

**MONROE CAREER AND TECHNICAL INSTITUTE
JOINT OPERATING COMMITTEE MEETING
MINUTES OF MEETING
August 3, 2015**

The regularly scheduled monthly meeting of the Monroe Career & Technical Institute was held in the school's Multipurpose Room A on Monday, August 3, 2015.

Call to Order & Pledge of Allegiance:

The meeting was called to order at 7:10 p.m. by the Chairperson, Ms. Jackie Leonard.

Roll Call: Business Manager / Assistant JOC Secretary, Mrs. Diane Serfass

Joint Operating Committee Members

Mr. Merlyn Clark - Stroudsburg ASD
Mr. John Coyle - Pocono Mt. SD
Mr. Charles Hoffman - Pleasant Valley SD
Mr. Robert Hoffman - East Stroudsburg ASD
Mr. Rusty Johnson - Pocono Mt. SD
Mrs. Susan Kresge - Pleasant Valley SD
Ms. Jackie Leonard – Pocono Mt. SD
Mrs. Linda Micklos - Pleasant Valley SD
Mr. William Searfass - East Stroudsburg ASD
Mr. Gary Summers - East Stroudsburg ASD

Members not in attendance were:

Ms. Cindy Blake – Stroudsburg ASD – No Alternate
Mr. Richard Pierce – Stroudsburg ASD – No Alternate

Others in attendance:

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, Information Technology Coordinator & Adult Continuing Education; Mr. Frank Pecci, Supervisor of Building and Grounds; Mrs. Debra Schuler, Executive Secretary; Mr. Daniel Corveleyn, Solicitor; Dr. Elizabeth Robison, Superintendent of Record

Introduction of Guests:

Mr. Thom Sarcinelli, Ms. Lori Schutttert, Mr. Rick Courtright, Ms. Besty Lombardino, Mr. Dennis Domingues, Ms. Tess Dalessio, Ms. Dona McMahon, Mrs. Pat Sullivan, Mrs. Maria Hafler, Mr. Jim Granahan, Michele Ifkovits

Public Participation:
Chairperson

Mrs. Hafler shared that Welding Senior Ryan Ruck placed 13th out of 39 contestants at the SkillsUSA National Competition.

Announcement of Executive Session:

An Executive Session was held from 6:00 p.m. to 7:07 p.m.

Approval of the Minutes and Agenda

Motion to approve the Minutes of the June 1, 2015 and June 22, 2015 Joint Operating Committee Meetings, and this Agenda for August 3, 2015 as submitted, with the JOC 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 made by Mr. Huffman and seconded by Mrs. Kresge to approve the minutes with the correction, that the Perkins allocation was not a majority vote.

Motion Passed

Old Business

There was no old business to discuss this evening.

Items for Discussion

Reports

Secretary:
Richard Pierce

Mr. Pierce was absent.

Solicitor:
Daniel Corveleyn, Esquire

Attorney Corveleyn had nothing to report this evening.

Superintendent of Record:
Dr. Elizabeth Robison

Ms. Leonard welcomed Dr. Robison as our new superintendent of record. Dr. Robison had nothing to report this evening.

Treasurer:
Susan Kresge

The Treasurer's Financial Report will be called for later in the agenda.

Administrative Reports and Correspondence

August 3, 2015

DIRECTOR'S REPORT -- Mr. Adam Lazarchak

1. I am working on the Annual Report to provide the JOC and all of our stakeholders with a snapshot of where MCTI is compared to historical data and where we want to be in the future. I plan to share this report with all stakeholders no later than the October 5, 2015 meeting.
2. On June 25th we met with representatives from BioSpectra to finalize the "Employability Skills Certification". The goal is to have the program in place for 2015-2016, with this year's juniors eligible for certification in 2016-2017. Through their support, the Monroe County Chamber of Commerce will endorse this certification. Our next meeting is scheduled for August 4th.
3. In partnership with East Stroudsburg University and Northampton Community Dr. Shegelski, Diane Serfass and I submitted an Innovation Planning grant to the Pennsylvania Department of Education. If awarded the three educational institutions and various companies will share \$100,000 to promote, recruit, retain and transition students to career paths in advanced/additive manufacturing and 3D Printing. Students would start this journey at MCTI in the Precision Machine Program and transition to the avenue of their choice after graduation: enter the workforce, earn an Associate Degree at NCC, and/or matriculate through all three institutions and earn a bachelor's degree at ESU.

4. I have been working with Kris Dorshimer on marketing materials for the Adult Continuing Education program as well as materials for our secondary program. MCTI will have billboard space, paid by ACE that promotes both day and night school.
5. The Marketing Committee is in the process of developing an action plan to promote the CTE programs that were placed on probation at the end of the 2014-2015 School year. On July 27th we met with Lynn Ondrusek, Education reporter for the Pocono Record to share with her the benefits of MCTI for students and the local community in hopes that she will write a series of articles on the great things happening here.
6. The administrative team is developing goals for the 2015-2016 school year. You can expect these goals to be reported at the September 12th JOC meeting.

CURRICULUM AND INSTRUCTION REPORT -- Dr. Carolyn Shegelski

1. The NOCTI tests numbers changed from the June Report. Attached are the latest results. The scores for the Auto Collision Program were recalculated their scores. We now have 94.2% advanced and competent.
2. I have submitted the equipment grant for \$71,800 with \$39,900 PDE and \$39,900 MCTI. We submitted the Career Education Grant for \$100,000 and the 2015/2016 Perkins Grant for \$352,322.
3. We also completed the Innovation Grant for \$500,000. The four-year project is for Precision Machining, Advanced Manufacturing and 3D Printing. Special thanks to ESU for helping us complete the grant.
4. PDE has received the application for the Administrative Office Management Program, CIP Code 52.0401 for approval for the 2015/2016 school year. However, since we have not hired a teacher nor will have students for this year, they will hold the application for us until we hire a teacher. We will add the Program to the Course Description Booklet and will recruit students for the 2016/2017 school year.
5. We eliminated Building Trades Maintenance Program from the PDE list of approved Programs. We now have 20 POS Programs, 3 Tech Prep Programs, and 1 POS Program pending.

SUPERVISOR OF CTE REPORT -- Mr. John Brown

1. I have been developing a plan to further reduce excessive absenteeism.
2. The infractions for the Code of Conduct were updated based on recommendations of restorative practices and instructors. The focus is on what the student is doing verses where the student is doing it.
3. Two instructors, Ken Hart and Julia Hanlund, attended a course which is designed to help them to increase skills in managing students with emotional and behavioral issues.

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

1. The Career Development Team (Career and Transition Counselor, Career Facilitators, School Counselor, Supervisor of Pupil Personnel Services) met on July 21, 2015, to review program needs and team member roles. This information will be analyzed to determine what changes are necessary to better meet the needs of our students.
2. On July 21, 2015, Mrs. Angela Thom, Mr. Thom Sarcinelli, and I attended a brief presentation on the Aavidum initiative. I would like to see this initiative put into place at MCTI. Aavidum's goal is to create positive mental health environments where all students feel accepted, appreciated, acknowledged, and cared for in schools and communities across the nation. At the core of Aavidum is an educational philosophy that empowers students to take responsibility to make a difference.
3. CTE session assignments and academic assignments are being made so scheduling can be done in ClassMate once the system is rolled over.

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

Technology

1. All off-lease equipment has been removed from classrooms, data backed-up, inventoried, and shipped back to Hewlett Packard.
2. All new equipment has been received and we're in the process of deploying it throughout the school. This includes new computers for all staff. In total, we received over 200 pieces of equipment.
3. Our secondary Google Apps for Education account has been created and is now live. In addition to Gmail which is discussed below, all staff now have access to the full suite of Google Apps including unlimited Google Drive storage, Google Sites, Google Photo, and other apps under the monroecti.org domain. Staff accounts under the students.monroecti.org domain will be removed once all data is migrated.
4. Our conversion to Gmail is complete. We are still working out some minor bugs such as Calendars, shared accounts, and shared folders, but these will be resolved before the beginning of the 15-16 school year.
5. The transition to IU20 as our Internet provider is complete. Firewall, DNS, and routing changes were made to complete this transition. We are still working with PTD to certify our fiber for the guaranteed speed of the circuit. We are awaiting a new date, and expect to have this complete before the beginning of the school year. Our Internet bandwidth was increased from 35mb to 200mb.
6. We're in the process of rewiring all the new classrooms (Small Engine, Culinary, Computer Networking, and ACE) and setting up tables, network, and power.
7. I would like to revisit the digital press discussion we've had the past couple meetings. I have a document created by our Graphic Arts instructor that lists some items that we would have the ability to produce in-house along with pictures taken at the SkillsUSA national competition.
8. We are working on all requirements for PIMS state reporting. To date, the Safe Schools report is 1 file short of complete and the CTE submission is ½ done. We haven't started Child Accounting yet.

Adult Education

1. I've been meeting with candidates for open ACE positions all month. You may notice a few new names attached to our Fall 2015 Instructor rate list.
2. The Fall 2015 brochure is just about ready to go to print. That along with our billboard images need to be in the hands of each vendor by August 3rd.
3. I've been working closely with Frank Pecci to design and layout the new ACE office including the Pearson Vue testing center. I believe this office will benefit ACE as we will now have an outside entrance as well as the overall school. The Pearson Vue test center has been expanded to 12 test stations and the added security of keeping adults out of student occupied areas are both great additions.
4. We are working on downsizing our files, archiving where possible, and beginning to pack the remaining items. We are planning to move into our new space the week of July 27th.
5. New furniture is being ordered for the ACE office. Items include waiting room chairs, file cabinets, and tables to leave applications and brochures.

BUILDING & GROUNDS REPORT -- Mr. Frank Pecci

1. I am continually working with Russell Scott of RKR Hess and Dan Corveleyn on the water line. The revised easement plans were submitted for the Vesce and Abeloff properties.
2. Scrap Total : \$530.55
3. Maintenance began to mount the MCTI Wall of Fame pictures throughout the school.
4. We have started moving shops to their new locations. The summer cleaning of the school is going

well.

5. Culinary demo kitchen is complete. An outside exhaust fan was installed in Small Engine. Computer Tech was moved into their new location. The old computer room carpets were torn out and tile floors place down. We are preparing to move Adult Ed over to the new location after a wall and counter are installed and floors waxed.
6. I have visited local restaurants to ask for donations for our demo kitchen. Smugglers owners Ron & Jennet Sarajian donated \$500.00 to our demo kitchen. I would like to thank them for their generosity.
7. I have continued to look for a house project for our students. I have been in contact with Perish Reality and we continue to look at homes. Thus far we have not found a home close enough and in our price range. The last home was filled with black mold.

2014-2015 POST Test # & Title	Group	Advanced	Competent	Basic	Advanced vs. Group	Competent vs. Group	Basic vs. Group
# 7837 Automotive Mechanics Technology PA	10	9	1	0	90%	10.0%	0.0%
# 8118 Building Trades Maintenance PA	6	0	1	5	0%	16.7%	83.3%
# 4115 Carpentry	6	6	0	0	100%	0.0%	0.0%
# 3183 Collision Repair/Refinishing Technology	9	5	4	0	56%	44.4%	0.0%
# 8148 Computer Systems Networking PA	9	9	0	0	100%	0.0%	0.0%
# 8295 Cosmetology PA	21	19	2	0	90%	9.5%	0.0%
# 4081 Criminal Justice	15	15	0	0	100%	0.0%	0.0%
# 4336 Culinary Arts	16	12	3	1	75%	18.8%	6.3%
# 4127 Diesel Engine Mechanics	13	6	7	0	46%	53.8%	0.0%
# 8294 Drafting and Design Technology PA	12	0	9	3	0%	75.0%	25.0%
# 7747 Electrical Power & Transmission Installers PA	8	7	1	0	88%	12.5%	0.0%
# 4035 Electronic Technology	14	4	7	3	29%	50.0%	21.4%
# 4949 Floriculture-Greenhouse	7	5	2	0	71%	28.6%	0.0%
# 4242 Graphic Production Technology	9	9	0	0	100%	0.0%	0.0%
# 4043 Health Assisting	30	30	0	0	100%	0.0%	0.0%
# 4149 Horticulture-Landscaping	3	2	0	1	67%	0.0%	33.3%
# 3080 Hospitality Management-Lodging	2	0	2	0	0%	100.0%	0.0%
# 8297 HVAC Maintenance Technology PA	9	0	8	1	0%	88.9%	11.1%
# 8293 Mason/Masonry PA	2	0	1	1	0%	50.0%	50.0%
# 8117 Plumbing Technology / Plumber PA	3	2	1	0	67%	33.3%	0.0%
# 4153 Retail Merchandising	1	1	0	0	100%	0.0%	0.0%
# 4068 Small Engine Technology	9	7	1	1	78%	11.1%	11.1%
# 4172 Welding	6	5	1	0	83%	16.7%	0.0%
# 1337 21st Century for Workplace Success	54	54	0	0	100%	0.0%	0.0%
NIMS (National Certification Test)	6	0	2	4	0%	33.3%	66.7%
TOTALS:	280	207	53	20	73.9%	18.9%	7.1%
TOTALS: (Advanced & Competent) (without NIMS)	274	258	16	94.2%	5.7%		
TOTALS: (Advanced & Competent)	280	260	20	92.9%	7.3%		

ITEMS REQUIRING JOC
ACTION

BUSINESS AND FINANCIAL
ITEMS * (addition)

7.1. BUSINESS AND FINANCIAL ITEMS

Motion to approve the:

1) Payment of Invoices

No Action Required

- Cafeteria Report

Motion was made by Mrs. Kresge to approve the payment of invoices. Motion was seconded by Mr. Huffman. Voting in favor: Mrs. Kresge, Mr. Huffman, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Ms. Micklos, Mr. Searfass, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

ADDITIONAL BUSINESS &
FINANCIAL ITEMS

7.2. ADDITIONAL BUSINESS & FINANCIAL ITEMS

Motion to approve the:

1) three (3) year agreement for AgendaManager Services with the Capital Area Intermediate Unit at an annual cost of \$3,400.00,

2) the Non-participating Pupil and Adults in Day School Tuition Calculations for the 2015-2016 school year,

3) the Monroe County Resource Sharing Agreement Budget with Pocono Counties Workforce Development Area PA Careerlink,

4) the Memorandum of Understanding with The Township of Pocono for the 2015-2016 school year, pending Township approval.

Motion was made by Mrs. Kresge to approve the AgendaManager Services Agreement, the tuition rates for non-participating pupil and adults in day school, the Monroe County Resource Sharing Agreement Budget, and the MOU with the Township of Pocono pending Township approval. Motion was seconded by Mr. Johnson. Voting in favor: Mrs. Kresge, Mr. Johnson, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Huffman, Ms. Micklos, Mr. Searfass, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

ADDITIONAL BUSINESS &
FINANCIAL ITEMS

7.2. ADDITIONAL BUSINESS & FINANCIAL ITEMS

Motion to approve the:

5) the selection of the engineering firm and terms of Barry Isett & Associates, Inc. at a cost of \$5,400.00.

Motion was made by Mrs. Kresge to approve the engineering firm and terms of Barry Isett & Associates, Inc. at a cost of \$5,400.00. Motion was seconded by Mr. Huffman. Voting in favor: Mrs. Kresge, Mr. Huffman, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Johnson, Ms. Micklos, Mr. Searfass, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

BOARD POLICIES &
PROCEDURES

7.3. BOARD POLICIES & PROCEDURES

Motion to approve:

1) the revised 2015-2016 MCTI School Calendar, and

2) position guides:

a) ACE Secretary I

b) ACE Secretary II

c) Part-time ACE Secretary

d) IT Assistance Administrator

- **No Action Required - submitted for review only at this time.**

Board Policy #243 Academic Integrity

Motion was made by Mr. Huffman to approve the 2015-2016 MCTI School Calendar, and the position guides listed. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Huffman, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Micklos, Mr. Searfass, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

CURRICULUM &
INSTRUCTION

7.4. CURRICULUM & INSTRUCTION

Motion to approve the articulation agreements between MCTI and Northampton Community College for the following programs:

1) Updated Articulation Agreement for Electronics Technology

2) Articulation Agreement with Advanced Placement for Computer Security

3) Extended Articulation Agreement for Automotive Technology

Motion was made by Mr. Johnson to approve the articulation agreements between MCTI and Northampton Community College for the programs listed. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Johnson, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Huffman, Mrs. Kresge, Ms. Micklos, Mr. Searfass, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

PERSONNEL ITEMS ^{**}(addition & revision)

7.5. PERSONNEL ITEMS

Motion to approve:

1) the appointments in accordance with all policies and procedures,

a) DelGuidice, Mary Ellen - Cafeteria Monitor, effective 8/31/15, hourly rate: \$9.25

b) Hanzimanolis, Laurie - Cafeteria Monitor, effective 8/31/15, hourly rate \$9.25

c) Rubino, Tammy - Health Professions Instructor, effective the start of the 2015-16 school year with 1 additional day, 2014-15 Voc Schedule: Step 12 Voc. I +6 \$57,699

d) Substitutes for the 2015-16 school year

e) Supplemental Positions for the 2015-16 school year

~~2) the FMLA request pending submission of schedule and proper notification (employee CA02655),~~

3) the MOU with A. Thom,

4) the Adult Continuing Education Schedule of Fall 2015 classes, instructor list and hourly pay rates;

5) the resignation,

a) Wendy Marsh - Instructional Assistant/Clinical Aide - Health Professions

6) the retro-active hire of a drafting and design instructor.

Item 2) was removed for a separate vote.

Motion was made by Mr. Huffman to approve the appointments in accordance with all policies and procedures, the MOU, the ACE Fall 2015 schedule, instructors and hourly rates, the resignation and the retroactive hiring of a drafting and design instructor. Motion was seconded by Mr. Coyle. Voting in favor: Mr. Huffman, Mr. Coyle, Mr. Clark, Mr. Hoffman, Mr. Johnson, Mrs. Kresge, Ms. Micklos, Mr. Searfass, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 10; No – 0; Absent – 2.

2) FMLA request pending submission of schedule and proper notification (employee CA02655),

Motion was made by Mr. Coyle to approve the FMLA request pending submission of schedule and proper notification. The motion was seconded by Mrs. Kresge. Voting in favor: Mrs. Kresge, Mr. Clark, Mr. Hoffman, Mr. Huffman, Ms. Micklos, Mr. Searfass. Voting against: Mr. Coyle, Mr. Johnson, Mr. Summers, Ms. Leonard. Motion carried. Yes – 6; No – 4; Absent – 2. Motion passes.

OTHER ITEMS OR CONCERNS (non-agenda items)

ADJOURNMENT

Mr. Huffman made a motion to adjourn the meeting at 7:46 p.m. with Mr. Johnson seconding the motion.

Richard Pierce, JOC Secretary