

MONROE CAREER & TECHNICAL INSTITUTE  
**JOINT OPERATING COMMITTEE MEETING**  
**MINUTES of MEETING**  
**March 2, 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 Monday, March 2, 2015. The meeting was called to order at 7:17 p.m. by the Chairperson, Ms. Jacquelyn Leonard.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Present were:

EAST STROUDSBURG

Mr. William Searfass, Mr. Gary Summers

PLEASANT VALLEY

Mrs. Susan Kresge, Mrs. Linda Micklos, Mr. Robert Serfass

POCONO MOUNTAIN

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

STROUDSBURG

Mr. Merlyn Clarke, Mr. Richard Pierce, Ms. Cindy Blake

Members absent:

Mr. Robert Huffman – East Stroudsburg (*No Alternate*)

Mr. H. Charles Hoffman – 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. 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; Ms. Carole Geary, Superintendent of Record; Mr. Brendon McTighe, Student Representative

**Guests attending:**

MVEA Representatives: Mr. James Granahan, Ms. Lori Schuttert, Ms. Betsy Lombardino, Mr. Ross Ruschman, Mr. Robert Yarnall, Mrs. Tammy Stelmach, Mr. Kenneth Hart, Mr. Michael Daukshus, Mr. Nick Apruzzi, Mr. Brian Gebhardt, Ms. Tess Dalessio, Mr. Adam Zatek, Mrs. Patty LeCompte, Mr. pat McHale, Mrs. Angela Thom, Mrs. Michele Ifkovits, Mr. Thom Sarcinelli, Mrs. Maria Hafler, Mr. Leatha Nonnemaker

MCTI ESPA Representatives: Mr. Dennis Dominguez, Mrs. Pat Sullivan

Other Guests:

E. PUBLIC PARTICIPATION

Mr. Yarnall shared his thoughts about the 9<sup>th</sup> grade program and the enrollment.

F. APPROVAL OF MINUTES AND AGENDA

**ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to approve this agenda for March 2, 2015, (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. Johnson 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 – 40 and in the handout(s).

H. ANNOUNCEMENT OF EXECUTIVE SESSION

An Executive Session was held from 6:00 p.m. to 7:10 p.m. to discuss negotiations and personnel.

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 shared that she attended the SkillsUSA Championships most of the day and was happy to have had the opportunity to spend the day learning more about the competitions.

L. OLD BUSINESS

Ms. Leonard asked the administration to further investigate visiting a comprehensive school. Mr. Lazarchak indicated that Dauphin County Technical School would be comparative to MCTI. Ms. Leonard and Mr. Summers directed Mr. Lazarchak to arrange a visit for JOC members to the school.

M. ADMINISTRATIVE REPORTS

**STUDENT REPRESENTATIVE REPORT** -- Mr. Brendon McTighe, a junior from East Stroudsburg South and a student enrolled in the Carpentry program.

On Wednesday, February 25, 15 students from the two Culinary Programs competed in two ProStart competitions. Both programs competed in the Management Competition, which the students had to create a restaurant from start up. Chef Stelmach's students also competed in the Culinary competition.

Chef Hendry's students: Micha Marcano - Pocono Mountain West - Oscar Montes - East Stroudsburg South, Ashley Ramos - Pocono Mountain West, Christine Colao - East Stroudsburg South and Kelsey Miller - Stroudsburg placed second in the Management Competition. The following placed first from Chef Stelmach's class: Julia Brink - East Stroudsburg South, Sierra Grant - Stroudsburg, Kylea Walker - East Stroudsburg South, Toni Latorre - Stroudsburg and Pierce Bair. The first place team will represent Pennsylvania and the National ProStart Competition to be held in Anaheim, California in April at Disneyland. The students will be presenting **Zest Café**, a sustainable farm to table café. The students

will be presenting their restaurant concept with the layout, marketing tactics, interior and exterior décor as well as their menu.

Chef Stelmach's Culinary Team: Melissa Corrao - Pleasant Valley, Brandon Otto - Pocono Mountain East, Kallie Romascavage - Pleasant Valley, Isaiah Nemias - Pleasant Valley, and Justin Auquilla - Stroudsburg won third place. The Pennsylvania Culinary competition pitted schools against one another. Teams were only allowed to use two butane burners (no electrical equipment), students were challenged to design and develop a menu consisting of an appetizer, entrée, and dessert. They were also required to practice knife and chicken fabrication skills which were later judged by an industry of professionals.

Melissa Corrao - Pleasant Valley, and Ross Manigo - Pocono Mountain West from Chef Stelmach's class will be working with Chef Dan Goulet from Lords Valley Country Club in the SkillsUSA Culinary Challenge to take place at LCTI on Monday, March 30. This year the students developed their menu based on southern cuisine. Tickets are available for \$75 per person and all proceeds benefit SkillsUSA students.

Last week several students traveled to Hershey to compete in the DECA state competitions. The following students won medals:

**1 Medal Winner:** Principles of Hospitality, Kiara Castillo – Stroudsburg

### **2 Medal Winners**

Marketing Management: Paul Radenhausen - Pocono Mountain West

Marketing Communications Team: Nicole Hartman - Pocono Mountain East and Kristina Pomichowski - Stroudsburg

Restaurant & Food Management: Edilia Matias - Pocono Mountain East

Human Resource Management: Tracy Trotman - Pocono Mountain West

### **3 Medal Winners**

Business Services Marketing: Alycia Gatlin - Pleasant Valley High School

Sports and Entertainment Marketing: Trevon Bradshaw - Stroudsburg High School

Accounting Applications: Marialena Wieber - Pocono Mountain West

Marialena also was awarded a \$500 PA DECA Scholarship

### **3<sup>rd</sup> place overall and advancing to Internationals in April in Orlando Florida**

Principles of Marketing: Alyssa DuBose - Pocono Mountain East

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

1. Our student attendance goal is 93% for the 2014-2015 school year. MCTI is currently at 92.54% as of February 27<sup>th</sup>.
2. Our enrollment goal is a 3% increase a year for the next three years. Our October 1<sup>st</sup> enrollment number was 907 students – as of February 27<sup>th</sup> we are at 901. In order to meet our goal we would need to reach or exceed 937 students.
3. On February 24, Mr. Roberto, our Electronics instructor, helped me out by taking a team of students to the IU20 for the Jobs 1<sup>st</sup> STEM Competition. The event was moved due to snow and prevented me from attending due to a prior commitment. Although our students didn't bring home the Gold, I am very proud of their third place finish. The team was comprised of four students from Mr. Roberto's Electronics program, Daniel Diehl – PM West, Andrew Mospak – ES North, Terique Stinnie – PM

West, and Anthony Henry – Stbg. and one student from Mr. Zaso’s HVAC program, Anthony Ciabatonni – PM West.

4. On February 26, I delivered a presentation on the need for Career Focus & Planning to the Stroudsburg Chapter of Rotary.

**CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski**

1. Assistant Superintendent Meeting was held on Friday, February 13. Curriculum topics included the Health Professions Program, Administrative Assistant Program, Development of the Course Syllabus, and NOCTI Post Testing. Pupil Services’ topics included the Keystones, FACE, and Enrollment. In attendance were Dr. Sweeney, Mr. Neumann, Mrs. Lesoine, Mrs. Beers and myself.
2. Administrative Office Management Occupational Advisory Committee (OAC)—As scheduled, we will have our first Occupational Advisory Committee (OAC) Meeting on March 31, 12 to 1 p.m., in the Laure Lake Café. We will be sending packets and invitations in March. The committee is up for approval at the March Meeting.
3. Goal of increasing POS Completion. One of my goals at the beginning of the school year was to increase the number of students successfully completing their POS. For the February Professional Development, Dennis Virga and I reviewed the process to verify senior task lists. The CTE teachers will meet with their seniors over the next few weeks and update their lists to include any tasks not recorded. Over the years, when tasks lists are updated by PDE, not all grades roll over to the new list in Classmate. The teachers are to have the tasks verified and updated by March 13.
4. Goal to complete a Syllabus for the New Student Parent Orientation. The CTE teachers and I are working on the development of our syllabus. Their first assignment was to separate their task list by three levels and four quarters for each level. This assignment was completed February 13. Dennis Virga then created for us a task list by level and quarters. This task list will be part of the syllabus packet. The next assignment for the teachers is to update the Scope and Sequence from four levels to three. Our goal is to have the syllabus completed by the beginning of May. Cosmetology and the Health Program usually hold their New Student/Parent Orientation in May.

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

1. 53 students were recognized as Student of the Quarter for Outstanding Performance.
2. Comparative analysis of February 2014 to February 2015 (as of 02/23/15) Note: This was a short month, with 4 snow days, seven (7) 2-hour delays and the report was finalized on 2/23/15.

2014 Managed in the Classroom/Discussion	14	2015 Managed in the Classroom/Discussion	22
2014 Detention	16	2015 Detention	13
2014 ISS	10	2015 ISD	1
2014 OSS	3	2015 OSS	1
2014 OSS Pending District Review	1	2015 OSS Pending District Review	4
2014 January Discipline Totals	44	January Discipline Totals	41

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

### **Technology**

1. As part of the Regional WAN (RWAN) project from IU20, MCTI will be participating in a 3 year contract to connect to IU20 for WAN and Internet services. At the February 17th board meeting, the commitment letter was approved. MCTI will be greatly increasing our Internet bandwidth from 35MB to 200MB. In addition to this increase in bandwidth, we will be saving approximately \$450/month.
2. In addition to the changes in bandwidth from the RWAN project, we are also investigating a new web filter. Our current web filter will be maxed out with this new connection and we've had problems with this filter in the past. Filtering has worked sporadically, reports are limited and hard to read, and updates generally break its functionality. We believe it's time for a new web filter product.
3. I attended the CSIU business software webinar with the business office on February 4th and have been working closely with Mrs. Serfass to weigh the pros and cons, look over the financial feasibility, and plan a proposed implementation.
4. I filed our 2015-16 E-Rate paperwork for voice services. The form 470 has been submitted and must remain open for 28 days before the form 471 can be submitted. These services will be reduced 20% each year for the next few years until voice services are no longer discounted. This is all part of E-Rate 2.0 federal changes.

### **Adult Ed**

1. I am now the certifying official for Veteran's Affairs at MCTI. The change paperwork was submitted the week of February 16th.
2. In addition, we are gathering the necessary paperwork to get all ACE classes approved for VA funding. At this time, only our Phlebotomy class is approved and our Culinary paperwork is under review.
3. The Nurse Aide first night handbook was updated to correct some gaps and to align with the recommendations of PDE from the TTE workshop I attended in January.
4. Mrs. Sitroon and I met with the SEIU Union to discuss our relationship, the available classes, and iron out any issues we've had in the past. SEIU offers their members the ability to take continuing education classes each year up to a maximum of \$5000 annually. We hope to grow this relationship moving forward.
5. Over the counter transactions have now been set up through Interware. All staff accounts have been created. We now need to train our ACE staff how to use the product and the implementation will be complete.

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

1. I am continually working with Russell Scott of RKR Hess on the water line. We discussed any core samples needed from the property would be the at the cost of the bidders. We are also waiting to hear back from one of the property owners on a settlement to cross his property with the water line.
2. Kistler/O'Brien inspected our fire suppressant system in the kitchens. The system passed.
3. I am in the process of getting quotes to replace or retrofit our walk-ins. I am also waiting to hear back from Dual Temp on the quotes for the boilers.
4. Our ninth grade students received a letter of recognition for their recycling efforts. I presented the letter and certificate to Mr. Yarnall. Thanks to our ninth grade students for a job well done.
5. I met with Mr. McHale about the purchase of a shaper which will be purchased with equipment grant money. I was able to locate the shaper needed for \$1,000.00 less than a previous quote. We should be receiving the shaper in three to four weeks.
6. Simplex Grinnell conducted our annual smoke head inspection. All passed.

**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 exhibit pages 5 – 23 & *[handouts]*
- b. Investment Information exhibit page 24

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

- c. Bank Account Balances exhibit page 24
- d. Financial Reports exhibit pages 25 - 38
- e. Student Activity Report exhibit pages 39
- f. Cafeteria Report exhibit page 40

**ACTION BY THE BOARD**

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

- g. Central Susquehanna IU 16 (CSIU) Proposed Contract – based on the October 1 enrollment data for the 2015-2016 school year exhibit pages 41 - 50

**ACTION BY THE BOARD**

***Motion was made by Mr. Summers to approve the proposed contract with CSIU 16 for financial software for the 2015-2016 fiscal year at an estimated cost of \$13,942.90 with an hourly conversion cost of \$96.75 per hour. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Summers, Mrs. Kresge, Ms. Blake, Mr. Clarke, Mr. Coyle, Mr. Serfass, Mr. Johnson, Mrs. Micklos, Mr. Pierce, Mr. Searfass, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.***

- h. Bid to purchase a home located at 2831 Bartonsville Avenue

**ACTION BY THE BOARD**

**Motion was made by Mr. Pierce to authorize the MCTI administration to submit a bid not to exceed \$99,000.00 to purchase a home located at 2831 Bartonsville Avenue, Bartonsville, PA using funds from the MCTI house project account. Motion was seconded by Mr. Clarke. After some discussion Mr. Pierce withdrew his motion.**

**Mr. Johnson made a motion to table the motion and asked the administration to return with an itemized list of costs for this project. Ms. Blake seconded the motion with all voting in favor.**

- i. Review and approval to send the Proposed 2015-2016 Monroe Career & Technical Institute General Operating Budget to the sending District Board of School Directors for consideration and adoption website document

### **ACTION BY THE BOARD**

**Motion was made by Mrs. Micklos to grant permission to send the Proposed 2015-2016 MCTI General Operating Budget to the sending District Board of School Directors for consideration and adoption. Motion was seconded by Mr. Johnson. Voting in favor: Mrs. Micklos, Mr. Johnson, Ms. Blake, Mr. Clarke, Mr. Coyle, Mr. Serfass, Mrs. Kresge, Mr. Pierce, Mr. Searfass, Mr. Summers, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.**

### **2. Board Policies and Procedures**

- a. Board Policy #431.1 – Conference List for the 2015-2016 School Year exhibit pages 51 - 52

**NO ACTION REQUIRED – This policy is being submitted for review at this time. Should no changes be requested, the policy will be submitted for approval at the March 2015 JOC Meeting.**

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

- a. Seventeen (17) HOSA students and 2 advisors to attend the HOSA State Leadership Conference from March 11 – 13, 2015 at the Lancaster Host Resort at a cost per student of \$385.00. exhibit pages 53

### **ACTION BY THE BOARD**

**Motion was made by Mr. Serfass to approve the attendance of the students and advisors for the field trip listed. Motion was seconded by Ms. Blake. Voting in favor: Mr. Serfass, Ms. Blake, Mr. Clarke, Mr. Coyle, Mr. Johnson, Mrs. Kresge, Mrs. Micklos, Mr. Pierce, Mr. Searfass, Mr. Summers, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.**

4. **Curriculum and Instruction** (Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)
- a. Articulation Agreements for Auto Technology, Diesel Technology and HVAC/R with the University of Northwestern Ohio. exhibit pages 54 - 65

**ACTION BY THE BOARD**

**Motion was made by Mr. Pierce to approve the Articulation Agreements with the University of Northwestern Ohio. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Pierce, Mr. Johnson, Ms. Blake, Mr. Clarke, Mr. Coyle, Mr. Serfass, Mrs. Kresge, Mrs. Micklos, Mr. Searfass, Mr. Summers, Ms. Leonard Yes – 11; No – 0; Absent – 1. Motion carried.**

5. **Personnel Items** (Copies of these exhibit pages are included and made a permanent part of the official Minute Book.)
- a. Appointments – Occupational Advisory Committee Members for the 2014 – 2015 school year exhibit page 66 - 68
- b. Appointments – Perkins Committee Members for the 2014 – 2015 school year exhibit page 69

**ACTION BY THE BOARD**

**Motion was made by Ms. Blake to approve the appointments as listed in accordance with all policies and procedures. Motion was seconded by Mr. Johnson. Voting in favor: Ms. Blake, Mr. Johnson, Mr. Clarke, Mr. Coyle, Mr. Serfass, Mrs. Kresge, Mrs. Micklos, Mr. Pierce, Mr. Searfass, Mr. Summers, 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. Searfass made a motion to adjourn the meeting at 8:37 p.m., with Mr. Johnson seconding the motion.**

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**Richard Pierce, JOC Secretary**