

**MONROE CAREER AND TECHNICAL INSTITUTE  
JOINT OPERATING COMMITTEE MEETING  
MINUTES OF MEETING  
September 14, 2015**

The regularly scheduled monthly meeting of the Monroe Career & Technical Institute was held in the school's Multipurpose Room A on Monday, September 14, 2015.

Call to Order & Pledge of Allegiance: The meeting was called to order at 7:14 p.m. by the Chairperson, Ms. Jackie Leonard.

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

**Joint Operating Committee Members**

Ms. Cindy Blake – Stroudsburg ASD  
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. Brad Strasser (Alternate) – Stroudsburg ASD  
Mr. William Searfoss - East Stroudsburg ASD  
Mr. Gary Summers - East Stroudsburg ASD

Members not in attendance: Mr. Richard Pierce – Stroudsburg ASD

Others in attendance: Mr. Adam Lazarchak, Director; Dr. Carolyn Shegelski, Assistant Director; 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: Ms. Lynn Ondrusek – Pocono Record, Mrs. Michele Ifkovits, Mrs. Maria Hafler, Ms. Lori Schuttert, Ms. Betsy Lombardino, Mrs. Donna Yozwiak, Mrs. Sheila Smith, Mr. Pat McHale, Mr. Christ Roberto, Mr. Jim Granahan, Mrs. Dennis Dominguez, Ms. Tess Dalessio, Mrs. Angela Thom, Mr. Rich Courtright, Ms. Lorinda Homar-Gordon, Mr. Branden McTighe

Public Participation for Agenda Items only: Chairperson If you would like to address the JOC you may do so when public participation is announced. Please limit your comments to 3 minutes.

Announcement of Executive Session: An Executive Session was held from 5:45p.m. to 7:02 p.m.

Approval of the Minutes and Agenda

Motion to approve the Minutes of the August 3, 2015 Joint Operating Committee Meetings, and this Agenda for September 14, 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 Ms. Blake and seconded by Mr. Johnson to approve the minutes as submitted, with all voting in favor

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.

Superintendent of Record:  
Dr. Elizabeth Robison

Dr. Robison reported on the current status of the MCTI Director's position search, and on September 16 she will be asking her board to for their consideration of a 3 hour delay schedule during inclement weather.

Treasurer:  
Susan Kresge

Mrs. Kresge indicated the Treasurer's Financial Report will be called for later in the agenda.

Administrative Reports and Correspondence

**Student Representative Report** -- Mr. Brendan McTighe

1. Last year, 5 students applied to be SkillsUSA Ambassadors, They are:  
Samantha Costa East Stroudsburg South  
Micha Marcano P.M. West  
Tarahgee Morris P.M. West  
Jenna Corrente P.M. West  
Taylor Rau Stroudsburg
2. These students will attend the Ambassador Training and Professional Development Conference and represent MCTI at the SkillsUSA Council.
3. Our Career Exploration Night is going to be held on October 22, 2015, and the SkillsUSA Professional Conference will be held on November 12-13 at Kalahari.
4. All career and student organizations are starting their membership drive.
5. I am looking forward to another year as the student representative.

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

1. The Annual Report is available for all of our stakeholders on the MCTI website. This is a snapshot of where MCTI is compared to historical data and where we want to be in the future. Tonight I will provide a brief presentation on our data.
2. We met with representatives from BioSpectra and finalized the "Employability Skills Certification". This year's juniors are eligible for certification in 2016-2017. I want to thank everyone who assisted us in making this happen: MCTI's General Advisory Committee, East Stroudsburg University, MCTI Staff, and BioSpectra.
3. REVISED: I established a goal to increase enrollment by 3% a year for three years starting in 2014-

2015. Unfortunately we did not reach the goal of 937 students last year (911 on October 1st). As of 9/11/15 we are at 987 – this is a 8.34% increase over 2014-2015 and 22 students ahead of our two-year goal (965). Official numbers will be based on October 1, 2015.

4. The administrative team is developing goals for the 2015-2016 school year. You can expect these goals to be reported at the September 14<sup>th</sup> JOC meeting. A few goals will be finalized at a later date – they require the gathering of appropriate data that will take a few weeks to obtain.

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

1. October Events:
  - a. American Culinary Federation (ACF) recertification of our Culinary Arts Program. On Monday, October 12, 5:30 to 7:30 p.m., MCTI's Laurel Lake Café, you are invited to attend the meet and great buffet dinner meeting with the two ACF representatives to review and recertify our Culinary Arts Program. We also invite our administration, OAC members, Dr. Hendry, and students. They will be here on October 13 to do the review and recertification. Hope you can join us. Please let me know if you can attend.
  - b. Fall 2015 OAC—Our 2015 Fall OAC Meetings will be held on Tuesday, October 13, 5:30 to 8 p.m. in the Program areas. A sandwich dinner meeting will be provided. Invitations will be at the meeting. Please let me know if you plan to attend.
2. The Pre NOCTI tests will be administered this fall. There are 217 senior students. On September 14 and 15, Mrs. Hafler, Mrs. Bonser, Mrs. Mathious, and I will meet with the seniors to review the testing procedures and format. The tests will be administered from September 21 to October 23. Parents and students will be notified of the tests.
3. In August I had to resubmit all Programs to PDE in the CATS System because of the changes in many of the categories. The changes were reviewed and approved by PDE representatives. Our Programs are approved for the 2015/16 school year.
4. Program Industry Certifications—The teachers and I are working on certifying their programs for industry program certifications. The Programs and Industry Program Certification are: National/Pennsylvania Home Builders Association—Carpentry, Electrical, HVAC, Masonry, and Plumbing. NATEF is Diesel Technology. ACF is Culinary Arts.
5. Dual Enrollment at MCTI.
  - a. Penn College. Mrs. Thom and I are working with the programs and students.

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

1. Established two primary goals for the 2015-2016 school year. The first is to further decrease higher level disciplines by 5%. Second, to *decrease unauthorized* absences by 20% by working with the students, instructors, parents and sending school.
2. Ken Hart and Julia Hanlund completed training on how to deal effectively with difficult students. They have been working well together, taking a team approach as a Support Services Facilitator and the classroom instructor. They also worked together to complete Restorative Practices Training. Their goal is to work collaboratively to reduce classroom misconducts and increase overall performance.
3. Completed 2015-2016 student orientations. Stressed attending school and the goal of reducing unauthorized absences.

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

1. Mr. Yarnall, Mrs. Tomsho, and the MCTI Interact and National Technical Honor Society chapters were recognized by PATH (Pocono Area Transitional Housing) for their donation of canned goods and cleaning and paper supplies.

These MCTI service clubs held a drive to collect much needed items that are used to help families transition into their own homes. They also make donations, such as holiday cookie ingredients, throughout the school year to encourage family time and make families' transition less stressful.

2. Mr. Sarcinelli and I held make-up New Student/Parent Orientations on August 3, 2015, at 12:00 pm and 5:00 pm.
3. The Civil Rights Data Collection report was submitted on August 14, 2105.
4. The Support Services Facilitators met on August 13, 2015, to discuss service delivery, Child Study Team procedures, and caseloads.
5. On August 14, 2015, I participated in the webinar, "Exploring the Link: Drugs and Mental Health". I am also seeking opportunities for Drug and Alcohol Prevention instruction for MCTI 9<sup>th</sup> grade students, in accordance with PA state regulations.
6. I worked with Mr. Dorshimer on August 14 and 17, 2015, regarding an ADA issue to help ACE stay in compliance with Federal law.
7. The Career Development Team participated in a Keys2Work online training session with founder David Mosey. New modules and upgrades were demonstrated. We are looking forward to additional training with Mr. Mosey this year.
8. The ninth grade academic teachers met on August 18, 2015, to discuss program delivery. Thematic units, opening week activities, Keys2Work units and scheduling challenges were addressed.
9. Mr. Sarcinelli and I attended a presentation on Suicide Prevention Model Policy development. We will be gathering a group of interested staff members to create a policy and procedures for MCTI. We are also planning to roll out a Suicide Prevention Program, in accordance with PA state regulations.
10. Mrs. Sullivan has been entering student academic schedules, free and reduced lunch information, and assigning sessions and Parent Portal access since August 11, 2015, when the Student Information System rolled over. She has also created a user-friendly, at-a-glance method for tracking FACE students through their rotations since this information cannot be tracked in our Student Information System.

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

### Technology

1. All tasks on our summer to-do list have been completed. In addition, we took the opportunity to walk through each classroom and test each piece of equipment for proper operation.
2. PenTeleData has completed the RFC test on our fiber-optics to their network. After three tests and two prior failures, we finally have a certified connection at the speed agreed on.
3. With the beginning of the school year under way, we have annual tasks that we're currently working on. They include: student IDs, student accounts, point of sale adjustments, acceptable use policies and recording of each, student information system changes, and as always, day-to-day operations and helpdesk.
4. We are working with our vendor, Lightspeed, to complete the rollout of our new web filter.
5. Our annual Classmate (SIS) upgrade and rollover were completed on August 11th.
6. All PIMS requirements were completed successfully.
7. We provided Gmail training to all staff on August 26th. As concerns arise, we will provide training custom tailored to relevant issues.
8. You will see quotes from Xerox and Topp Business solutions for your review. Per your request, each vendor has broken down the monthly cost by equipment as well as maintenance/supplies. **After discussions, Kris was asked to inquire with Xerox if 1)**

**they would be willing to receive 2 payments; 2) 2700 copies a month is the average number of copies, and 3) to do away with the summer waiver.**

#### Adult Education

1. Our fall brochure has been mailed to all 70,000 residents of Monroe County. As discussed at the August JOC meeting, our billboard campaign has started. The digital billboard at The Dome will be active with our ads for the month of September.
2. We are offering more classes this semester than any previous semester dating back to the fall of 2014 and possibly further. I plan to actively monitor class enrollment, tweak class offerings each semester, and continue to run only those classes that will provide profit for ACE and MCTI.
3. The PIMS requirements for ACE have been completed successfully.
4. Our office is now officially moved as well as the Pearson Vue testing center. We have received great response from instructors, staff, and customers. We look forward to continuing the development of this space to make the most of it.
5. Adult Education enrollment has doubled since last year at this time.

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

1. I am continually working with Russell Scott of RKR Hess and Dan Corveleyn on the water line. I received drawings of the waterline from Mark Dudinyak of RKR Hess. We also signed permits that are required from D.E.P. Dan and I met with MCCD to discuss the waterline and permits.
2. Scrap Total : \$108.44
3. Maintenance completed the connection of an air compressor in Outdoor Power Equipment.
4. The new oven for the demo kitchen was delivered and installed.
5. VO –Tech road was repaired. I receive several complaints about pothole and drainage. Carbonaro Paving spread stone and filled in all potholes. The residents were satisfied.
6. I was able to secure a donation from resident Lloyd Lomar for a table saw, sander and planer. I'd like to thank Lloyd for his generous donation. I also met with Lowes representative at the Mount Pocono store. They have agreed to donate a sit down floor scrubber, doors, fencing and paint. Lowes continues to support our school.
7. Discussion was held on the viability of MCTI purchasing a home for the construction cluster students to work on, in place of MCTI building a home in the school's development. Currently Mr. Pecci and Mr. McHale looked at a home in Saylorburg listed for \$57,000 and it's estimated the costs of repairs would be \$45,500. There are also a few logistical issues that need to be addressed. One being the need for a designated van to transport students and equipment to the job site and another is the possible need of a project coordinator. **Mrs. Kresge would like to have research done to find funds for a vehicle and a project manager and to receive information on the project manager job description.**

#### **BUSINESS MANAGER REPORT -- Mrs. Diane Serfass**

1. We have completed our physical move into the old Adult Education Office over the months of July and August.
2. Our software conversion is nearly complete. Payroll, Accounts Payable, Accounts Receivable, Budgeting, and Personnel Modules are up and running. Our last module is bidding which we will implement in January.
3. We are working on new procedures for Live Work that will comply with our Live Work Policy 135. This will be an ongoing process as we monitor the process throughout the upcoming year.

| ITEMS REQUIRING JOC ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| BUSINESS AND FINANCIAL ITEMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>Motion to approve the Payment of Invoices and Investment Information.</b></p> <p>No Action Required</p> <ul style="list-style-type: none"> <li>• Bank Account Balances</li> <li>• Financial Reports</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b><i>A motion was made by Mr. Coyle to approve the Payment of Invoices and Investment Information. The motion was seconded by Mrs. Kresge. Voting in favor: Mr. Coyle, Mrs. Kresge, Ms. Blake, Mr. Clark, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Ms. Micklos, Mr. Strasser, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.</i></b></p>                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| ADDITIONAL BUSINESS & FINANCIAL ITEMS (*additions)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Motion to:</b></p> <p><b>1) file condemnation proceedings against Stephen Bacik and/or Joseph P. Vesce and Melissa A. Vesce, if necessary, for construction and permanent easements on their respective properties for the waterline project;</b></p> <p><b>* 2) approve Policy # US268055, student accident insurance renewal, effective September 3, 2015 thru September 2, 2016 from United State Fire Insurance Company thru Engle-Hambright &amp; Davies, Inc. in the amount of \$4,000. Zero increase over 2014-2015;</b></p> <p><b>* 3) approve the 3 year service agreement, effective September 10, 2015, with Kistler O-Brien Fire Protection at an estimated cost per year of approximately \$5,000.00;</b></p> <p><b>* 4) approve the contract with DocuWare Corporation for maintenance and support for archiving documents per the quote, effective April 2015 for 1 year.</b></p> |
| <p><b><i>A motion was made by Mr. Coyle to file the condemnation proceedings against Stephan Bacik and/or Joseph P. Vesce and Melissa A. Vesce, to renew the student accident insurance in the amount of \$4,000, approve the 3 year service agreement effective September 10, 2015 with Kistler O-Brien Fire Protection at an estimated year cost of \$5,000, and to approve the contract with DocuWare Corporation effective April 2015 for 1 year. The motion was seconded by Ms. Blake. Voting in favor: Mr. Coyle, Ms. Blake, Mr. Clark, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Mrs. Kresge, Ms. Micklos, Mr. Strasser, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.</i></b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| BOARD POLICIES AND PROCEDURES                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Motion to approve:</b></p> <p><b>1) Board Policy #243 - Academic Integrity</b></p> <p><b>per all policies and procedures.</b></p> <ul style="list-style-type: none"> <li>• No Action Required - submitted for review only at this time.</li> </ul>                                                                                                                                                                                                                                                                                           |
| <p><b><i>A motion was made by Mr. Searfoss to approve Board Policy #243 – Academic Integrity. The motion was seconded by Ms. Micklos. Voting in favor: Mr. Searfoss, Ms. Micklos, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Mrs. Kresge, Mr. Strasser, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.</i></b></p>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| STUDENT RELATED                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Motion to approve field trips for the following activities:</b></p> <p><b>1) SkillsUSA Ambassador Training:</b> November 11 - 12, 2015 for 1 advisor and 5 students as a cost to student of approximately \$225.00;</p> <p><b>2) SkillsUSA Professional Development Conference:</b> November 12 - 13, 2015 for 2 advisors and 26 students at an estimated cost to student of \$160.00;</p> <p><b>3) DECA Power Trip:</b> November 20 - 22, 2015 for 1 advisor and no more than 10 students at an estimated cost to student of \$1500.00.</p> |
| <p><b><i>A motion was made by Mr. Johnson to approve the field trips listed. The motion was seconded by Mr. Coyle. Voting in favor: Mr. Johnson, Mr. Coyle, Ms. Blake, Mr. Clark, Mr. Hoffman, Mr. Huffman, Mrs. Kresge, Ms. Micklos, Mr. Strasser, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.</i></b></p>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| CURRICULUM AND INSTRUCTION                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Motion to approve the MOU between MCTI and the Technical Assistance Program (TAP) for the 2015-2016 school year.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b><i>Motion was made by Mr. Coyle to approve the MOU between MCTI and TAP for the 2015-2016 school year. The motion was seconded by Mr. Searfoss. Voting in favor: Mr. Coyle, Mr. Searfoss, Ms. Blake, Mr. Clark, Mr. Hoffman, Mr. Huffman, Mr. Johnson, Mrs. Kresge, Ms. Micklos, Mr. Strasser, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.</i></b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| PERSONNEL ITEMS | <p><b>Motion to accept:</b></p> <p><b>1) the resignations;</b></p> <ul style="list-style-type: none"> <li>a) Lazarchak, Adam - Director, effective October 30, 2015</li> <li>b) Alcamo, Roseann - Cafeteria Monitor, effective August 26, 2015</li> <li>c) Burnett, Melanie - Payroll &amp; Benefits Specialist, effective October 2, 2015</li> </ul> <p><b>2) to approve the Family and Medical Leaves submitted;</b></p> <ul style="list-style-type: none"> <li>a) employee GE86551</li> <li>b) employee ST64145</li> </ul> <p><b>3) the appointments in accordance with all policies and procedures;</b></p> <ul style="list-style-type: none"> <li>a) Dominguez, Dennis - Drafting and Design Instructor, effective the start of the 2015-2016 school year with 2 additional extra days for new teacher inservice training at the curriculum rate, 2014-15 Voc Schedule: Step 8 Intern \$50,268</li> <li>b) Roberto, Chris - Teacher Leader Advisor for the 15-16 school year with no additional benefits</li> <li>c) Substitutes for the 2015-16 school year</li> </ul> <p><b>4) the substitute rates for the 2015-2016 school year;</b></p> <ul style="list-style-type: none"> <li>a) Secretary \$13.00</li> <li>b) Custodian \$13.48</li> <li>c) Teacher \$80 a day; \$300 bonus after each 20 days worked</li> </ul> <p><b>5) the retroactive hires;</b></p> <ul style="list-style-type: none"> <li>a) Instructional Assistant</li> <li>b) Payroll &amp; Benefits Specialist;</li> </ul> <p><b>6) the rate change for an Adult Continuing Education fall 2015 instructor;</b></p> <p><b>7) and, the 2015 - 2018 Administrative Compensation Plan for Act 93 staff.</b></p> |
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|                                            | <p><b>Addendum</b></p> <p><b>8) effective October 3, 2015, recommendation to hire Melanie Burnett on an intermittent basis, at an hourly rate of \$20.19, to process payroll and benefits until a suitable replacement is hired and trained.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                            | <p><i>Motion was made by Mr. Johnson to accept the resignations, the FMLAs, the appointments in accordance with all policies and procedures, the substitute rates for the 2015-2016 school year, the retroactive hires, the rate change for an Adult Continuing Education fall 2015 instructor and the 2015-2018 Administrative Compensation Plan for the Act 93 staff, and to hire Melanie Burnett effective October 3, 2015 on an intermittent basis at an hourly rate of \$20.19 until a suitable replacement can be hired and trained. The motion was seconded by Mrs. Kresge. Voting in favor: Mr. Johnson, Mrs. Kresge, Ms. Blake, Mr. Clark, Mr. Coyle, Mr. Hoffman, Mr. Huffman, Ms. Micklos, Mr. Strasser, Mr. Searfoss, Mr. Summers, Ms. Leonard. Voting against: Motion carried. Yes – 12; No – 0; Absent – 0.</i></p> |
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| OTHER ITEMS OR CONCERNS (non-agenda items) | Mr. Courtright expressed that he feels a candidate for the director's position can be found within MCTI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ADJOURNMENT                                | <p>There being no further business to come before the Board, Mr. Johnson made a motion to adjourn the meeting at 9:19 p.m., with Mrs. Kresge seconding the motion.</p> <p style="text-align: right;">_____<br/>Richard Pierce, JOC Secretary</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |