

MONROE CAREER & TECHNICAL INSTITUTE  
**JOINT OPERATING COMMITTEE MEETING**  
**MINUTES of MEETING**  
**October 6, 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, October 6, 2014. The meeting was called to order at 7:03 p.m. by the Chairperson, Mr. Dominick Sacci.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Gary Summers, Mr. Robert Gress

PLEASANT VALLEY

Mr. H. Charles Hoffman, Mr. Dominick Sacci, Mrs. Linda Micklos

POCONO MOUNTAIN

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

STROUDSBURG

Mr. Merlyn Clarke, Mr. William Martin

Members absent:

Mr. Ryan Stevens – East Stroudsburg (Alternate - R. Gress)

Mr. Richard Pierce – Stroudsburg (No Alternate)

Mrs. Susan Kresge – Pleasant Valley (Alternate – L. Micklos)

D. INTRODUCTION OF GUESTS

**Others attending:**

Mr. Adam Lazarchak, 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, Solicitors; Ms. Carole Geary, Superintendent of Record; Ms. Rhys Lombardino, Student Representative

**Guests attending:**

MVEA Representatives: Mr. James Granahan, Mrs. Maria Hafler, Mr. Greg Martin, Mr. Ross Ruschman, Mrs. Michele Bonser, Mr. Patrick McHale, Ms. Lombardino

MCTI ESPA Representatives: None

Other Guests: Mrs. Diane Serfass

- E. PUBLIC PARTICIPATION  
There was no public participation this evening.
- F. APPROVAL OF MINUTES AND AGENDA

**ACTION BY THE BOARD**

***Motion was made by Ms. Leonard to approve the minutes of the September 8, 2014, Joint Operating Committee Meeting (exhibit pages i - xii), and this agenda for October 6, 2014, (pages 1 - 4) 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. Hoffman 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 5 – 31 and in the handout(s).
- H. ANNOUNCEMENT OF EXECUTIVE SESSION  
An Executive Session was held this evening to discuss legal and personnel issues from 6:00 p.m. – 6: 57 p.m.
- I. SECRETARY'S REPORT  
Mr. Pierce was absent 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. Rhys Lombardino**

1. On Wednesday, October 8, SkillsUSA students, Mrs. Hafler, Mr. Lazarchak as well as industry leaders will be attending the Leadership by Example Breakfast in Allentown hosted by SkillsUSA District 11.
2. The Career and Technical Student Organizations are still conducting their membership drives, fundraisers and officer elections.
3. SkillsUSA delegates and ambassadors are excited about the upcoming professional development conference at Skytop Lodge and Conference Center from October 30 through the 31.

**DIRECTOR'S REPORT -- Mr. Adam Lazarchak**

1. The MCTI Annual Report is complete and can be provided in an iBook format for iOS devices or in a PDF format for all other electronic viewing. A PDF will also be available on our website.
2. The student attendance goal is 93% for the 2014-2015 School year. MCTI is currently at 94% as of October 2<sup>nd</sup>.
3. 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. Unfortunately, we

have not met our enrollment goal. Last year we had 910 students enrolled on October 1<sup>st</sup> and this year we only have 907 students. Marketing efforts are underway to increase this number for 2015-2016.

4. 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. We are still 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 p.m. If you would like to join us please let me know.
2. Penn College Now Program Update: The programs participating this year are Carpentry, Computer Networking and Security, Diesel, Drafting, Electronics, and Masonry. In August, Penn College added a link to our school page on our Penn College NOW website entitled "Apply for Penn College NOW." At the beginning of September a letter we sent home to students and parents about the Program. On September 8, Jeanette Carter, Penn College Now Director, met with students during the day and parents at night. Angela Thom, Dr. Carter and I met at 4 p.m. to discuss the Program and our role. During the week of September 8, interested students registered. During the next three weeks of September students were tested in reading and or math. Only students who are interested in EET145 took the math test. All students take the reading test. Qualified students will be eligible for the classes offered in their program area. We will receive the results next week.
3. Goal of increasing POS Completion: At the August In-service the teachers and I met to discuss the need for students to successfully complete their Program of Study (POS). Successful completion of the POS is based upon a 2.5 GPA, advanced or competent on NOCTI, and 100% successful completion of the POS task list.

To help students successfully met the GPA requirement, after discussion and review of our grading system and GPA conversion, we are proposing a change to our grading system and GPA conversion. The proposed grading system is the same as SASD and ESASD. PMSD is different but Dr. Sweeney approved our recommendation. PVSD is reviewing their grading system but Mr. Neumann would approve the recommended change.

I contacted PDE about our current GPA grading and conversion system on September 2. Del Hart, Acting Division Manager, told me that "PDE does not make any recommendations to convert number grade to GPA and that PDE prefers to permit the schools to make a local decision regarding such issues."

Therefore we are seeking your approval for the grading and GPA conversion. We believe that this system is similar to two of our districts and many schools in our IU and Pennsylvania. We believe that it will benefit our students and help them to achieve the grading goal for the POS. The proposed system increases the number of scores that receive an A and it will simplify the conversion system.

4. NOCTI is another component for meeting the POS. Last year we had 93.5% of the students meet the goal of advanced or competent. To help our students this year achieve a similar or better goal, we are preparing for the NOCTI pretest this fall. During the week of September 8 we sent a letter home to the students and parents announcing the NOCTI pretest for the coming school year. On October 22 and 23 Mrs. Bonser, Mrs. Hafler, Mrs. Mathious and Dr. Shegelski met with all

seniors who qualify to take the NOCTI to introduce and familiarize the students with the NOCTI system. We are currently developing a schedule to complete the pretest.

#### **SUPERVISOR OF CTE REPORT -- Mr. John Brown**

1. Efforts are being made to reduce unauthorized absences. Unauthorized absences are being scrutinized and instructors are encouraging their students to turn in absence notes. The goal is to stress the importance attending MCTI and thereby reducing absences while improving student performance.
2. We have incorporated some restorative practices into our disciplinary system. The goal is to create "community" within the programs. The instructors would be the facilitators that will help to assist in creating an environment that nurtures relationships. By building these relationships, the students and the instructors build a bond. The bonding creates an environment of mutual respect, which should decrease disciplines. Mr. Hart and Ms. Hanlund have agreed to attend Basic Restorative Practices training. The goal will be to incorporate the practices in the classroom using a collaborative approach.

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

1. In an effort to identify and assist students struggling in their academic and/or CTE programs a Child Study Team is being developed. The goal of this team is to evaluate student performance, create interventions as needed, and reassess performance post-intervention. Through a collaborative cross-systems approach, we hope to reduce the number of overall failures thereby increasing our retention rate as well as increasing the number of students with a solid foundation prepared to enter the workforce.
  - a) We plan to assist the students by holding parent/teacher conferences for the ninth grade students who are doing poorly, or making referrals back to the sending school regarding, have the SSFs meet with each identified student who is failing at progress report time, and reviewing and discussing the action needed for the unidentified students failing at progress report time (Some may be due to absences so each needs to be evaluated for the impact of that.)
  - b) During the month of September, Mr. Sarcinelli and I developed the appropriate forms for referral and data collection. Our next step is to train the Child Study Team, which is comprised of the SSFs, Thom, and me. As meetings are set to review individual students, the program teacher for each student will be asked to participate.
2. On Friday, September 5, the county Education Committee met. One of the issues discussed was a county-wide attendance policy and a new TIP referral process to address excessive absenteeism.
3. On Monday, September 8, I attended a presentation on Suicide Prevention by Mr. Halligan. This program was recommended by SASD district administration and school board members who had already seen the presentation. It was an excellent presentation and provided many tips that can be shared with the Child Study Team and used in future cross systems interventions.
4. On Thursday, September 11, the county Behavioral Health Committee met. One of the topics discussed was the Families Helping Families program which will be starting on October 7, 2014. This information will be helpful for the Child Study Team to reach out to parents who are struggling.

#### **INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer**

1. Seven new security cameras were installed over the summer. This month we built a new server and installed/configured the software to record the video for these new cameras. All 7 are now available for use throughout the building.

2. Professional development was provided to staff on the use of Google Classroom. This is a recent addition to Google Apps for Education and will provide a collaborative CMS-like (Course Management Software) application. To date, 52.63% actively using Google Apps for Education.
3. iPads are currently being used by staff for a multitude of reasons including daily attendance, work ethic grading, knowledge activity creation, projection on classroom LCD projectors, Interactive Board Ipad apps, and even program specific uses such as diagnosis of equipment. For tonight's meeting, we will be showing the use of AirServer to display Mr. Lazarchak's annual report from his iPad.

**ADULT EDUCATION REPORT -- Mrs. Carol Sitroon**

1. GOAL 1: Increase student placement by 5%

FY 2013-2014 placements were:	FY 2014-2015 (First Semester – Summer June-August)
Culinary - 5	Culinary – 3
Phlebotomy 4	Phlebotomy - 2
Nurse Assistant – 7	Patient Care Technician – 1
HVAC – 2	Nurse Assistant - 2
Auto Technician – 2	
Clinical Medical Assistant – 2	
Patient Care Technician – 2	
Total Placement: 24	Current Placement: 8
Total Enrollment: 477	Total Enrollment: 77

Keep in mind that it is not always equal and that not all students who are placed (may be placed in the next fiscal year but took classes in the past fiscal year).

2. GOAL 2 : Increase ACE enrollment by 10%
  - a. FY 2013-2014 as of 09/30/2013 enrollment: 187 (classes started in September)
  - b. FY 2014-2015 as of 09/30/2014 enrollment: 155 (October start to receive CareerLink Funding)
3. Our culinary program graduated 5 culinarians on October 2, 2014 with a fantastic dinner prepared and served by the students. All of these students plan to take the extended portion of the course (optional) starting in January. To date, we have a total of 10 students signed up and/or waiting for CareerLink review.
4. We have had an increase in businesses coming to us for on and off site training – they are: HARSCO Corporation, Weiler Corporation, Bio Spectra, Inc., and Skytop Lodge & Conference Center.

**BUILDING & GROUNDS REPORT -- Mr. Frank Pecci**

I met with Nick DeFrank from RKR Hess to walk the property. He discussed the options of where the water line would run. He also had a surveyor check for wet lands that may cross the path of the line.

*The email below was sent to us by Russ Scott of RKR Hess.*

After discussion with Ken Brown, BCRA Manager, and I expressed to him the concern that MCTI could not absorb the additional cost to pay for the cost of connection (and Tapping Fees), of all the individual residences along the proposed water line route to the school. Ken understands this

concern, and notes that this is not a Water Authority issue, but rather resulted from a request by Pocono Township to prevent having the homeowners bear the cost, if they are forced to connect.

As I see it, there are four (4) alternatives to consider:

1. The BCRA water service area expands to include all properties between Route 611 and MCTI – This is the initially considered alternative. The BCRA Board was receptive to this alternative and expressed an interest in accepting dedication of the waterline to be constructed by MCTI (after the initial maintenance period). BCRA would be obligated to enforce a mandatory connection ordinance on all the existing residences along the pipeline route. Pocono Township would need to approve and adopt this expansion of the BCRA service area within the Township. This may be a difficult decision for the Township, as some of the homeowners may be unwilling to give up their private wells, to pay for the cost of connection to the central water system, and to bear the expense of the quarterly water bill. In the long-term, MCTI would simply be a customer of BCRA, and would only be responsible for maintenance of their own water service lines within the MCTI property.
2. The BCRA water service area is amended to include the MCTI property only – Under this alternative the proposed water line from Route 611 to the MCTI property would strictly be a transmission main to convey water solely to MCTI. This transmission main would still be dedicated to BCRA, but the BCRA would be precluded from providing water service to any other properties along the way. While Pocono Township would still need to adopt the MCTI property as part of the BCRA water service area this may be more palatable to the Township Commissioners, as the homeowners could not be compelled to connect. The BCRA Board would still need to decide whether they would accept the MCTI property as a "satellite" service area. However, there is some precedent for this (albeit on a much larger scale) with regard to the Kalahari resort project in Tobyhanna Township. Given that BCRA would not bear any waterline construction costs, would pick up the school as a fairly sizable customer and would be providing an essential service to an institution that is a staple of the local community, the Board may be willing to consider it. In my opinion, this is where we should focus our efforts. The first step would be to present this service area amendment to the Pocono Township Commissioners for their consideration.
3. The BCRA water service area remains unchanged, but the transmission water main is still dedicated to BCRA – Under this alternative MCTI still constructs the water main, which would serve the MCTI property only, and dedicates it to BCRA. However, neither the MCTI property nor any other properties along the way are formally included as part of the water service area. This should not create a problem with BCRA's approvals under PA DEP or Delaware River Basin Commission regulations, as water service to MCTI was envisioned and Incorporated into prior approvals. While we would probably need to inform Pocono Township of our intentions, it is my understanding that the Township would not need to take any formal action under this scenario. BCRA would still retain rights to go back to the Township for a service area amendment in the future, if warranted by the advent of new development in the area or there is a pressing need in the community (for instance the discovery of contamination problems in the area). The drawback, from BCRA's standpoint, would be that BCRA would not have exclusive rights to serve the MCTI property. To alleviate this concern BCRA would most likely require a Developer's Agreement to be executed between BCRA and MCTI, in which MCTI would agree to not develop or utilize any on site water sources and to not purchase water from any other suppliers. This agreement would most likely need to be recorded, and need to run with the property, in the event that the property is ever sold.

4. The BCRA water service area remains unchanged, and the transmission water main is not dedicated to BCRA – For the most part, this is the same as alternative #3, except the proposed water line from Route 611 to MCTI remains the ownership and maintenance responsibility of MCTI. As discussed, this is not a preferred alternative, as the school has no real interest in maintaining off-site utilities. While BCRA may be willing to entertain this alternative, one of the disadvantages is that BCRA will not likely be in position to serve any future development or to meet the needs of the community in this area, without investing in a major undertaking.

We have not performed a survey of the current homeowners to see if there is any interest in their connecting to public water. It is not known if the Township has discussed this matter with any of the property owners. Under alternative #1 above, any existing, developed properties within 200 feet of the water main, and which are in the approved service area, would be required to connect.

In the initial years after construction, the cost of maintenance of the water line should be fairly low. Some maintenance costs would be exercising of valves, occasional flushing of lines, maintaining right of ways clear of trees and brush, and responding to PA One Call notices. These costs are likely to be less than the operation and maintenance costs of your current on site public water system. It should be noted, that as time goes on and the waterline ages, the maintenance costs will be expected to rise somewhat. There are also costs associated with the maintenance of the proposed pressure reducing valve on and MCTI property. However, these costs will be incurred no matter which alternative is selected.

#### **N. ITEMS FOR DISCUSSION**

1. Waterline Discussion

It was determined that we needed to check the grant submission to see if there is an obligation to the homeowners for connecting to the water line.

2. Pocono Elementary Center Appraisal

The school was appraised at \$4.6 million and nothing was indicated that the building needs a roof. It was suggested that a second appraisal be paid for by the JOC.

After further discussion Ms. Leonard indicated she would like to see a Task Force organized to help raise funds for purchasing PEC. Volunteers are: Ms. Leonard, Mr. Clarke, Mr. Summers, Mr. Johnson. A PV representative is needed and Mr. Sacci will report back after PV's board meeting on Thursday.

#### **O. ITEMS REQUIRING JOC ACTION**

1. **Business and Financial Items**

- a. Payment of Invoices
- b. Investment Information

exhibit pages 5 – 19 & *[handouts]*  
exhibit page 20

***No Action Required***

- c. Bank Account Balances
- d. Financial Reports
- e. Student Activity Report

exhibit page 20  
exhibit pages 21 - 30  
exhibit pages 31

**ACTION BY THE BOARD**

*Motion was made by Mr. Johnson to approve the Payment of Invoices and Investment Information. Motion was seconded by Ms. Leonard. Voting in favor: Mr. Johnson, Mr. Leonard, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Gress, Ms. Micklos, Mr. William, Mr. Summers, Mr. Sacci Yes –10; No – 0; Absent – 2. Motion carried.*

- f. Disposal of a Hewlett Packard EVA 4400 SAN. Value expected to exceed \$3000. Equipment has been replaced and is no longer useful to MCTI.

**ACTION BY THE BOARD**

*Motion was made by Mr. Johnson to approve the disposal of a Hewlett Packard EVA 4400 SAN through an ebay auction sale. Motion was seconded by Ms. Leonard. Voting in favor: Mr. Johnson, Mr. Leonard, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Gress, Ms. Micklos, Mr. Martin, Mr. Summers, Mr. Sacci Yes –10; No – 0; Absent – 2. Motion carried.*

**2. Board Policies and Procedures**

- a. Position Guide - Diversified Occupations Instructor exhibit pages 32 - 35

**ACTION BY THE BOARD**

*Motion was made by Mr. Coyle to approve position guide listed. Motion was seconded by Mr. Hoffman. Voting in favor: Mr. Coyle, Mr. Hoffman, Mr. Clark, Mr. Gress, Mr. Johnson, Ms. Micklos, Ms. Leonard, Mr. Martin, Mr. Summers, Mr. Sacci Yes –10; No – 0; Absent – 2. Motion carried.*

**3. Student Items**

- a. Approve the Cosmetology Student Teacher Scholarship Award Recipient for the 2014-2015 school year: Cortese, Vanessa – ESASD - North

**ACTION BY THE BOARD**

*Motion was made by Ms. Leonard to approve Cosmetology Student Teacher Scholarship Award Recipient for the 2014-2015 school year. Motion was seconded by Mr. Coyle with all voting in favor.*



4. Curriculum and Instruction

a. Grading and GPA Conversion

Current Grading and Conversion			Proposed Grading and Conversion		
92 - 100	A	4 to 3.2	90 – 100	A	4
83 – 91	B	3.1 to 2.3	80 – 89	B	3
76 – 82	C	2.2 to 1.6	70 – 79	C	2
70 – 75	D	1.5 to 1.0	65 – 69	D	1
69 and below	F	0	64 and below	F	0

**ACTION BY THE BOARD**

**Motion was made by Mr. Summers to approve the proposed grading system and GPA conversion. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Ms. Micklos, Mr. Summers, Mr. Sacci Yes –7; Voting against: Mr. Gress, Ms. Leonard, Mr. Martin No – 3; Absent – 2. Motion carried.**

5. Personnel Items

- a. Resignation for the purpose of Retirement exhibit page 36

<u>Name</u>	<u>Position and Effective Date</u>
(i) Sitroon, Carol	-- Adult Continuing Education Supervisor Effective: on or about March 11, 2015 for the purpose of retirement

- b. Change in Assignment

<u>Name</u>	<u>Position and Effective Date</u>
(i) Martin, Greg	-- From Carpentry Instructor to Diversified Occupations Instructor Effective Date: to be determined No change in salary or benefits

- c. Family & Medical Leave exhibit page 37

<u>Employee</u>	<u>Effective:</u>
(i) HA04663	-- October 17, 2014

- d. 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)

<u>Name</u>	<u>Program Area(s)</u>
(i) Bonser, Forrest	-- Security Monitor ( <i>additional area</i> )
(ii) Coxe, Rick	-- Culinary Arts
(iii) Evans, Rita	-- Cosmetology
(iv) Getz, Wayne	-- All classrooms and program areas
(v) Sitroon, Alan	-- Security Monitor ( <i>additional area</i> )
(vi) Suero-Scottborgh, Silvia	-- All classrooms and program areas
(vii) Wede, Carol	-- All classrooms and program areas

- e. Appointments – Occupational Advisory Committee Members for the 2014 – 2015 school year exhibit page 38 - 48
- f. Appointments - Additional Adult Continuing Education Schedule of Fall 2014 classes, instructor list and hourly pay rates. exhibit page 49

**ACTION BY THE BOARD**

***Motion was made by Ms. Leonard to approve the resignation for the purpose of retirement, the change in assignment and appointments as listed 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: Ms. Leonard, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Gress, Mr. Johnson, Ms. Micklos, Mr. Martin, 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. Hoffman made a motion to adjourn the meeting at 8:16 p.m.***

---

***Richard Pierce, JOC Secretary***