

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
November 3, 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, November 3, 2014. The meeting was called to order at 7:20 p.m. by the Vice Chairperson, Mr. Rusty Johnson.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

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, Mr. William Martin

Members absent:

Mr. Dominick Sacci – Pleasant Valley (No Alternate)
Mr. Ryan Stevens – East Stroudsburg (No Alternate)
Mr. Gary Summers – East Stroudsburg (No Alternate)

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, Director; Mr. John Brown, Supervisor of Career & Technical Education; Mrs. Tanya Carmella-Beers, Supervisor of Pupil Personnel Services; 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. Robert Kidwell, Solicitor; Ms. Carole Geary, Superintendent of Record

Guests attending:

MVEA Representatives: Mr. James Granahan, Mrs. Patricia LeCompte, Mrs. Tamara Stelmach, Mr. Patrick McHale, Ms. Tess Dalessio
MCTI ESPA Representatives: Mr. Dennis Dominguez
Other Guests: Mrs. Diane Serfass, Mr. Zane Beers, Mrs. Jackie Gomez-Meckler

E. PUBLIC PARTICIPATION

Tamara Stelmach, Culinary Arts Instructor, gave a brief presentation on her educational trip to Hautes Etudes due Gout and Paris, France.

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the minutes of the October 6, 2014, Joint Operating Committee Meeting (exhibit pages i - x), and this agenda for November 3, 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. Coyle 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 – 38 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:00 to 7:15 p.m. to discuss litigation and personnel.

I. SECRETARY'S REPORT

Mr. Pierce had nothing to report this evening.

J. SOLICITOR'S REPORT

Attorney Kidwell 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.

M. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Ms. Rhys Lombardino

1. Twenty-eight students had the privilege of attending the SkillsUSA Ambassador training and Professional Development Conference at Skytop Resort. During the conference students participated in team building activities including a marshmallow tower, scavenger hunt, and obstacle course. Some other sessions included interviewing skills, how to tie a tie, create an employment portfolio, networking, employability skills, dress for success and dining etiquette. The students met as a school and discussed the community service activities they wanted to do as giving back to the community.
2. HOSA is doing their in-house on line testing for their HOSA and SkillsUSA competitive events for the upcoming district and state competitions.
3. SkillsUSA will begin their annual food drive with all donations going to Pleasant Valley Ecumenical Network.
4. November 13 is National Technical Honor Society induction ceremony.

DIRECTOR’S REPORT -- Mr. Adam Lazarchak

1. Our student attendance goal is 93% for the 2014-2015 School year. MCTI is currently at 93.59% as of October 31st.
2. Our enrollment goal is a 3% increase a year for the next three years. Our October 1st enrollment number was 907 students – as of October 31st we are at 912 students. In order to meet our goal we need to meet or exceed 937 students.
3. We are currently in a program transition process that impacts multiple classes at MCTI: Carpentry, Building Trades, Power Equipment, Horticulture, and Culinary Arts. We are also in the developmental stages of creating two new course offerings for 2015-2016: Administrative Assistant and an Engineering Academy offered through Penn State University.
4. I have been working with my administrative team to explore the future of our Adult & Continuing Education Program. With Carol Sitroon’s retirement we are planning the transition process to a new supervisor and what ACE will look like in the Spring 2015 semester and beyond.
5. We were presented with concerns related to air quality in a few of our classrooms. Although we have yet to receive a written report the verbal feedback we have received from Environmental Abatement Associates (EAA) is that there are no significant concerns or toxic molds in the identified locations. We are moving on all recommendations made by EAA to improve air quality, moisture, and traces of mold found in our facility.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. National Technical Honor Society Installation/Banquet will be held on Thursday, November 13. There are 19 new members, 10 returning members and 2 honorary members that will be installed. Invitations have been sent out. Hope you can join us for this celebration of our students’ achievement.
2. Penn College Now Program update. The students are registered in six of the seven programs. Computer Networking and Security, Diesel, Drafting, Electronics, and Masonry.

Program	# of Students Registered	Class	Credit Hours	Total Credits
Drafting	13	CAD 120 AutoCAD	3	39
Drafting	10	CCD 103 Tech Draw I	4	40
Drafting	10	CCD 104 Detailing I	3	30
Computer Networking	7	CSC 124 Info, Tech & Society	3	21
Computer Networking	4	EET 145 Networking I	4	16
Diesel	7	DSM 119 Fuel Systems	2	14
Diesel	7	DSM 141 Heavy Duty Brakes	2	14
Electronics	21	EET 114 Intro to Digital Elect	3	63
Electronics	21	EET 115 Digital Circuits Apps	1	21
Electronics	8	EET 124 Eng, Tech, & Society	3	24
Comp Machine	4	MTT 118 Mill Applications	4	16
Comp Machine	4	MTT 119 Lathe Applications	4	16
Masonry	4	MCT 115 Concrete Block Const	5	20

There are 120 students registered for 334 credits. The cost per credit at Penn College is \$515.00. The total cost for the credits through Penn College would be \$172,010.00. However through our agreement, MCTI paid \$1,000.00 for our students to have this opportunity.

I am working on the approval for the Carpentry Program for the Spring Semester. I will keep you updated.

3. Goal of increasing POS Completion. At the October In-service the teachers and I met and we discussed the progress or training needed for the POS. We discussed the new grading and GPA conversion chart. Kris Dorshimer will change the GPA conversion chart in Classmate in the spring for the completion of the POS.
4. The NOCTI Pretests will be completed by October 31. The teachers, students and parents will receive the scores and a task link report. Individual meetings will be held in November for the CTE teachers with Michelle Bonser and Maria Hafler. At the meeting, they will review the results and develop a plan of improvement for the class and individual students.
5. Supplemental Equipment Grant—we received the supplemental equipment grant for \$35,926.00. The equipment in the grant includes the dishwasher and the espresso machine for the culinary arts department, the embroidery machine for graphic arts, and the transformer trainer for electrical.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Peter Soroka and John Brown attended the Safe School’s Conference in Grantville. Peter attended programs that stressed security techniques and improvements. John Brown attended programs that emphasized classroom management by building relationships.
2. We will be sending an instructor, Ken Hart and an SSF Julia Hanlund for restorative practices training. Since they work together it was thought they could collectively apply what they learned, with the goal of improving classroom management techniques through the use of restorative practices.
3. Comparative analysis of September 2013 to September 2014 (As of 9/30/14)

2013 Managed in the Classroom/Discussion	168	2014 Managed in the Classroom/Discussion	86
2013 Detention	23	2014 Detention	11
2013 ISS	9	2014 ISD	9
2013 OSS	5	2014 OSS	2
2013 OSS Pending District Review	3	2014 OSS Pending District Review	0
2013 September Discipline Totals	208	September Discipline Totals	108

4. Comparative analysis of October 2013 to October 2014 (As of 10/27/14)

2013 Managed in the Classroom/Discussion	122	2014 Managed in the Classroom/Discussion	58
2013 Detention	29	2014 Detention	13
2013 ISS	19	2014 ISD	4
2013 OSS	5	2014 OSS	11
2013 OSS Pending District Review	3	2014 OSS Pending District Review	0
2013 September Discipline Totals	178	September Discipline Totals	86

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

MCTI was honored to host author Anna Olswanger and director Tom Whitus on October 21, 2014, for a celebration of diversity and to mark the culmination of the ninth grade academic unit, Greenhorn. Greenhorn, based on a true story, is an award winning book written by Ms. Olswanger, which was developed into a short film directed by Mr. Whitus. "Greenhorn is a powerful story that gives human dimension to the Holocaust. It poignantly underscores our flawed humanity and speaks to the healing value of friendships". This instruction was based on School Code Section 1554, Holocaust, Genocide

and Human Rights Violations Instruction, and Section 1303.1-A, Bullying Prevention. After a screening of the film, our guests discussed the journey from penning the book to making the film. They also took a number of questions from the students.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. We replaced a bad battery backup in network closet IDF2. The network was taken down for a brief time the morning of the install. There were no issues with this replacement. We believe that all batteries throughout the school needing replacement have been updated.
2. Budget numbers were collected from our vendors to create our 15-16 budget. I expect to have this done within the first week of November. In addition, I worked with Dr. Shegelski to go over technology needs of our classes.
3. I've been meeting with copier/scanner/printer vendors to discuss our current needs and to collect quotes. Our goal is to save significant money over our current Xerox contract. I will share the results with the JOC when complete.
4. I spent time investigating document management and workflow solutions. We were able to select a vendor that fit our model, but pricing was too prohibitive. In addition, the price was amongst the lowest of all the vendors. At this time we are going to seek a less encompassing solution that can help resolve some of the paper forms and stay within our budget.
5. E-Rate BEAR forms were filed for Verizon Wireless and Metropolitan Communications. All forms were approved, and we expect to receive checks totaling approximately \$3200.
6. I volunteered to be a member of a regional group to help plan the next revision of our IU WAN. Meetings will start taking place in November. The overall goal is to reduce the price of commodity Internet to make more available for our schools.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. Two Nurse Assistant graduates have obtained employment.
2. We were able to place one culinary student (incoming) at Camelback (Food and Beverage).
3. Fall Semester is at the halfway mark. We will only have one class ending in January – so all are on track.
4. To date we have waiting lists for Welding, Auto Inspection, Nurse Assistant, and Medical Terminology
5. We are planning an additional class for our Nurse Assistant Program in December as well as an additional Medical Terminology class.
6. Worked on putting together information regarding an ACE Transition Plan with options for the MCTI Director.
7. Enclosed you will find a Training Agreement and a Non-Disclosure Agreement from HARSCO-Patterson Kelly for Customized Job Training starting on November 10th.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. On October 15, we had our second Building & Grounds Committee meeting. We discussed the possible purchase of the home on Bartonville Ave. Pat McHale and I inspected the home. I emailed all the information to Mr. Sacci. I also met with the township zoning officer to discuss the home. The zoning officer said the home is structurally sound and it did have a well and septic.

2. Mr. Smith and I also found a student from Welding class that will design and build a metal sculpture for the front grounds. This will also be Ryan Ruck's senior project back at his home school, Pleasant Valley. This is a chance for our students to display their work. All visitors will see what the students are capable of at MCTI.
3. Scrap total \$ 516.75
4. I spoke with Russ Scott and Nick DeFrank from RKR Hess about the waterline route and whether we had core samples or information on the terrain. The surveyors found a rock ledge and may look at an alternate route. Mr. DeFrank and I walked the grounds and went over the route of the water line. RKR Hess will submit a map of the route required by the township.
5. Our PP&L bill for last month was \$1251.24 less than last year.
6. I would like to thank Tyler Resetar for donating a cement pump truck for our school Gazebo project. Tyler also would be willing to hire students to work for Brundage-Bone & Blanchet as drivers as long as they have their CDL.

N. ITEMS FOR DISCUSSION

Mr. Johnson asked for a motion to add Patricia LeCompte's written request be added to the agenda. Ms. Leonard made a motion to add the Patricia LeCompte's written request to the agenda. Mr. Pierce seconded the motion with all voting in favor.

Equipment Repair/Replacement: Dishwasher

Mr. Lazarchak explained to the board that the both dishwashers in the building were in need of repair/replacement. The dishwasher in the culinary kitchen will be paid for by a State awarded grant that we will receive, but we were denied the grant for a dishwasher in the cafeteria kitchen. Mr. Pecci reported that the CoStar bid quote received from Singer Equipment Company to remove, replace and connect for a new dishwasher and dryer was \$45,075.00.

Mr. Pierce made a motion to authorize the administration to spend \$46,000.00 of the Special Reserve Fund to replace the dishwasher in the cafeteria per the quote from Singer Equipment Company a vendor on the CoStar bid list. The motion was seconded by Mr. Hoffman. Voting in favor: Mr. Pierce, Mr. Hoffman, Mr. Clark, Mr. Coyle, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Johnson Yes – 8; No – 0; Absent – 4.

O. ITEMS REQUIRING JOC ACTION

1. Business and Financial Items *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

- | | |
|---------------------------|-----------------------------------|
| a. Payment of Invoices | exhibit pages 5 – 25 & [handouts] |
| b. Investment Information | exhibit page 26 |

No Action Required *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

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|----------------------------|-----------------------|
| c. Bank Account Balances | exhibit page 26 |
| d. Financial Reports | exhibit pages 27 - 36 |
| e. Student Activity Report | exhibit pages 37 |
| f. Cafeteria Report | exhibit page 38 |

ACTION BY THE BOARD

Motion was made by Mrs. Kresge to approve the Payment of Invoices and the Investment Information. Motion was seconded by Mr. Hoffman. Motion carried. Voting in favor: Mrs. Kresge, Mr. Hoffman, Mr. Clark, Mr. Coyle, Ms. Leonard, Mr. Martin, Mr. Pierce, Mr. Johnson Yes – 8; No – 0; Absent – 4.

- g. Renew Liability, General and Fire Insurance coverage at the rates quoted by Engle-Hambright & Davis, Inc. (EHD) effective 12/1/2014 – 12/1/2015 exhibit page 39
- h. Vendors for Fuel Oil for the 2015-16 School Year
- i. Electricity Procurement Resolution with Provident Energy – effective November 3, 2014 exhibit page 40 - 42

Roll Call

ACTION BY THE BOARD

Motion was made by Mr. Pierce to renew the insurance coverage with EHD, to accept and approve the vendor(s) for fuel oil for the 2015-16 school year as to be recommended by the Northampton/Monroe/Pike County Joint Purchasing Board and to be approved by the Colonial Intermediate Unit 20 Board of Directors at the December 2014 regularly scheduled meeting, and to approve the electricity procurement resolution with Provident Energy. Motion was seconded by Mr. Coyle. Motion carried. Voting in favor: Mr. Pierce, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Johnson Yes – 8; No – 0; Absent – 4.

- j. Training Agreement with Harsco Industrial Patterson Kelley including the Vendor Confidentiality and Nondisclosure Agreement with Harsco Corporation – effective November 3, 2014 – June 15, 2015 exhibit page 43 - 50

Roll Call

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the training agreement between MCTI and Harsco Industrial Patterson Kelly including the Vendor Confidentiality and Nondisclosure Agreement. Motion was seconded by Mr. Coyle. Motion carried. Voting in favor: Mr. Pierce, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Johnson Yes – 8; No – 0; Absent – 4.

2. **Board Policies and Procedures**

a. 2015 Schedule of JOC Meeting Dates

exhibit page 51

NO ACTION REQUIRED – The JOC Meeting Dates are being submitted for review at this time. Should no changes be requested, the meeting dates will be submit for approval at the December 8, 2014 JOC Meeting.

3. **Personnel Items** (Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)

a. Change in Appointment Title

<u>Name</u>		<u>Appointment Title</u>
(i) Serfass, Diane	--	Business Manager to Business Manager/Assistant JOC Secretary

b. Change in Assignment

<u>Name</u>		<u>Change in Assignment and Effective Date</u>
(i) McHale, Patrick	--	From Building Trades Maintenance Instructor to Carpentry Instructor Effective Date: to be determined No change in salary or benefits

c. Resignation for the Purpose of Retirement

exhibit page 52

<u>Name</u>		<u>Position and Effective Date</u>
(i) Delp, Judith	--	Secretary to the Supervisor of Career & Technical Education Effective: January 2, 2015 for the purpose of retirement

d. Resignation – CTSO Advisor

exhibit page 53

<u>Name</u>		<u>Position and Effective Date</u>
(i) Martin, Greg	--	National Association of Home Builders Effective: October 30, 2014

e. Family & Medical Leave

exhibit pages 54 - 55

<u>Employee</u>		<u>Effective Date</u>
(i) SC44271	--	October 23, 2014
(ii) SE64959	--	October 30, 2014

- f. Appointment – Career & Technical Student Organization Advisors for the 2014-2015 school year per the MVEA contract exhibit page 56

National Association of Home Builders

- (i) Daukshus, Michael
Effective: November 3, 2014

- g. Appointment - Substitute 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) Hauner-Morris, Phyllis | | All classrooms and program areas |

Roll Call

ACTION BY THE BOARD

Motion was made by Ms. Leonard to approve the change in appointment title, the change in assignment, the resignations, the family & medical leaves, and the appointments as listed in accordance with all policies and procedures. Motion was seconded by Mr. Martin. Motion carried. Voting in favor: Ms. Leonard, Mr. Martin, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mrs. Kresge, Mr. Pierce, Mr. Johnson Yes – 8; No – 0; Absent – 4.

- h. Patricia LeCompte's Request

Mr. Johnson asked for a motion to grant days off per the request in Patricia LeCompte's letter dated November 2, 2014. No motion was made. Therefore the request was denied.

- i. Merit Pay Consideration

ACTION BY THE BOARD

Motion was made by Mr. Coyle to award merit pay consideration of 1% to the Select Support Staff Team (SSST) members per the terms of the contract. Motion was seconded by Mr. Pierce. Motion carried. Voting in favor: Mr. Coyle, Mr. Pierce, Mr. Clark, Mr. Hoffman, Mrs. Kresge, Ms. Leonard, Mr. Martin, Mr. Johnson Yes – 8; No – 0; Absent – 4.

ACTION BY THE BOARD

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

Richard Pierce, JOC Secretary