronic viewing by the October JOC meeting. A PDF will also be available on our website.
2. The Comprehensive Planning process is underway. Stroudsburg School District has championed the effort of distributing the survey for parents and students. A copy of each survey has been provided to the JOC via email for review and approval. Additional staffing costs would increase the current operational budget by approximately 5 million dollars. We are in the process of identifying all other operational expenses as well as start-up costs in moving to a second facility. We are still awaiting quotes on the purchase or lease of the Pocono Education Center (PEC) and projected utility costs.
3. The committee developing the "Employability Skills Certification" has established a pyramid based on the findings from the business and industry survey that was conducted. The committee is now developing the curriculum and measurement devices to show how a student successfully earns the certificate. The goal is to have a program in place for 2015-2016.

4. The student attendance goal is 93% for the 2014-15 school year. MCTI met our school-wide goal of 92% in 2013-14 with a 92.3% final average. You will receive monthly updates on our performance in this area.
5. Our enrollment goal is a 3% increase 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 October 1st. As of September 2, we have 921 students in our CTE and Career Exploration programs. We are still awaiting our Diversified Occupations numbers. Official numbers will be provided at the October JOC meeting.
6. We have 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. The Fall 2014 Occupational Advisory Committee Meetings will be held on Thursday, October 9, 5:30 to 8:00 p.m. Invitations will be mailed this month.
2. We submitted a supplemental equipment grant for \$35,157.00. The Bureau of CTE had a \$3 million line item in the 2014-15 budget. The grants will be awarded by the middle of September. In the grant we requested a dishwasher and espresso machine for the Culinary Arts Program, an embroidery machine for our Graphic Arts Program, and a transformer training system for our Electrical Program.
3. The final report for the 2013/14 Perkins Grant was submitted by Mrs. White. We were successful in spending the full amount of \$376,716.00.
4. The New Teacher Induction was on August 18 and 19. In attendance were new teachers Olive Hackett and Angela Thom. Each administrator met with the new teachers and informed them of their job duties and responsibilities.
5. The staff in-service days were held on August 27 and 28. Topics included Classroom Management, Suicide Prevention, F.A.C.E. (9th Grade Program), Curriculum Updates, Technology, and eSchool Tools. Special thanks to the administrative team, Thom Sarcinelli, Michelle Bonser, and Dennis Virga for their participation and presentations. Dennis is the Professional Development Coordinator.
6. Penn College Now Program will be offered for the 2014/2015 school year to 225 students in our seven participating programs—Carpentry, Computer Networking and Security, Diesel, Drafting, Electronics, and Masonry. For easier access for our students and parents about the Program, Penn College added a link to our school page on our Penn College NOW website entitled “Apply for Penn College NOW.” To access this link, students can go to the Penn College NOW website – www.pct.edu/k12/pcnow - and simply click on our school link. The link to apply is located on the right side of the page above the Penn College NOW courses offered at our school. There are 47 total credits available. On September 8, Jeanette Carter, Penn College Now Director, is coming to MCTI to meet with students during the day and parents at night. During the week of September 8, interested students will register and be tested. Qualified students will be eligible for the classes.
7. PACTA Conference—Adam Lazarchak and Carolyn Shegelski attended the annual PACTA Meeting at Penn State on July 30 and 31 and August 1.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Established two primary goals for the 2014-2015 school year. The first is to decrease higher level disciplines. Second, to track students with unauthorized absences and work with them to decrease the overall rate of students with unauthorized absences.

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

1. Two make-up New Student Orientation meetings were held on Monday, August 4, 2014.
2. Mr. Sarcinelli and I trained staff in suicide prevention. Staff completed a survey, post-training, which indicated that they were interested in receiving additional training. I will create further professional development for staff in this area, to include issues related to the harsh socioeconomic situations some students are experiencing which often lead to severe depression and feelings of hopelessness.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. I attended the E-Rate reform webinar held by Julie Tritt-Schell. The biggest changes that will affect MCTI are the removal of phone services and web hosting as a reimbursable expense. There is also an expectation to increase Internet capacity to 1Gbps per 1000 students over the next few years.
2. During in-service, my department provided training on eSchoolTools for the new teacher evaluation system, iPads, and Classmate web interface.
3. Google Apps was presented to the 9th grade FACE students during the first week of school. Our goal is to begin the push early for Google Apps. Also as part of this initiative, we are no longer creating H: drives for the majority of our students.
4. I am working closely with teachers to work out any issues with their iPads. I have teachers that report back to me daily on any problems they experienced throughout the day. To date, we have made numerous changes to the web filter and tweaked setting in our mobile device management software.
5. All summer projects were completed successfully and on time. I would like to take a moment to thank Kyle Kubik and Dennis Virga for their hard work this summer.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. Fall registration began on August 6, 2014 and to date seventy-seven students have registered.
2. Most fall classes will be starting in October because Career Link funding will not be available until then.
3. Summer Nursing classes have concluded. We are planning to hold two classes in the fall.
4. The GED Prep Program is set for testing the first full week in September.
5. The Culinary Information Night is scheduled for September 16. The next class begins on November 5, 2014. To date, we have eight new people interested, and four people have signed up through Career Link.
6. I participated in NCC and Pocono Alliance's Community Resource Program on August 7, 2014.
7. ACE information is being listed on our MCTI Website. Our focus this year will be to highlight our various programs and partnerships.
8. We are evaluating a partnership with CDE (Career Development Education) this year on advancing each site's unique classes that will enhance the experience for our students.
9. I met with representatives from HARSCO in regards to offering customized job training. They are very interested and committed to our approach and development of the course. They are now working on obtaining the funds from WedNet.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. On August 21, Mr. Lazarchak, Dr. Shegelski, board member Mr. Clark, and I visited the Pocono Elementary School. I inspected the building for related damage from the roof leak and found no damage or mold. I spoke with PMSD Director of Grounds and he stated the roof leaks have been patched. I also met contractors on site to give me estimates on repairs and wall removal.

2. Scrap total \$659.25
3. Dr. Shegelski and I have been working on grants for possibly purchasing and installing a new commercial dishwasher for lunches and our culinary program. I have contacted and met with two Co-Star contractors regarding the purchase and installation of the dishwashers.
4. On August 5, I met with Mr. Lazarchak, Mrs. White, Mr. Scott from RKR Hess, Mr. Berger and Mr. Brown from Brodhead Creek Water Authority to discuss the water line. If we dedicate the water line to the Authority it will become their responsibility to maintain it. We must follow their specs in order for the Authority to accept the line. Mr. Brown is working with RKR Hess to accomplish this.
5. Our PP&L bill for last month was \$1,787.26 less than last year.

N. ITEMS FOR DISCUSSION

O. ITEMS REQUIRING JOC ACTION

1. Business and Financial Items

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|---------------------------|-----------------------------------|
| a. Payment of Invoices | exhibit pages 6 – 23 & [handouts] |
| b. Investment Information | exhibit page 24 |

No Action Required

- | | |
|--------------------------|-----------------------|
| c. Bank Account Balances | exhibit page 24 |
| d. Financial Reports | exhibit pages 25 - 34 |

e. Use of Facilities

- (i) PA Game Commission on September 16, 2014 from 6:00 – 8:00 p.m. to hold an annual training of officers in the school's lower parking lot at no charge exhibit page 35 – 36
- (ii) Families Helping Families using MCTI as an alternate meeting site on Tuesdays from 6 – 7:30 p.m. pending receipt of liability insurance and providing 15 days notice prior to use.

ACTION BY THE BOARD

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

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| f. Non-participating pupil tuition calculation for the 2014-2015 school year | exhibit page 37 |
| g. Adults in day school tuition calculation for the 2014-2015 school year | exhibit page 38 |
| h. Transportation Agreement with North Pocono Bus Company to provide transportation to Health Professions' clinical sites for the 2014-2015 school year for the costs indicated in the agreement | exhibit pages 39 - 41 |
| i. Technical Assistance Program (TAP) Commitment for the 2014- 2015 school year | exhibit pages 42 - 43 |
| j. Provider Agreement with the Department of Labor and Industry's (DL&I) Office of Vocational Rehabilitation per the terms of the agreement | exhibit pages 44 - 45 |
| k. PLGIT/I-Class Shares for our three PLGIT accounts. PLGIT/I-Class shares are invested and redeemed by the Investor through online access. This will allow easier transfers of funds into the Class account to cover checks as written | exhibit pages 46 - 48 |

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the non-participating pupil tuition and adults in day school tuition calculations, the transportation agreement with North Pocono Bus Company, and the TAP Commitment for the 2014-2015 school year; the provider agreement with the Office of Vocational Rehabilitation and approve PLGIT/I-Class Shares for our three PLGIT accounts. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Pierce, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mrs. Kresge, Ms. Leonard, Ms. Blake, Mr. Summers, Mr. Johnson Yes – 9; No – 0; Absent – 3. Motion carried.

2. Board Policies and Procedures

- a. Board Policy #135 – Live Work exhibit pages 49 - 52
- b. Board Policy #136 – CHRIC for the Nurse Aide Training/Health Professions Program exhibit pages 53 - 55

ACTION BY THE BOARD

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

3. Student Items

- a. Approve the Cosmetology Student Teacher Scholarship Award Recipient for the 2014-2015 school year: Acacia Decker – PVSD
- b. Ambassador Training for five (5) SkillsUSA District Ambassadors and advisor at Skytop Resort from October 29 – 31, 2014 at an approximate cost to student of \$140.00 exhibit page 56
- c. SkillsUSA Professional Development for approximately twenty-eight (28) students and advisors at Skytop Resort from October 30 – 31, 2014 at an approximate cost to student of \$155.00 exhibit page 57
- d. Trade Show Educational field trip for approximately seventy-five (75) Cosmetology students and chaperones to attend the International Beauty Show at the Jacob Javits Convention Center in NY City on March 10, 2015 at an approximate cost to student of \$60.00 exhibit page 58

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the Cosmetology Student Teacher Scholarship Award Recipient for the 2014-2015 school year, and the attendance of the students and advisors for the field trips listed. Motion was seconded by Ms. Blake. Voting in favor: Mr. Pierce, Ms. Blake, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mrs. Kresge, Ms. Leonard, Mr. Summers, Mr. Johnson Yes – 9; No – 0; Absent – 3. Motion carried.

4. Personnel Items

a. Appointments - Staff

exhibit pages 59 - 61

<u>Name</u>	<u>Position and Effective Date</u>
(i) Alcamo, Roseann	-- Cafeteria Monitor Effective: retroactive to September 2, 2014 Hourly Rate of Pay: \$9.25
(ii) Serfass, Diane	-- Business Manager Effective: on or about November 10, 2014 Prorated Salary: \$90,000 and will receive all provisions as stated in the Business Manager's Employment Agreement
(iii) Silverstein, Joy	-- Long-term Substitute Cosmetology Instructor Effective: retroactive to the start of the 2014-2015 school year Salary: \$43,526 Step 2 Column Intern of the 2013-14 vocational salary schedule (Benefits in accordance with the current MVEA CBA)

b. Appointments – Tenure

<u>Name</u>	<u>Program</u>
(i) Courtright, Richard	-- Criminal Justice
(ii) McHale, Patrick	-- Building Trades Maintenance
(III) Ruschman, Ross	-- Ninth Grade Science

c. Appointment – Principal Intern for the 2014-15 school year (no changes in salary or benefits)

<u>Name</u>	<u>Program</u>
(i) Virga, Dennis	-- Wilkes University

ACTION BY THE BOARD

Motion was made by Mr. Coyle to approve the appointments as listed above in accordance with all policies and procedures. Motion was seconded by Ms. Leonard. Voting in favor: Mr. Coyle, Ms. Leonard, Mr. Pierce, Mr. Clark, Mr. Hoffman, Mrs. Kresge, Ms. Blake, Mr. Summers, Mr. Johnson Yes – 9; No – 0; Absent – 3. 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 7:54 p.m., with Mrs. Kresge seconding the motion.

Richard Pierce, JOC Secretary