

MONROE CAREER & TECHNICAL INSTITUTE  
**JOINT OPERATING COMMITTEE MEETING**  
**MINUTES of MEETING**  
April 13, 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, April 13, 2015. The meeting was called to order at 7:02 p.m. by the Chairperson, Ms. Jacquelyn Leonard.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Present were:

**EAST STROUDSBURG**

Mr. Robert Huffman, Mr. William Searfoss, 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. H. Charles Hoffman – Pleasant Valley (Alternate – R. Serfass)

**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; Mr. Kris Dorshimer, Technology & Adult Education Coordinator; Mr. Frank Pecci, Supervisor of Building and Grounds; Mrs. Debra Schuler, Executive Secretary; Mr. Daniel Corveleyn, Solicitors; Ms. Carole Geary, Superintendent of Record; Mr. Brendon McTighe, Student Representative

**Guests attending:**

MVEA Representatives: Mr. James Granahan, Mrs. Maria Hafler, Mrs. Angela Thom, Mr. Thom Sarcinelli, Ms. Dona McMahon, Mrs. Michele Ifkovits, Ms. Lori Schuttert, Mr. Ed Chipalowsky, Mr. Rob Dydynski, Mr. Pat McHale, Mrs. Patty LeCompte, Mr. Tess Dalessio

MCTI ESPA Representatives: Mr. Dennis Dominguez

Other Guests: None

## **E. PUBLIC PARTICIPATION**

Mr. Granahan, Computerized Machine Tool Technology instructor and MVEA president, expressed his concern for the districts to work together on a common calendar and how this would be beneficial to our students since each district pulls their students out for testing at different times. This would also benefit the teachers for possible time for staff development. Ms. Geary explained that some holidays are not flexible due to sending school contracts. Also tests are administered for different grades creating difficulty in finding common testing dates.

Mr. Chipalowsky, Diesel Technology instructor, asked if selective advertising sponsored by MCTI partners was a possibility. Ms. Leonard suggested checking if MCTI has a policy on advertising and if not to contact PSBA for a policy.

## **F. APPROVAL OF MINUTES AND AGENDA**

### ***ACTION BY THE BOARD***

***Motion was made by Mr. Pierce to approve the minutes of the February 17, 2015, Joint Operating Committee Meeting (exhibit pages i – xi) and March 2, 2015, Joint Operating Committee Meeting (exhibit pages i – viii), and this agenda for April 13, 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. Mr. Johnson seconded the motion 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 - 34 and in the handout(s).

## **H. ANNOUNCEMENT OF EXECUTIVE SESSION**

An Executive Session was held from 5:30 – 7:55 p.m. to discuss personnel and litigation.

## **I. SECRETARY'S REPORT**

Mr. Pierce had nothing to report this evening.

## **J. SOLICITOR'S REPORT**

Engineers have run into a glitch regarding the water line. Attorney Corveleyn will meet with Russ Scott of R.K.R. Hess soon.

## **K. SUPERINTENDENT'S REPORT**

Superintendent Geary was recently at an event and was approached by a parent who expressed to her the wonderful experience her son is having at MCTI after have a problem at the homeschool.

## **L. OLD BUSINESS**

Ms. Blake inquired if the MCTI Math teachers were attending Math meetings at Pleasant Valley. Mr. Lazarchak indicated that the teachers are attending the 7 a.m. Algebra I meetings on a Friday to discuss methods, struggles with Keystone exams, etc. Ms. Blake would like to see Stroudsburg and the other districts also become involved. Dr. Shegelski indicated that discussion on this topic can be held at the Assistant Superintendents meeting. Ms. Leonard requested a report back to the JOC.

## M. ADMINISTRATIVE REPORTS

### STUDENT REPRESENTATIVE REPORT -- Mr. Brendon McTighe

Last week 12 students competed in 5 competitions at the Pennsylvania SkillsUSA Championships held in Hershey. The following students placed:

#### **Third Place**

Nick Traino - Internetworking, Notre Dame

#### **Second Place**

Kacper Kosciuczyk and Cordell Irvine - Promotional Bulletin Board - Pleasant Valley

Ciera Marks - Technical Computer Applications - Stroudsburg

Austin Conklin - Architectural Drafting - East Stroudsburg North

**FIRST PLACE and moving onto SkillsUSA Nationals in Louisville, Kentucky from June 22- June 29 - Ryan Ruck - Welding Sculpture - Pleasant Valley**

On Monday, March 30, Ross Manigo, a Junior at Pocono Mountain West and Melissa Carrao a senior at Pleasant Valley competed with top chef Dan Goulet from Lords Valley Country Club in the 6th Annual SkillsUSA Culinary Competition. Our students, along with the chef, created a menu of a Southern Picnic, which included fried chicken lollipop, coleslaw and macaroni and cheese. Although our students did not place the guests truly enjoyed their meal.

During the month of March the National Technical Honor Society participated in events for the Big Brothers Big Sisters of Monroe County. During the fundraising efforts the National Honor Society raised over \$1,600.00.

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

1. Our student attendance goal is 93% for the 2014-2015 school year. MCTI is currently at 92.52% as of April 10th.
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 April 10<sup>th</sup> we are at 891. In order to meet our goal we would need to reach or exceed 937 students.
3. During the week of March 9<sup>th</sup>, we had Senator Mario Scavello and State Representative David Parker visit MCTI for a tour our facility. During this time our special guests dined in the Laurel Lake Café, were presented information about the benefits of career focus and planning, and visited as many CTE classrooms as time allowed. On April 29<sup>th</sup> State Representative Rader will stop by MCTI for a tour of the facility.
4. The MCTI audit is complete and we will receive a letter of engagement in the next 60-90 days. During the exit interview on March 31<sup>st</sup> they indicated that there are no findings but recommend we update board policies that are over ten years old. This could be done on a regular basis by creating an MCTI Policy Committee comprised of JOC members and the Director. *Based on Mr. Lazarchak's report regarding the Audit exit interview, he suggested creating an MCTI Policy Committee comprised of JOC members and the Director. Ms. Geary shared that Pleasant Valley hired PSBA to update their policies. Ms. Leonard asked the administration to inquire with PSBA on the cost.*
5. On April 20<sup>th</sup> I will be in Harrisburg meeting the Acting Secretary of Education, thanks to Senator Scavello who arranged this opportunity, to discuss the benefits of career and technical education in Pennsylvania and its impact on the local and global economy.

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

1. The spring Occupational Advisory Meetings and Partners in Education Banquet will be held on Thursday, April 30. The OAC meetings are scheduled from 5:00 to 6:15 p.m. The Banquet will begin at 6:30 p.m. in the cafeteria. Invitations were mailed. Hope you can join us.
2. Assistant Superintendent/Guidance Meeting—was held on Friday, March 27. A presentation on marketing and recruiting was conducted by Maria Hafler and Angela Thom. In attendance were Dr. Sweeney, Mr. Neumann, Mrs. Lesoine, Dr. Lesniewski, Mrs. Carmella-Beers, and myself.
3. Administrative Office Management Occupational Advisory Committee (OAC)—The first meeting of the OAC for our Administrative Office Management Program was on March 31, 12 to 1:30 p.m., in the Laure Lake Café. There were 21 members in attendance. At the meeting we discussed the need for the Program and the content. The next step is to submit the Program to PDE for approval.
4. Perkins Planning Meeting—I attended the mandatory planning meeting on Wednesday, April 1, in Reading. The allocations at this time are level funded. In May final allocations will be received. We will be working on a proposal for our grant. The proposal must be approved by the Perkins Participatory Planning Committee and our JOC.

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

1. With the assistance of a Safe School's Grant, Dr. Shegelski and I have been able to arrange Basic Restorative Practices training through the International Institute of Restorative Practices, based in Bethlehem, PA. The training will take place at MCTI from April 7<sup>th</sup> through April 10<sup>th</sup>. 19 of MCTI's employees will be able to attend the training. In addition we have 11 others from the sending school districts that have elected to participate in this training.

Basic Restorative Practices offers an introduction to restorative practices concepts and methods for building engagement and responding to harm.

Day 1: Introduction to Restorative Practices

Learn practical strategies to build strong, healthy relationships.

Day 2: Using Circles Effectively

Discover how to optimally utilize circles in any setting.

Day 3: Facilitating a Restorative Justice Conference

Practice the techniques to facilitate restorative conferences.

Day 4: Family Engagement & Empowerment

Explore ways to engage and empower families.

2. In addition, 6 MCTI employees will be trained in the Train the Trainer course in order that that will be able to offer additional Restorative Practices training to other staff members. This training will take place from May 6<sup>th</sup> through May 8<sup>th</sup> in Bethlehem, PA.

3. Comparative analysis of March 2014 to March 2015 (as of 3/31/15)

2014 Managed in the Classroom/Discussion	70	2015 Managed in the Classroom/Discussion	67
2014 Detention	63	2015 Detention	32
2014 ISS	31	2015 ISS	8
2014 OSS	15	2015 OSS	3
2014 OSS Pending District Review	2	2015 OSS Pending District Review	0
<b>2014 February Discipline Totals</b>	<b>181</b>	<b>2015 February Discipline Totals</b>	<b>110</b>

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

1. The first round of the application process has been completed. As per Ms. Leonard's request, projected enrollment summaries will be distributed.
2. On Monday, March 23, 2015 a lunch time learning lab was opened. This lab is staffed by Support Services Facilitators (SSF) over the first and second lunch periods. This lab is available to students so they have the opportunity to gain support from an SSF on CTE and/or academic assignments. It also provides a quiet place to work as well as access to computers and a printer available for student use.
3. A County Counselor's meeting was held Friday, March 27, 2015. Guest speakers from the Office of Vocational Rehabilitation, New Perspectives, Big Brothers/Big Sisters, and the Suicide Prevention Coalition of Monroe County presented.
4. An Assistant Superintendents' meeting was held on March 27, 2015. I presented a proposal for the ninth grade Environmental Biology course. I explained the benefits of a single course offering, which in addition to providing flexibility in scheduling to meet the needs of the students' varying math levels, include the opportunity to differentiate instruction within the classroom.

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

### Technology

1. The E-Rate Form 471 has been submitted for funding year 2015-16. We expect to receive reimbursement in the amount of \$18,000 for 2015-16.
2. The PVAAS data upload was successfully completed.
3. The DRC upload of students taking the Algebra 1 Keystone exam at MCTI was successfully submitted.
4. I held a conference call with Brian Dravec from IU20 who has successfully migrated at least 3 schools from in-house e-mail systems to Gmail. I also presented the idea to the AMT and have their buy-in. Our goal over the summer of 2015 will be to create a Google Apps for Education domain named monroecti.org and move over our students.monroecti.org as a sub-domain. This will give staff their own separate domain space while still keeping the link for use with Google Classroom and other Google Apps.
5. I attended a Network Administrators Group meeting where we discussed the plan for migration to the new RWAN with IU20. PTD was also present at this meeting to assist in planning.

### ACE

1. I met with Adam's Outdoor Advertising with Mr. Lazarchak and Mrs. Serfass to discuss options and pricing for digital billboard advertising. Also, Mr. Lazarchak and I met with Lamar Advertising to discuss their digital billboard presence in Monroe County and pricing.
2. I have a meeting setup with Simplex Signs to discuss the purchase of a digital sign. I have also reached out to JHM signs to request a similar quote.
3. We have begun planning our Summer course offerings. I expect to have a slimmed down brochure available within the next 3-4 weeks.
4. We cleaned out of bookroom and removed all contents of the bookroom and half of the ACE Office to allow for the removal of carpet and installation of tile. This was in preparation for the Business Office transition into the ACE Office.
5. I successfully administered my first NHA exam on March 26th.

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

1. I am continually working with Russell Scott of RKR Hess on the water line. We received a road opening permit application for Pocono Township. The permit needs to be signed and a small fee for paperwork. We are hopeful the project will be put out for bid soon.
2. Scrap Total \$ 759.93
3. I received estimates on the retro fitting or replacing of the four walk-in units in Culinary. I would recommend we retro fit. The boxes themselves are in good shape. The retrofit would include new compressors and lines. The average cost would be \$9,000.00 per unit. To replace the entire unit the cost would be an average of \$32,000.00 a unit. I would like to retro fit one per year.
4. PP&L rebate check for \$3,364.60 for LED retro fits was recently received.

5. Our PP&L bill for March was \$441.97 less than last year.
6. I have been working on quotes for the possible purchase of the Bartonsville house. Clapper Plumbing believes we just need a new pump for the well. He would do the work labor free and teach the students at the same time as to how to replace a water pump.

I am still waiting to hear back from a septic company. They did say they could to a hydraulic pressure test for \$300.00. They would do an inspection of the septic for \$275.00. They will get back to me about when and what a new system would cost if we purchase the home.

Mr. McHale and I also estimate the rest of the repairs by a square footage. We feel \$80,000.00 on the high side would be enough. This would include the plumbing, electric, framing, sheetrock, doors and kitchen, etc.

I spoke with the Pocono Twp. zoning officer about permits and fees. He would have a package ready for pickup and recommended I ask the township to wave the fees which they have done in the past. Everything would need to be brought up to code. Our drafting students could submit the plans and he would go over them with us. He seemed very supportive of our school being a former career and tech instructor.

We have used Klinger tree service in the past and I have a call in for an estimate to remove the large trees from the property. The last time we use his service he cut down ten trees and disposed of them for \$1,200.00. *Based on Mr. Pecci's report regarding the possible purchase of the house on Bartonsville Avenue, Ms. Leonard asked for a breakdown of the \$80,000 he reported that it would cost to repair the house. Mr. Pecci indicated the estimate was based on square footage. Mr. Coyle indicated he would like to see this become an entire construction cluster project from developing the blue prints to creating the punch list and then if we purchase the house, to working on it. Mr. Johnson would like to have a real estate agent give us a resale value. Mr. Pecci indicated that real estate agent, Dominick Sacci, valued the home at approximately \$150,000 complete for this commercial property. Mr. Micklos asked if this commercial property could be switched to residential. Mr. Pierce indicated there were different codes to follow but they can be crossed.*

## N. ITEMS FOR DISCUSSION

Mrs. Kresge asked what ways we were looking to promote enrollment and she would like to see something happen with marketing of MCTI. She suggested more involvement in student/parent nights and to market MCTI in the same manner at each school and possibly using their automated calling systems. Ms. Leonard suggested the MCTI Marketing take charge of working with the different schools. Mrs. Hafler, who chairs MCTI Marketing Committee, said they are planning various new approaches, including: creating a Hall of Fame and honoring past students, sharing accomplishments with the superintendents, visiting the schools to meet with guidance counselors and providing them breakfast, etc. Mr. Granahan indicated that the MVEA has offered financial assistance to advertising costs. Ms. Leonard asked Mr. LeCompte, MCTI's Marketing instructor, for her students to come up with a marketing plan. Mrs. LeCompte indicated she has a small group of marketing students this year and she would ask them to work on this. Mr. Johnson asked that the Marketing Committee report to the JOC monthly.

## O. ITEMS REQUIRING JOC ACTION

### 1. Business and Financial Items

- |                           |  |
|---------------------------|--|
| a. Payment of Invoices    | exhibit pages 5 – 31 & <i>[handouts]</i> |
| b. Investment Information | exhibit page 32                          |

***No Action Required***

- |                          |                      |
|--------------------------|----------------------|
| c. Bank Account Balances | exhibit page 32      |
| d. Use of Facilities     | exhibit page 33 - 34 |

- (i) Monroe County Children's Roundtable on April 29, 2015, from 6 - 8 p.m. - a meeting of medical and educational professionals to discuss the implications of children taking psychotropic medication while in school.

## **ACTION BY THE BOARD**

***Motion was made by Mr. Pierce to approve the Payment of Invoices and Investment Information, and the request to the use the MCTI facilities. Motion was seconded by Mrs. Kresge. Voting in favor: Mr. Pierce, Mrs. Kresge, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Huffman, Mr. Johnson, Ms. Micklos, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.***

- e. Award of bids for the Northampton/Monroe/Pike County Joint Purchasing Paper Supply for the 2015-2016 school year to the vendors for a total of \$14,229.58. exhibit page 35

## **ACTION BY THE BOARD**

***Motion was made by Ms. Micklos to award the bids for the joint purchasing paper supply for the 2015-2016 school year to the vendors listed for a total of \$14,229.58. Motion was seconded by Mr. Pierce. Voting in favor: Ms. Micklos, Mr. Pierce, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Huffman, Mr. Johnson, Mrs. Kresge, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.***

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

- a. Board Policy #431.1 – Conference List for the 2015-16 School Year exhibit pages 36 - 37

## **ACTION BY THE BOARD**

***Motion was made by Mrs. Kresge to approve the board policy listed in accordance with all procedures. Motion was seconded by Ms. Blake. Voting in favor: Mrs. Kresge, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Huffman, Mr. Johnson, Ms. Micklos, Mr. Pierce, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.***

- b. Board Policy #803.1 – MCTI 2015-2016 School Calendar exhibit page 38

***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 May 2015 JOC Meeting.***

### **3. Student Items**

- a. Five (5) Culinary Art students and one (1) chaperone to attend the National Prostart Invitational at the Disneyland Hotel in California from April 18 – 20, 2015 at an approximate cost of \$680.00 to student. exhibit page 39
- b. Sixteen (16) FFA students and two (2) chaperones to attend the PA FFA Convention and CDE Competition from June 16 – 18, 2015 at an approximate cost of \$60.00 to student. exhibit page 40

**ACTION BY THE BOARD**

**Motion was made by Mr. Pierce to approve the attendance of the students and chaperones for the field trips listed. Motion was seconded by Mr. Johnson. Voting in favor: Mr. Pierce, Mr. Johnson, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Huffman, Mrs. Kresge, Ms. Micklos, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.**

**4. Curriculum and Instruction**

- a. Textbooks “Residential Construction Academy HVAC”, at a cost of \$1,950.00 for 20 books at \$97.50 per book (includes free instructor resources and manual) by Silberstein 2<sup>nd</sup> Edition Publisher for the HVAC program for the 2015-2016 school year

exhibit page 41

**ACTION BY THE BOARD**

**Motion was made by Mr. Johnson to approve the purchase of 20 textbooks for the HVAC program for the 2015-2016 school year at a cost of \$1,950.00. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Johnson, Mr. Pierce, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Huffman, Mrs. Kresge, Ms. Micklos, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.**

**5. Personnel Items**

- a. Resignation for the Purpose of Retirement exhibit page: 42

<u>Name</u>	<u>Position and Effective Date</u>
(1) Zatek, Adam	-- Drafting and Design Instructor Effective the end of the 2014-2015 school year

- b. Appointments - Staff

<u>Name</u>	<u>Position and Effective Date</u>
(1) Carmella-Beers, Fiorela	-- Secretary – Twelve (12) Month Rate of pay and benefits effective the start of the 2015-2016 school year in accordance with the ESPA collective bargaining agreement
(2) Scotto, Maria	-- Secretary/Receptionist – Ten (10) Month or length of school year Rate of pay and benefits effective the start of the 2015-2016 school year in accordance with the ESPA collective bargaining agreement

- c. Appointments – Occupational Advisory Committee Members for the 2014 – 2015 school year  
exhibit page 43
- d. Appointments – Additional Adult Continuing Education Schedule of Spring 2015 classes, instructors and hourly pay rates. exhibit page 44



**ACTION BY THE BOARD**

***Motion was made by Mr. Searfoss to accept the resignation for the purpose of retirement, approve the appointments as listed in accordance with all policies and procedures; and approve the Adult Continuing Education classes, instructors and hourly rates. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Searfoss, Mr. Pierce, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Huffman, Mr. Johnson, Mrs. Kresge, Ms. Micklos, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.***

**3. Student Items**

- c. One (1) student and one (1) chaperone to attend the SkillsUSA National Competition in Louisville, Kentucky from June 21 – 28, 2015 at no costs to the student. exhibit page 48

**ACTION BY THE BOARD**

***Motion was made by Mr. Searfoss to approve the attendance of the student and chaperone for the field trips listed. Motion was seconded by Mr. Pierce. Voting in favor: Mr. Searfoss, Mr. Pierce, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Serfass, Mr. Huffman, Mr. Johnson, Mrs. Kresge, Ms. Micklos, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.***

**ACTION BY THE BOARD**

***There being no further business to come before the Board, Ms. Blake made a motion to adjourn the meeting at 8:35 p.m., with Mr. Johnson seconding the motion.***

---

***Richard Pierce, JOC Secretary***