

MONROE CAREER & TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES of MEETING
February 17, 2015

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 Tuesday, February 17, 2015. The meeting was called to order at 7:26 p.m. by the Chairperson, Ms. Jacquelyn Leonard.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. Robert Huffman, Mr. William Searfass

PLEASANT VALLEY

Mr. H. Charles Hoffman, Mr. Robert Serfass, Mrs. Linda Micklos

POCONO MOUNTAIN

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

STROUDSBURG

Mr. Merlyn Clarke, Mr. Richard Pierce, Mr. William Martin

Members absent:

Mr. Gary Summers – East Stroudsburg (*No Alternate*)

Mrs. Susan Kresge – Pleasant Valley (*R. Serfass – Alternate*)

D. INTRODUCTION OF GUESTS

Others attending:

Mr. Adam Lazarchak, Director; Dr. Carolyn Shegelski, Assistant Director; Mr. John Brown, Supervisor of Career & Technical Education; Mrs. Tanya Carmella-Beers, Supervisor of Pupil Personnel Services; Mrs. Diane Serfass, Business Manager; Mr. Kris Dorshimer, Technology & Adult Education Coordinator; Mr. Frank Pecci, Supervisor of Building and Grounds; Mrs. Debra Schuler, Executive Secretary; Mr. Daniel Corveleyn, Solicitor; Mr. Terique Stinnie, Student Representative

Guests attending:

MVEA Representatives: Mr. James Granahan, Mrs. Maria Hafler, Ms. Betsy Lombardino, Mrs. Tammy Stelmach, Mrs. Patty LeCompte, Mr. Ed Chipalowsky, Ms. Lori Schutttert

MCTI ESPA Representatives: None

Other Guests: Ms. Cindy Blake, Mr. Ed Cardillo

E. PUBLIC PARTICIPATION

F. APPROVAL OF MINUTES AND AGENDA

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve the minutes of the December 8, 2014 Joint Operating Committee Meeting (exhibit pages i - viii), and this agenda for February 17, 2015, (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 Mr. Pierce, 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 – 81 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:00 to 7:25 p.m. to discuss personnel and negotiations.

I. SECRETARY'S REPORT

Mr. Pierce had nothing to report.

J. SOLICITOR'S REPORT

Attorney Corveleyn had nothing to report.

K. SUPERINTENDENT'S REPORT

Ms. Geary was absent this evening.

L. OLD BUSINESS – Informational Only (these items were voted on previously)

1. Locked in Fuel Prices for 2015-2016:

- a. #2 Fuel Oil Tank Wagon \$2.4957 per gallon - firm
- b. Unleaded 87 Octane Tank Wagon \$2.3620 per gallon - firm

Prices in 2014-2015 were:

- a) #2 Fuel Oil Tank Wagon \$3.0841 per gallon - fluctuating*
- b) Unleaded 87 Octane Tank Wagon \$3.2056 per gallon - firm*

2. Locked in Retail Electricity Purchasing from July 2015-June 2017 with Constellation at \$0.05186 PKWH verses July 2013-June 2015 of \$0.0457

M. ADMINISTRATIVE REPORTS

STUDENT REPRESENTATIVE REPORT -- Mr. Terique Stinnie

1. On December 12, 2014 - 27 local students competed against high-school students representing 11 other DECA chapters in northeastern Pennsylvania for recognition in individual events related to their desired occupational fields.

- a. First-place winners were: Alyssa DuBose, Pocono Mountain East HS, Principles of Marketing Competitive Event; Kristina Pomichowski, Stroudsburg HS, Marketing Communications Team Decision Making; Nicole Hartman, Pocono Mountain East HS, Marketing Communications Team Decision Making; Abigail Ross, Pleasant Valley HS, Human Resource Management.
- b. Second-place winners were: Marialena Wieber, Pocono Mountain West HS, Accounting Applications; Tracy Trotman, Pocono Mountain West HS, Human Resource Management; Paul Radenhausen, Pocono Mountain West HS, Marketing Management; Edilia Matias,

Pocono Mountain East HS, Restaurant & Food Service Management; Thomas Kelly, Pleasant Valley HS, Business Finance.

- c. Third-place winners were: Alycia Gatling, Pleasant Valley HS, Business Services Marketing; Brandy Smale, Pleasant Valley HS, Quick Serve Restaurant Management.
2. On Wednesday, February 4, 2015 - 85 MCTI students will be participating in the SkillsUSA District Competitions in Allentown. I would like to personally invite each of you to attend this wonderful event. Information about the day's events will be distributed to you.

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. Our student attendance goal is 93% for the 2014-2015 School year. MCTI is currently at 92.64% as of January 5th and at 92.45% as of January 29th.
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 January 5th we are at 899. In order to meet our goal we would need to reach or exceed 937 students.
3. In an attempt to increase parental involvement at MCTI we have planned a “Parent Appreciation Night” for February 11, with a snow date of February 18. This meeting is designed to thank our parents for supporting their son's 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 of this event.
4. On February 2, I am planning to take a team of students to IU20 for the Jobs 1st STEM Competition. This is the first time they are having this competition and I am very proud of the work this team has done. The team is comprised of four students from Mr. Roberto's Electronics program, Daniel Diehl, Andrew Mospak, Terique Stinnie, and Anthony Henry and one student from Mr. Zaso's HVAC program, Anthony Ciabaton.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. On December 3, Allison J. Loosli, Sales Consultant for Cengage Learning, met with interested teachers from 10:30 to 11:30 in the Laurel Lake Cafe to review current books/technology that her company has available. Lunch and refreshments were provided by Cengage. The teachers received desk copies of related books and technology. Teachers who attended included Martin Wilson, Michelle Bonser, Ed Chipalowsky, Mike Daukshus, Pat McHale, Monique Stivala, Olive Hackett, Lori Schutttert, and Brian Gebhardt.
2. On December 12, we held our monthly Assistant Superintendents' meeting. Topics included MCTI updates, dual enrollment with Penn College and Penn State, curriculum and plans for our new business program and diversified occupations, 9th grade program and curriculum, keystone exams, and enrollment. In attendance were Assistant Superintendents Dr. Cathy Sweeney, Mrs. Wanda Lesoine, Mr. Ken Newmann; MCTI Administration Mrs. Tanya Carmella Beers, Mr. Adam Lazarchak, and myself.
3. Angela Thom, Thom Sarcinelli, and I met with Debra Conway from Penn State University, Hazleton Campus, to discuss the proposed dual enrollment Pre-engineering Program at MCTI. The cost for the 3 credit course is \$600.00. We are discussing the interest and approval for the program with our districts.
4. Dual Enrollment with Penn State— this month we have for your approval the agreement for Penn State Dual Enrollment Pre-engineering Program offered at MCTI. The cost for the 3- credit course is \$600.00. The course would be offered in the fall 2015 in the afternoon for qualified 11th and 12th grade students. The districts are reviewing the agreement also.
5. Equipment Grant—We have received notice for the approval of our Equipment Grant (122). The purpose of the grant is to purchase two pieces of equipment for our construction programs. With

the funds we will purchase a Shaper for carpentry and a heat water pump trainer for the HVAC/Plumbing Program.

6. NOCTI Performance Tests—We are attaching a copy of our NOCTI Performance Test Schedule for March and April. We are sending instruction packets to the proctors, letters to the parents and students, and notification to the schools including the superintendents, assistant superintendents, principals, guidance, attendance and transportation.
7. January 19 In-service—At the January In-service the career and technical education teachers (CTE) met to discuss the developments of the syllabus for the Student/Parent Orientation in June. There are 15 Programs that have revised task lists—Horticulture, Carpentry, Welding, Auto Tech, Computer Networking, Drafting, Electrical, Electronics, Graphics, Health Professions, HVAC, Machine Tool, Marketing, Criminal Justice, and Administrative Office Management. All Programs' tasks will be arranged by level and quarter. We are changing the levels from four to three because of the restructured 9th grade Program. Each level must contain at least 360 hours of instruction. The assignment is due February 13. Dennis Virga, our Professional Development Coordinator, coordinated the various activities with our administrative team.
8. The Administrative Office Management Occupational Advisory Committee (OAC)—As part of the requirements for the Administrative Office Management Program development, the Pennsylvania Department of Education, Bureau of Career and Technical Education (BCTE), requires MCTI to form an Occupational Advisory Committee (OAC). According to the BCTE, the purpose of the OAC is “to strengthen the career and technical education program by making recommendations for program improvement and providing technical assistance to assure the most up-to-date curriculum content and appropriate applications of technology. Advisory committees are a vital link between the career and technical education program and business and industry. Most occupational advisory committees have 10 to 20 members. Those who should be considered for membership on an occupational advisory committee are: employees and employers in the occupation for which training is provided; skilled employees, including those who are self-employed; and staff members of other education agencies and institutions.” The OAC meets twice a year, in the fall and spring, for approximately two hours. If you know of someone in the administrative office management field to serve on our committee this spring, please provide us with the information below. I will be accepting recommendations until Friday, February 13, 2015.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. Comparative analysis of December 2013 to December 2014 (As of 12/31/14)

2013 Managed in the Classroom/Discussion	23	2014 Managed in the Classroom/Discussion	50
2013 Detention	15	2014 Detention	21
2013 ISS	1	2014 ISD	3
2013 OSS	2	2014 OSS	5
2013 OSS Pending District Review	1	2014 OSS Pending District Review	1
2013 December Discipline Totals	42	December Discipline Totals	80

2. Comparative analysis of January 2014 to January 2015 (As of 01/27/15)

2014 Managed in the Classroom/Discussion	12	2015 Managed in the Classroom/Discussion	42
2014 Detention	15	2015 Detention	16
2014 ISS	1	2015 ISD	9
2014 OSS	3	2015 OSS	0
2014 OSS Pending District Review	1	2015 OSS Pending District Review	2
2014 January Discipline Totals	32	January Discipline Totals	69

3. Julia Hanlund and Ken Hart attended restorative practices training. The goal is to provide opportunities for additional training through grants and other funding. According to Wikipedia, *Restorative practices* is a social science that integrates developments from a variety of disciplines and fields — including education, psychology, social work, criminology, sociology, organizational development and leadership — in order to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships.

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

1. The Child Study Team met to review first quarter referral students' progress after the interventions were implemented. Most students showed improvement. Students still exhibiting difficulty will receive additional interventions. Based on comprehensive case review by the CST and continued difficulties shown by the students, a few students were referred to the sending districts for further evaluation. At the end of the second quarter a formal evaluation of progress will be done.

INFORMATION TECHNOLOGY & ADULT EDUCATION REPORTS -- Mr. Kris Dorshimer

1. I'm working closely with our SIS vendor as they company-wide model is moving to a hosted solution. Currently, we are one of two schools in Pennsylvania, New York, Ohio, and Georgia that are hosting the software in-house. I plan on speaking with their CEO as a next step.
2. I've had numerous phone calls and emails with Interware to design and configure the online payment system for Adult Education. The online payments portal has been setup with Interware per our specifications. We have the ability to change the content such as add classes, change prices and material fees, and any other needs at our will. In addition to the payment portal, changes were made to the MCTI website to link with the payment portal.
3. Placement of the new copy machines was decided and power requirements were received. They were passed on to Buildings and Grounds to get power setup for the new copy machines. All of the new Canon copy machines have been installed, staff have been trained, and the old Xerox machines have been taken away for temporary storage. We are expecting the payoff check within the next couple weeks to payoff the Xerox lease.
4. We are in the process of investigating the process to migrate MCTI e-mail to Gmail. If we find this to be a viable option, migration will occur over the summer of 2015. Changes were made to our mail server to increase performance and extend its life. While we would still like to continue our

plans to either upgrade the server or migrate to Gmail over the summer, we now have extra time to do so.

5. I believe that a career and tech school should properly advertise job opportunities that are available. All that MCTI had previously were two billboards that had outdated job postings on them. We were able to re appropriate a display from the main lobby and create a presentation of jobs available within Monroe County. We are currently in the process of posting those jobs. Our goal is to update this presentation weekly/bi-weekly. Our jobs display is completely up and running. We are on our second revision of the display as the content was updated and changed to a format that makes it easier to read/better able to be updated. Mr. Angeli and I will work on this display every other week to update content.
6. We started piecing together our requirements for new equipment as part of the summer 2015 technology lease. I have conference calls scheduled with vendors to spec out equipment and work on pricing.

ACE

1. I worked through my first brochure mailing. We chose Press Enterprise for the printing and mailing of the postcard. I would like to thank Adam Lazarchak for his help in creating the design. 70,000 postcards were mailed out. This mailing was sent to every resident of Monroe County.
2. I took time to redesign the MCTI ACE web pages. The new URL to access everything ACE related is www.monroecti.org/ace
3. The hours of the ACE program have been changed. We are now open to the public M-Th 1pm-8pm and Friday Noon-4pm.
4. I met with John Casella and Dona Sokolowski from Careerlink to discuss our relationship, needs, the Careerlink structure, and a meet and greet with the staff. During our meeting, we also discussed the upcoming RFP for the GED program.
5. We are still working on issues related to closing out our Stericycle contract.
6. Diane Serfass and I are working on becoming PCI compliant for our online payment portal/over the counter credit card application. This is a data storage/credit card security requirement.
7. We completed a comprehensive State inspection report that was required by the State to continue our state inspection certification.
8. I attended a two day seminar in Harrisburg named the TTE workshop to become the new Nurse Assistant Administrator/Coordinator. I came back with a laundry list of questions that I will be reviewing to ensure compliance and update policy.
9. A steady flow of online payments have been coming through as a result of the online payment portal through Interware.
10. I am investigating new vending machines to better serve our staff and night school students.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. Maintenance cut vents in the Cosmetology doors per EAA's recommendation. All recommendations are now complete.
2. Fire Extinguisher inspections were conducted by Kistler/O'Brien.
3. Scrap total for December \$217.00; Scrap total for January \$423.58
4. The two new dishwashers were installed during Winter Recess break. The two new dishwashers are now working well. Hobart came back and after a few adjustments the dishwashers are working fine. The charge for coming back out was waived after I spoke with their representative. We are removing motors from the old dishwashers to try and sell.

5. Our PP&L bill for last month was \$1141.36 less than last year. Our PP&L bill for January was \$320.00 less than last year.
6. I spoke with Senator Scavello regarding the \$1000.00 PP&L charge for the waterline application. Mario stated he spoke with PP&L Representative Paul Canavarie and said PP&L would waive the charge. UPDATE: PP&L waive their \$1000.00 fee for the paperwork on the waterline right of way. I would liked to thank Senator Scavello for his help.
7. All air filters were changed out this quarter. Carbon filters were replaced in Welding as well as holes patched in the welding booths.
8. I was notified by RKR Hess that we need to negotiate with a land owner to cross his property to install the water line. I forwarded the information to our solicitor.
9. We had our Building & Grounds meeting. We discussed the purchase of the home on Bartonsville Avenue. The realtor believes we can purchase the house for a price between \$90,000.00 - \$100,000.00. The repairs would be in the area of \$45,000.00. The total would be near \$145,000.00 which is the appraisal we received form Mr. Sacci. One option discussed was selling it as an office space since the property is zoned commercial. The Building & Grounds Committee recommends purchasing the home for a remodeling project for the students. Also, discussed by the Building and Grounds Committee were projects for the students to do this spring. The gazebo was started last fall. Hopefully it will be completed this school year.
10. One of the grinder pumps in the treatment plant is being repaired. The cost of repair and labor will be near \$3,000.00.
11. Clapper Plumbing had to replace the hot water heater in Diesel after it began leaking.

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. Payment of Invoices (January & February) exhibit pages 6 - 48 & *[handouts]*
 - b. Investment Information (January & February) exhibit page 49 - 50

No Action Required

 - c. Bank Account Balances (January & February) exhibit page 49 - 50
 - d. Financial Reports (January & February) exhibit pages 51 - 77
 - e. Student Activity Report (December & January) exhibit pages 78 - 79
 - f. Cafeteria Report (November & December) exhibit page 80 - 81

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve the Payment of Invoices and Investment Information. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Johnson, Mr. Coyle, Mr. Clarke, Mr. Hoffman, Mr. Huffman, Mr. Serfass, Mr. Martin, Mrs. Micklos, Mr. Pierce, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.

- g. Giant Floor & Wall Covering Co. Contract exhibit page 82
- h. EBTEP Trust Security Official Appointment exhibit page 83

- i. PDE Equipment Grant, project #FA-122-15-0000 in the amount of \$8,554.00. This 50/50 matching grant will be used to purchase a TS29 Shaper (\$10,698) for Carpentry and a Multi Zone Heat Pump Trainer for HVAC (\$6,410). Total cost to the General Fund is \$8,554.00 which will be charged to Carpentry and HVAC budgets. exhibit page 87

ACTION BY THE BOARD

Motion was made by Mr. Coyle to approve the contract with Giant Floor & Wall Covering Co, Inc. to remove carpet and install vinyl flooring per the quote in the amount of \$9,012.00, to appoint Diane M. Serfass as EBTEP Trust Security Official for MCTI, and accept the PDE Equipment grant for a total cost to the General Fund of \$8,554.00. Motion was seconded by Mr. Martin. Voting in favor: Mr. Coyle, Mr. Martin, Mr. Clarke, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Mr. Serfass, Mrs. Micklos, Mr. Pierce, Mr. Searfass, Ms. Leonard. Yes – 11; No – 0; Absent – 1. Motion carried.

- j. Dual Temp Company, Inc. (one year or three year contract with cost selected)
\$15,995.00 first year with 2.5% increase per years 2 & 3

exhibit pages 84 – 86

Motion was made by Mr. Pierce to approve the 3 year contract with Dual Temp Company, Inc. for the cost of the selected program. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Pierce, Mr. Johnson, Mr. Clarke, Mr. Coyle, Mr. Hoffman, Mr. Huffman, Mr. Serfass, Mr. Martin, Mrs. Micklos, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.

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

- a. Students from Auto Collision and Repair and Power Equipment Technology with instructors and chaperones to attend the New York Auto Show on April 7, 2015 at an approximate cost to student of \$10.00. exhibit pages 88 - 89
- b. Students from Auto Technology with instructor and chaperones to attend the New York Auto Show on April 7, 2015 at an approximate cost to student of \$34.00. exhibit page 90
- c. Fifteen (15) Culinary students, instructors and chaperones to attend the Prostart State Competition at PSU from February 24 – 25, 2015 at an approximate cost to student of \$70.00. exhibit page 91

ACTION BY THE BOARD

Motion was made by Mr. Coyle to approve the attendance of the students, instructors and chaperones for the field trips listed. Motion was seconded by Mr. Hoffman. Voting in favor: Mr. Coyle, Mr. Hoffman, Mr. Clarke, Mr. Huffman, Mr. Johnson, Mr. Serfass, Mr. Martin, Mrs. Micklos, Mr. Pierce, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.

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

- a. Memorandum of Agreement between Penn State University Hazleton Campus and Monroe Career and Technical Institute for the purpose of conducting an Introduction to Engineering Design (EDSGN 100) course three (3) credits – Fall 2015, 12:15 p.m. to 1:45 p.m. Monday and Wednesday at MCTI to qualified 11th and 12th grade students Exhibit pages 92 - 93

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the Memorandum of Agreement with Penn State University Hazleton Campus per the terms and fees of the agreement. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Pierce, Mr. Coyle, Mr. Clarke, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Mr. Serfass, Mr. Martin, Mrs. Micklos, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.

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

- a. Change in Assignment

<u>Name</u>	--	<u>Position and Effective Date</u>
(1) Carmella-Beers, Fiorela	--	Receptionist/Secretary 10 month to Secretary 12 month retroactive to December 22, 2014 for the remainder of the 2014-15 school year in accordance with the MCTI ESPA contract with no change in hourly rate of pay

- b. Appointment - Staff exhibit pages 94 - 96

<u>Name</u>	--	<u>Position and Effective Date</u>
(1) Scotto, Maria	--	Long-term Substitute Receptionist/Secretary Hourly rate: \$13.02 benefits in accordance with the MCTI ESPA CBA Effective: Retroactive to January 13, 2015 for the remainder of the 2014-15 school year
(2) DelGuidice, Mary Ellen	--	Long-term Substitute Cafeteria Monitor Hourly rate: \$9.25 (no benefits) Effective: February 3, 2015 for the remainder of the 2014-2015 school year and pending receipt of positive clearances
(3) Hanzimanolis, Laurie	--	Long-term Substitute Cafeteria Monitor Hourly rate: \$9.25 (no benefits) Effective: February 3, 2015 for the remainder of the 2014-2015 school year and pending receipt of positive clearances

- c. Internship exhibit page 97
 (1) Nickischer, Adam for the Spring 2015 under Gregg Angeli, School-to-Work Coordinator
 (This internship does not include wages or benefits.)

- d. Family & Medical Leave – Applications exhibit page 98 - 100

<u>Name</u>	<u>Effective Date</u>
(1) OL65463	December 18, 2014
(2) DE67532	December 29, 2014
(3) SH84172	May 7, 2015

- e. Family & Medical Leave – Revocation

<u>Name</u>	<u>Dates</u>
(1) SI07329	-- Approved: December 8, 2014 Revoked: retroactive to January 12, 2015

- f. 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>
(1) Gonsky, Jolene	-- Health Officer, Health Professions Instructor & Science

- g. Appointments - Additional Adult Continuing Education Schedule of Spring 2015 class, instructor and hourly pay rate. exhibit page 101

ACTION BY THE BOARD

Motion was made by Mr. Johnson to approve the change in assignment, appointments, internship and FMLA as listed in accordance with all policies and procedures; and to revoke the FMLA approved December 8, 2014 for lack of paperwork filed per the established timeline stated in policy and the additional ACE spring class, instructor and hourly pay rate. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Johnson, Mr. Pierce, Mr. Clarke, Mr. Coyle, Mr. Hoffman, Mr. Huffman, Mr. Serfass, Mr. Martin, Mrs. Micklos, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.

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

[The following item(s) is/are to be deleted from the consensus motion at Board Member(s) request.]

- _____
- _____
- _____
- _____
- _____
- k. Change of Scope for Waterline Extension Project at a cost of \$1,900 exhibit pages 2A
- l. Letter of Commitment with the Colonial Intermediate Unit 20 (CIU20) at a cost of \$2,147.35 exhibit page 3A
- m. Cambro \$1,000 Equipment Donation

ACTION BY THE BOARD

Motion was made by Mr. Pierce to approve the change of scope for the waterline project extension project at a cost of \$1,900.00, the letter of commitment to participate in the CIU20 R-WAN Project for the cost of \$2,147.35 for the length and terms of the letter, and to accept \$1,000 in product donations ranging from utensils to shelving from Cambro equipment for the Culinary Arts ProStart program. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Pierce, Mr. Coyle, Mr. Clarke, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Mr. Serfass, Mr. Martin, Mrs. Micklos, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.

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

[The following item(s) is/are to be deleted from the consensus motion at Board Member(s) request.]

- b. Approximately eleven (11) SkillsUSA competitors and advisors to attend the SkillsUSA State Conference in Hershey, PA from April 8 – 10, 2015 at a cost to student of \$450.00.

exhibit page 4A

ACTION BY THE BOARD

Motion was made by Mrs. Micklos to approve the attendance of the students and advisors for the field trip listed. Motion was seconded by Mr. Martin. Voting in favor: Mrs. Micklos, Mr. Martin, Mr. Clarke, Mr. Coyle, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Mr. Serfass, Mr. Pierce, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. 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 8:27 p.m., with Mr. Coyle seconding the motion.

Richard Pierce, JOC Secretary