Administrative Reports: October 5th

UPCOMING EVENTS
Fall OAC Meeting – October 8, 2026
Career Exploration Night – October 21, 2026

STUDENT REPRESENTATIVE REPORT – Ms. Brielle Sutton, East Stroudsburg South Senior and Computer Information Science Student

1. 50 Seniors from Health Professions got certified last week in CPR/First Aid, as well as, Stop the Bleed.
2. MedEVAC visited our school on Friday, September 25 and spoke to the Health Profession, Sports Med and First Responder students regarding what the MedEVAC is used for and the careers in Health Care.
3. Health Profession students took Vital Signs at the car show
4. Our first Blood Drive will be at MCTI on December 4th.
5. Our First Responder program received several significant donations from fire companies in Monroe, Lehigh, Northampton, Bucks, and Montgomery counties, as well as New York.
6. All students have been fitted for real turnout gear and have started obtaining several industry certifications
7. On Wednesday, October 14 - 6 SkillsUSA students will be attending the Leadership by Example Breakfast.

DIRECTOR'S REPORT -- Dr. Dennis Virga

1. On September 23, Representatives from East Stroudsburg Borough visited and toured the school. MCTI will be making some holiday street decorations.
2. On September 25, I had the opportunity to tour Messer Gas in Tobyhanna. The company, though relatively new to the area is one of the largest gas companies in the country. While there we discussed future partnerships and ways to get out students introduced to the company.
3. On September 29, leadership from Camelback toured the school, with a focus on construction and automotive programs. The purpose is to build a strong pathway to employment opportunities in these areas.
4. The school safety and mental health grant has been submitted. MCTI is looking to rekey all the doors throughout the building and will continue to contract for a behavioral support therapist.
5. I met with the two prospective Cosmetology Student Teachers to discuss expectations and MCTI policies.

STUDENT SERVICES SUPERVISOR REPORT – Dr. Amy Thomas

1. Monitored Online Learning Management Systems
2. Participated in Student Assemblies on September 8, 2026
3. Met with Professional Development Committee on September 8, 2026
4. Assisted with Fire Drill on September 14, 2026
5. Held Career and Technical Student Organization (CTSO) Advisor Meeting on September 14, 2026
6. Facilitated Safe2Say Trainings for Full Day 9th Grade students
7. Facilitated MCTI Student Services Meeting on September 21, 2026
8. Organized and held Professional Development Meeting on Grading and Parent Contact Procedures, and Fall Occupational Advisory Committee (OAC) Meetings on September 22, 2026
9. Helped plan and host Monroe Senior Volunteer (MSVP) Banquet in MP Room on September 24, 2026
10. Assisted with Lock Down Drill on September 28, 2026
11. Participated in Parent Teacher Conferences/Meetings
12. Began planning 2026 Fall Counselors' Meeting (TBH November 13, 2026)
13. Planned and organized Career Exploration Night (TBH October 21, 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. October 1 - NCC Hotel Resort Management Information - Business and Hospitality - Mrs. Hafler
2. October 8 - NYC Tourism Tour - Business and Hospitality - Mrs. Hafler
3. October 8 - Healthcare Career and College Exploration - Health Professions
4. October 13 - HOSA Fall Eastern Leadership Conference - Millersville University - HOSA Mrs. Romberger
5. October 14 - SkillsUSA Leadership by Example Breakfast - SkillsUSA Mrs. Hafler
6. October 21-24 - FFA National Convention - Indiana Convention Center, Lucas Oil Stadium - FFA Mrs. Bruce

Activity Request for June

1. October 1 - NROTC Presentation - Mr. Shook
2. October 2 - SkillsUSA Delegates Meeting - SkillsUSA
3. October 5 - Culinary Institute of America Visit - Armstrong/Picarello
4. October 5, 12, 19, 26 - NROTC table during lunch - Pembleton
5. October 6 - PSP Elite Program - Shook
6. October 7 - Automotive Training Center Presentation - Kohler, Snyder, Sterner, Staples, Slawik
7. October 7 - Aevidum Officer Meeting - Rose
8. October 7, 14, 21, 28 - Marines Lunch Table Recruitment - Pembleton
9. October 15 - Kanine Rep and Presentation - Shook/Hickey
10. October 15 - SkillsUSA Election of Officers - SkillsUSA
11. October 15 - 9th Grade Tour PME - Pembleton
12. October 16 - Construction Cluster and Marketing Meeting - Martin, Wummer, Hineline, Witner, Hafler, Gable
13. October 16 - K9 Search and Rescue - Romberger, Hickey
14. October 17 - MonroeFFA Alumni Purse and Plant Bingo - MonroeFFA/Bruce
15. October 21 - National Guard Recruitment Presentation - Pembleton
16. October 21 - Aevidum Meeting - Rose
17. October 22 - Mavis Tire Presentation - All Automotive Programs
18. October 26 - Niagara Falls Culinary Institute - Armstrong/Picarello
19. October 27 - MonroeFFA Movie Night - FFA/Bruce
20. October 27 - Universal Technical Institute Presentation - Pembleton
21. October 29 - Holiday Hair - Cosmetology Nonnemaker
22. October 29 - Vehicle Stops - State Police, Pocono Twp PD, Stroud Regional PD, Pocono Mountain Regional PD - Shook
23. October 1 - November 13 - HOSA Fundraiser Pie an Instructor, Admin, or Student - HOSA Romberger

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

1. On September 9th, I participated in the Pocono Chamber of Commerce Education Committee meeting.
2. I participated in interviews for the open custodian position.
3. I organized and prepared documents for the upcoming OAC meetings on October 8th.
4. I organized the schedule, and ordering of the Pre-Nocti tests being conducted in October.
5. I am organizing and preparing groups of students to participate in St. Lukes Co-op and Jr. Volunteer programs from Health Professions.
6. I am organizing quotes and writing the Supplemental Equipment Grant.

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

Technology

1. We are working on getting more Chromebooks and carts assembled and into the classrooms. We have 5 new carts that are being set up and will be placed into classrooms over the next few weeks.
2. I attended a meeting with Anatomage Solutions on their Anatomage tables. I believe this would be a great addition to the school and can help a number of programs.
3. We are trying to finish our Finalsite Messages XR implementation. The last piece was the attendance calls. Another issue was presented, but we have since received a resolution.
4. I've been working with Cengage to resolve some curriculum issues that have persisted since the beginning of the year. Mrs. Tomsho and I have had regular calls and emails with our Account Rep and support engineers. We are working on resolving the last two issues this week.

Adult Education

1. I administered a test session on September 16th for students looking to obtain their NHA certifications.
2. I've been setting up Examroom.ai test sessions for the Summer 2026 Nurse Aide students to take their written exam at MCTI. All students should be done within the next 2 weeks.
3. We are beginning to prepare for the Spring Semester. Intent to teach forms are being created for Spring and Summer 2027 and will be distributed to instructors shortly.

BUSINESS MANAGER REPORT -- Mr. Joel Bruch

9/14/2026 - 9/18/2026

1. The Business Office submitted 67 documentation and data responses pertaining to requests made by CLA for the 2025-2026 financial audit. All requests and follow up questions were addressed prior to the on-site field work scheduled for the week of 9/21/2026-9/25/2026.

9/21/2026 - 9/25/2026

2. Hosted representatives from CLA for the on-site field work portion of the 2025-2026 financial audit. Sourced any information requested while the auditors were on site and facilitated meetings between CLA and selected MCTI staff members.

10/1/2026

3. Attended first weekly status call with CLA to discuss remaining outstanding items pertaining to the 2025-2026 financial audit.

9/15/2026

4. In collaboration with The Pocono Mountains Economic Development Corporation, the first payment request for our RACP grant tied to our addition project was submitted. Signaling a major step towards completing the grant process.

9/16/2026

5. Received fully executed RDA's and a Special Condition Satisfaction Letter from the Pennsylvania Office of the Budget. Signaling another major step towards completing the grant process.

9/25/2026

6. Shared initial draft of the 2027-2028 MCTI Operating Budget with Dr. Virga for review.

Ongoing

1. 2025-2026 Financial Audit
2. 2027-2028 Budget
3. RACP Grant Documentation
4. Working with Chartwells to support the new Assistant Food Service Director