

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
December 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, December 8, 2014. The meeting was called to order at 7:00 p.m. by the Vice Chairperson, Mr. Rusty Johnson.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Robert Gress

PLEASANT VALLEY

Mr. H. Charles Hoffman, Mrs. Susan Kresge, Ms. Linda Micklos

POCONO MOUNTAIN

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

STROUDSBURG

Mr. Merlyn Clarke, Mr. William Martin

Members absent:

Mr. Gary Summers – East Stroudsburg (R. Gress – Alternate)

Vacancy – East Stroudsburg

Vacancy – East Stroudsburg

Vacancy - Stroudsburg

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, Director; Dr. Carolyn Shegelski, Assistant Director; Mrs. Tanya Carmella-Beers, Supervisor of Pupil Personnel Services; Mrs. Sheila White, Business Manager; Mrs. Diane Serfass, Business Manager, Mr. Kris Dorshimer, Information Technology Coordinator; 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, Ms. Delores Schuttert, Mr. Adam Zatek, Mrs. Patricia LeCompte

MCTI ESPA Representatives: Mr. Dennis Dominguez, Mrs. Tracy Serfass

Other Guests: Ms. Cindy Blake, Mr. Zane Beers, Mr. Robert Serfass, DECA students: Tracy Trotman, Rebecca Cruz, Marialena Wieber, Ayanna Mitchell

E. PUBLIC PARTICIPATION

F. APPROVAL OF MINUTES AND AGENDA

REORGANIZATION of the JOINT OPERATING COMMITTEE for 2015 *Attorney Corveleyn*

➤ ***Election of Chairperson***

Nominations will be accepted for the position of Chairperson (This is a one year position.)

➤ ***Election of Vice Chairperson***

Nominations will be accepted for the position of Vice Chairperson (This is a one year position.)

Attorney Corveleyn opened the nominations and referred to Mr. Johnson the Chair of the Nominations Committee. The committee recommended Ms. Leonard for Chairperson and Mr. Summers as Vice Chairperson. Mr. Johnson made a motion to accept the nominations with Mr. Martin seconding the motion. Mr. Hoffman made a motion to close the nominations with all voting in favor. A voice vote was taken for the nominations with all voting in favor.

G. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve the minutes of the November 3, 2014, Joint Operating Committee Meeting (exhibit pages i - ix), and this agenda for December 8, 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. Mr. Coyle seconded the motion with all voting in favor.

H. TREASURER'S REPORT

The Treasurer's Financial Report is listed on exhibit pages 5 – 46 and in the handout(s).

I. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:00 – 6:50 p.m. to discuss negotiations and litigation.

J. SECRETARY'S REPORT

No Report

K. SOLICITOR'S REPORT

Attorney Corveleyn had nothing to report this evening.

L. SUPERINTENDENT'S REPORT

Ms. Geary had no report, but wished everyone a Happy Holiday.

M. OLD BUSINESS

There was no old business to discuss.

N. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Mr. Terique Stinnie

1. Good evening Joint Operating Committee members, administration, faculty and staff. My name is Terique Stinnie, I am a senior from Pocono Mountain West, a third year student enrolled in electronics and a SkillsUSA District 11 Ambassador.
2. MCTI students collected 786 cans for the canned food drive. All the canned goods were donated to the Pleasant Valley Ecumenical Network. Cosmetology and Auto Technology students donated the most cans
3. MCTI students are working on two community service projects. The first is ThinkBig which is an Organization that provides children who have pediatric cancer with a last wish. SkillsUSA students are selling gold socks and shirts to be worn on Monday, December 22. All proceeds from the sales will go to the ThinkBIG Organization. We are also in the process of collecting items for Toys for Tots.
4. SkillsUSA is gearing up for district competitions. In house competitions are taking place now and all first place winners will be going on to compete at Districts on Wednesday, February 4, 2014.

DIRECTOR’S REPORT -- Mr. Adam Lazarchak

1. Our student attendance goal is 93% for the 2014-2015 School year. MCTI is currently at 93.11% as of December 4th. I attended a Truancy Summit on November 25th and I brought back a strategy to assist us with improving unlawful absenteeism.
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 December 4th we are at 905. In order to meet our goal we would need to reach or exceed 937 students.
3. We continue to evaluate the feasibility of moving to a Comprehensive CTC model. I met with Mr. Clarke and Ms. Leonard on December 2nd to discuss some of the challenges in making this change as well as possibilities for MCTI should we remain a shared-time facility.
4. In an attempt to increase parental involvement at MCTI, I hope to have a “Parent Appreciation Night” during the middle of January. This meeting is designed to thank our parents for supporting their son or daughter’s decision to attend our school and to provide them with an opportunity to hear what’s happening at MCTI as well as provide them a venue to ask administration questions. I am currently working through the logistics for this event.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. Penn College Now Program update. Angela Thom and I attended the required Advisors’ Meeting at Penn College on November 18 in Williamsport. We will be sending required documentation for adding four CTE programs for the 2015/2016 school year—Culinary, HVAC/Plumbing, Horticulture and Health Professions.
2. The NOCTI Pretests were completed by October 31. The teachers, students and parents received the scores and a task link report. Individual meetings were held in November for the CTE teachers with Michelle Bonser and Maria Hafler. At the meeting, they reviewed the NOCTI results and are developing a plan of improvement for the class and individual students.

A copy of the results is attached. Overall the results are:

	<u>Students</u>	<u>Percent</u>
Advanced	186	81%
Competent	31	13%
Basic	14	6%

3. Sue Mathious and I attended the required annual NOCTI training in State College on November 25. We have asked NOCTI to review the procedures for the Performance Test for the Health Professions Program. The procedures are different in NOCTI from the procedures for the Nurse Assistant in Pennsylvania. The NOCTI procedures are confusing to the students and evaluators.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

Comparative analysis of November 2013 to November 2014 (As of 1/26/14)

2013 Managed in the Classroom/Discussion	68	2014 Managed in the Classroom/Discussion	47
2013 Detention	25	2014 Detention	20
2013 ISS	11	2014 ISD	10
2013 OSS	14	2014 OSS	19
2013 OSS Pending District Review	3	2014 OSS Pending District Review	1
2013 September Discipline Totals	121	September Discipline Totals	97

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

1. In alignment with the K-12 Guidance Plan developed under 339, 5th grade students from ESASD toured MCTI to learn more about the career training we have available. They were impressed with our school and enjoyed their visit. To show their appreciation, the group wrote letters to us talking about what stood out to them most.

INFORMATION TECHNOLOGY REPORT -- Mr. Kris Dorshimer

1. I've been working closely with the Adult Ed staff this past month to get a feel for the operation. Below are a few things I've done to date:
 - a. Collected all intent to teach forms from ACE instructors.
 - b. Worked with Adam Lazarchak to design the spring mailer.
 - i. Checked on prices for a few different print shops. Based on the numbers I received back, I believe we will be moving forward with Press Enterprises from Bloomsburg, Pa.
 - c. Contacted Stericycle and created a spreadsheet with all options.
 - i. By buying out the Stericycle contract and moving to Bio-Haz, MCTI will save approximately \$2000 over the next 3 years.
 - d. Stayed the night of November 18th to cover ACE.
 - e. Worked with Carol Sitroon to create the 15/16 ACE budget.
2. I've attended 3 meetings with CIU20 and technology directors from the surrounding districts to discuss the creation of a regional WAN project. In theory, the regional WAN would create a private network between CIU20 and member districts of the project.
 - a. Our goal is to pool resources to either save money or keep costs flat and receive substantially more resources.
 - b. Our next step is to send out an RFP.

3. I began the process of investigating copier vendors. We are currently paying \$2300/month for our Xerox contract. My goal in researching vendors was to reduce the cost of the copier contract and decentralize the machines. In addition, the large copy machine has been out of service quite a bit for repairs as of late.
 - a. I am bringing a contract from Topp Business Solutions for your approval.
 - b. This contract will provide us with all of the services our previous contract offered plus some new technologies like a proximity card reader, 3 machines as compared to 2, and a savings of approximately \$620/month. This will equate to approximately \$37,000 worth of savings over five years.
 - c. I traveled to Reeders, Pa and Scranton, Pa to observe the machines in action.
4. All computers and other computer/network devices were removed for a few days while the carpet was removed from Marketing/Hotel and Culinary classrooms. Everything has since been reinstalled.

ADULT EDUCATION REPORT -- Mrs. Carol Sitroon

1. Meeting with PLIGIT and contractor regarding ACH and credit card payments on-line:
 - a. Plan to start January 2015
 - b. Will report on streamlined processes, time and cost savings
2. Spring list of classes has been "slimmed down" to our top 12 programs/classes.
3. National Healthcare testing for Allied Healthcare student certification is scheduled for December 18, 2014 6:00 pm.
4. Plan to request additional tests from Pearson Vue Home Center.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. The cafeteria and culinary dishwashers should be installed over the Winter Break.
2. Ryan Ruck's senior sculpture project is coming along. He has made a small demo of the sculpture which has been approved by the administration.
3. Scrap total \$ 270.04
4. RKR Hess submitted a map of the water route required by the township. We are waiting to hear back. We will also be required to survey the area for bog turtles. Hess is confident it will not be a problem, but it is being required by the US Fish & Wildlife Service.
5. Our PP&L bill for last month was \$2,133.44 less than last year.
6. Air quality testing was performed on the Cosmetology lab, and the Culinary and Hotel/Marketing classrooms. We followed EAA's recommendation and new wire shelving was installed in the Cosmetology storage closet, and door vents have been order and will be installed when they arrive. New tile floors were installed in Hotel/Marketing and Culinary classrooms. The outside walls were coated with Blue Max Paint which prevents moisture from entering.

N. ITEMS FOR DISCUSSION

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. Transfers exhibit page 5
- b. Payment of Invoices exhibit pages 6 – 30 & *[handouts]*
- c. Investment Information exhibit page 31

No Action Required

- d. Bank Account Balances exhibit page 31
- e. Financial Reports exhibit pages 32 - 44
- f. Student Activity Report exhibit pages 45
- g. Cafeteria Report exhibit page 46

ACTION BY THE BOARD

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

- h. Merchant Service Program with Elavon, Inc. exhibit pages 47 - 48
- i. Annual Software as a Service Agreement with TimeTrak Systems, Inc. exhibit pages 49
- j. Change of Scope for Waterline Extension Project exhibit pages 50 - 51
- k. Topp Business Solutions Agreements and Lease *(63 months incl. \$75 one time filing fee)* exhibit pages 52 - 57
- l. Stericycle Contract Buy Out *(half of the remaining balance for a total of \$3,552.96)*
- m. Bio-Haz Solutions, Inc. Service Agreement *(1 year compliance fee \$30. and per container removal \$89. w/ automatic renewal of 1 yr)* exhibit pages 58 – 62
- n. Safe Schools Grant to implement a restorative practice program

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve the Merchants Service Program Resolution with Elavon, Inc. for credit card processing through PLGIT, the Annual Agreement with TimeTrak Systems, Inc. for a cost of \$4,771.00, the change of scope for the waterline extension project at a cost of \$3,000.00, the agreement and lease dated December 8, 2014 with Topp Business Solutions Contract for a cost of \$1,675.83 a month, buy out the remaining 2 years of the Stericycle contract for a balance of \$3,552.96 effective December 9, 2014; the service agreement with Bio-Haz Solutions, Inc. per the costs and terms of the agreement, and accept the Safe School Grant award of \$23,840.00. Motion was seconded by Mr. Clarke. Motion carried. Voting in favor: Mr. Johnson, Mr. Clarke, Mr. Coyle, Mr. Gress, Mr. Hoffman, Mrs. Kresge, Mr. Martin, Ms. Micklos, Ms. Leonard Yes – 9; No – 0; Absent – 3.

2. **Board Policies and Procedures** *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

- a. 2015 Schedule of Joint Operating Committee (JOC) Meeting Dates exhibit page 63

ACTION BY THE BOARD

Motion was made by Mr. Coyle to approve the 2015 Schedule of JOC Meeting Dates. Motion was seconded by Mr. Hoffman. Motion carried. Voting in favor: Mr. Coyle, Mr. Hoffman, Mr. Clarke, Mr. Gress, Mr. Johnson, Mrs. Kresge, Mr. Martin, Ms. Micklos, Ms. Leonard Yes – 9; No – 0; Absent – 3.

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

- a. Approximately twenty-five (25) students and two (2) advisors to attend the DECA State Career Conference at the Hershey PA Convention Center from February 24 – 26, 2015 at an approximate cost to student of \$320.00. exhibit page 64
- b. Approximately ten (10) students and one (1) advisor to attend the DECA International Career Development Conference in Orlando, Fl. from April 24 – 29, 2015 at an approximate cost to student of \$1300.00. exhibit page 65

ACTION BY THE BOARD

Motion was made by Mrs. Kresge to approve the attendance of the students and chaperones at the conferences listed. Motion was seconded by Mr. Coyle. Motion carried. Voting in favor: Mrs. Kresge, Mr. Coyle, Mr. Clarke, Mr. Gress, Mr. Hoffman, Mr. Johnson, Mr. Martin, Ms. Micklos, Ms. Leonard Yes – 9; No – 0; Absent – 3.

4. **Curriculum and Instruction** *(Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)*

- a. Discontinuation of the Building Trades Maintenance program at the end of the 2014-2015 school year
- b. Start an Administrative Assistant/Office Management program for the 2015-2016 school year exhibit page 66

ACTION BY THE BOARD

Motion was made by Mr. Coyle to approve the discontinuation of the Building Trades Maintenance program at the end of the 2014-2015 school year and approve the start of an Administrative Assistant/Office Management program for the 2015-2016 school year. Motion was seconded by Mr. Martin. Motion carried. Voting in favor: Mr. Coyle, Mr. Martin, Mr. Clarke, Mr. Gress, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Micklos, Ms. Leonard Yes – 9; No – 0; Absent – 3.

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

a. Family & Medical Leave exhibit page 67

<u>Employee Number</u>		<u>Effective Date</u>
(1) SI07329	--	December 3, 2014

b. Appointment - Staff exhibit page 68

<u>Name</u>		<u>Position and Effective Date</u>
(1) Dorshimer, Kristopher	--	Supervisor of Adult Continuing Education Effective: December 9, 2014 Prorated Salary to June 30, 2015: \$15,000.00 (No additional benefits)
(2) Pandolfo, Joseph	--	Long-Term Substitute Building Trades Maintenance Instructor Effective: December 9, 2014 for the 2014-15 school year Prorated Salary: \$43,117.00 (Step 1 Col. Intern of the vocational salary schedule) Benefits in accordance with the current MVEA CBA.

ACTION BY THE BOARD

Motion was made by Mr. Hoffman to approve the FMLA and appointments as listed in accordance with all policies and procedures. Motion was seconded by Mr. Johnson. Motion carried. Voting in favor: Mr. Hoffman, Mr. Johnson, Mr. Clarke, Mr. Coyle, Mr. Gress, Mrs. Kresge, Mr. Martin, Ms. Micklos, Ms. Leonard Yes – 9; No – 0; Absent – 3.

ACTION BY THE BOARD

There being no further business to come before the Board, Mr. Hoffman made a motion to adjourn the meeting at 7:44 p.m., with Mr. Johnson seconding the motion.

Sheila S. White, Assistant JOC Secretary