

Administrative Reports: September 14th

UPCOMING EVENTS

STUDENT REPRESENTATIVE REPORT – Ms. Brielle Sutton, East Stroudsburg South Senior and Business & Hospitality Management Student

1. At the SkillsUSA National Conference in Atlanta in the beginning of June our Crime Scene Investigation team comprised of Mikalya Slamiak, Yanna Wadley and Julian Cantu came in 13th in the nation, and our Customer Service Competitor, Kayden Capers came in 9th, we are so very proud of how they did at SkillsUSA Nationals.
2. On Tuesday, September 22 MCTI will be hosting SkillsUSA day where delegates will be learning about SkillsUSA and participate in workshops that will help them develop leadership skills that will benefit them in the work force.
3. On September 30 students from Electrical will be participating in an industry tour of the Local IBEW in Allentown.
4. Over the next few weeks, the Career and Technical Student Organizations will be conducting their membership drives, fundraisers and officer elections. Advisors and students are excited about the various events for the 2026-2027 school year.

DIRECTOR'S REPORT -- Dr. Dennis Virga

1. On August 13, I met with Jason Bays, the General Manager of Camelback to discuss growing MCTI and Camelbacks Partnership. Topics include apprenticeship and other training options. Camelbacks Maintenance leadership team will be visiting MCTI on 9/29 to tour the school and see what we offer.
2. Kris Dorshimer and I have been attending the Workforce Professionals in Digital Infrastructure Team Meeting, hosted by Luzerne Community College. The meetings surround the growing demand in specific occupations such as HVAC and Electricians.
3. On August 17, I attended the Pocono Township Meeting for the Zoning Hearing. The rezoning of the 4 adjacent lots was approved.
4. On August 27, I met with Messer Industrial Gas Products, which is located in Tobyhanna. The meeting was to see how MCTI and Messer can collaborate on student experiences. I will be visiting the facility on September 25.
5. On September 1st I attended the Manufacturer Meeting at Careerlink.
6. MCTI will begin working on our Comprehensive Plan, which is due this Spring.
7. Two grants are open that MCTI will be working on. The first is the Safety and Mental Health Grant and the second is the Supplemental Equipment Grant.

STUDENT SERVICES SUPERVISOR REPORT – Dr. Amy Thomas

1. Completed School Opening Procedures in Student Information System (CSIU)
2. Obtained new student applications from MCTI website submissions and sending school counselors
3. Scheduled new students for the 2026-2027 school year
4. Participated in interviews for Career and Transition Coordinator and Instructional Assistant Positions
5. Participated in IEP revision meetings for new students with sending school representatives
6. Facilitated New Teacher Orientation on August 17 and 18, 2026
7. Facilitated Staff Inservice Days on August 26 and 27, 2026
8. Held CTSO Advisor Meeting on August 27, 2026
9. Held New Student Orientation on August 27, 2026

SUPERVISOR OF CAREER & TECHNICAL AND BUILDINGS & GROUNDS REPORT – Mr. Patrick McHale

Completed/In Progress

1. Road Repair on Vo-Tech Rd by EF Possinger

Field Trips for August

1. September 28 - FFA Local CDE - Bloomsburg Fairgrounds - Mrs. Bruce, FFA
2. September 30- IBEW Field Trip - Mr. Witner

Activity Request for June

1. September 3 - Growth Coach - Business and Hospitality, Rich Franco - Mrs. Hafler
2. September 9 - Pocono Builders Associaton - NAHB Mrs. Hafler
3. September 10 - Financial Responsibility- Business and Hospitality Mrs. Hafler
4. September 11 - Chamber of Commerce Daniel McDermott - Mrs. Hafler
5. September 14 - Krispy Kreme Fundraiser - All CTSO's
6. September 14 - National Guard Lunch Table - Mr. Pembleton
7. September 15 - FrogTown Dining Room Service - Eric No one - Culinary Arts
8. September 16 - SkillsUSA Delegate Meeting - SkillsUSA
9. September 17 - HOSA Meeting - Mrs. Romberger, HOSA
10. September 17 - US Navy Presentation and Physical Training - Mr. Shook
11. September 22 - SkillsUsa Day Andy Hammer - SkillsUsa
12. September 22 - United Way Community - Business and Hospitality Mrs. Hafler
13. September 25 - Med Evac Landing - Lower Field - Health Professions
14. September 28 - JWU Zoom Meeting Jason Evans - Culinary Arts

SUPERVISOR OF CURRICULUM, INSTRUCTION & SPECIAL EDUCATION REPORT – Ms. Abigail Tomsho

1. On August 17th, during New Teacher In-Service, I presented to the new teachers and instructional assistants. I presented information relevant to Curriculum and Special Education.
2. On August 20th and 21st, during Staff In-Service, I presented professional development sessions to the staff. I presented on the following topics: special education, program data, grading, and proper program record keeping.
3. Assisted new instructors at New Student Orientation held on August 27th.
4. I attended and facilitated revision meetings for students with IEPs who were enrolled over the summer. These revisions are required for the students to attend MCTI.
5. I took part in interviews for the vacant custodian position.
6. I met with St. Luke's to discuss Co-op and Jr. Volunteer procedures for our health students.
7. Worked on updating program documents such as CAPS reports, Scope and Sequence, Task Lists, and Articulation Agreements.
8. I met with St. Francis University regarding an articulation agreement we will provide to our students in all programs.
9. Dr. Virga and I met with all program instructors to discuss program needs. We discussed successes and challenges within each program. We also discussed technology advancements and ways to embrace and introduce them into the curriculum.
10. Assisted in PIMS reporting of data relevant to NOCTI, Dual Enrollment, and Industry Certifications.
11. Prepared documentation for students to utilize articulation agreements from the following programs: Electronics, Computer Networking, Computer Information Science, Sports Medicine, Graphic Arts, Culinary, Horticulture, Business & Hospitality, and Auto Technology.

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

Technology

1. All new cameras have been installed. They replaced older cameras. The new cameras offer increased quality and coverage.
2. ID card supplies were ordered. Starting on the second day of school, we began taking student photos for IDs.
3. We made enhancements to Cisco Duo within the network to increase security.
4. The audio system for the JOC Meeting was installed. ESG will have a representative here for the JOC meeting to make final adjustments to the system.
5. The Navigate 360 Visitor Management System has been installed and set up. Reception staff were trained on how to use the system, and it is currently being utilized.
6. We continued to work through the Finalsite Messages XR implementation, and we are finally done. We used it a few times already this year, and it is working as expected.
7. Barcodes were created for all students to help the cafeteria lines move better until pictures and IDs can be printed for students. Those were distributed at New Student Orientation night as well as the first day of school.
8. New Chromebooks and carts were set up and distributed to classrooms.
9. New student accounts were created and are being distributed as we receive their Acceptable Use Sign-off sheets.

Adult Education

1. Some Fall classes have started, with the remainder starting over the next month. Registration is going well. This will be the last semester of the Whole Home Repair Program.
2. I was asked to present at the PAHRA conference at Skytop on October 20th. I will be providing an overview of our Whole Home Repair Program. In addition to my presentation, Adult Ed teachers and students will be providing first-hand accounts of the program.

BUSINESS MANAGER REPORT -- Mr. Joel Bruch

8/18/2026 and 8/20/2026

1. The Chartwells employee assigned to MCTI's Assistant Food Service Director Position since 2019 was offered the Food Service Director Position at Stroudsburg Area School District. Chartwells and I worked through the interview and selection process to ensure a replacement was ready to go for the start of the school year.

8/31/2026

2. Held retirement meeting with relevant staff to discuss payroll and benefit details

9/1/2026

3. Began the 2025-2026 independent financial audit process with CLA. A kickoff meeting took place and initial documentation requests were distributed to the business office.
4. Distributed 2027-2028 budget request packets to program instructors and department leads.

9/8/2026

5. Finalized the purchase and facilitated the delivery of a 2026 Toyota Sienna Woodland. The Vehicle was purchased utilizing 2026-2027 Perkins Funds.

Ongoing

6. 2025-2026 Financial Audit
7. 2027-2028 Budget
8. RACP Grant Documentation
9. Working with Chartwells to support the new Assistant Food Service Director