



Joint Operating Committee - Meeting Minutes

Thursday, April 28, 2011

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Meet the Teacher Event and Dinner

Joint Operating Committee Members Invited - 5:00 pm until 6:30 pm

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:00 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Andrew Foyle	Fairview	x	
John Ogden	Fort LeBoeuf	x	
Robert Heath	Girard		x
James Bucksbee	General McLane	x	
Barbara Gainer	Harbor Creek		x
Brian Rogala	Iroquois	x	
Terry Scutella	Millcreek		x
David Rodgers	North East	x	
Sam Ring	Northwestern	x	
Loretta Price	Union City		x
Eric Duda	Wattsburg	x	

Administrative staff

<u>Administrator:</u>	<u>Position</u>	<u>Present</u>	<u>Absent</u>
James Tracy	Superintendent of Record	x	
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Paul Fritz	Business Manager & Board Secretary	x	
Natalie Fatica	Human & Quality Resources Coordinator		x
Mary Ellen Camp	RCTC Manager	x	
Steve Sceiford	Facilities Manager	x	
Jeff Smith	Technology Manager	x	

Pat Holland	Supervisor of Student Services	x
Jan Kennerknecht	Supervisor of Student Services	x

Meeting Minutes

Minutes of March 24, 2011

Motion to accept the minutes of the March 24, 2011 meeting as presented

Moved by Duda with second by Ring

The motion is approved with an all "ayes" voice vote

Guests and Comments

Guests signed in: Patty Palo, Jack Shaefer, Paul Shaefer, Rosanne Gangemi, Elaine Shaffer, Dave Yanosko, Mark Clickett, Bob Craft, Autumn Starr, Sandra Carr, Mariea Sargent, Adam Cline and Kyle Cline, Donna Erdman

- Sandy Carr introduced students Paul Shaefer and Autumn Starr who had participated in the state SkillsUSA competition. Mr. Shaefer won the gold medal and will be participating at the national competition in Kansas City, Mo in June.
- Bob Craft invited the JOC members to attend the National Technical Honor Society induction ceremony scheduled for May 3 at the Courtyard by Marriott
- Patty Palo introduced Adam Cline and Kyle Cline, boy scouts, who are working on their communication merit badge

Correspondence

- PDE-Approved Program Evaluation Correction Plan and Status Update (Copy filed with official minutes)

Business

Report - Business Manager, Paul Fritz
(Copy filed with the official minutes)

Financial Reports, Payments and Invoices

Motion to approve the following reports, payments and invoices:

- Revenue and Expenditure Reports, as presented:
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices, as presented:
 - General Fund Checks, Wire Transfers and Invoices: \$ 508,515.12
 - Food Service Fund Checks and Invoices: \$ 1,309.53
 - Capital Projects Fund Checks and Invoices: \$ 2,000.00
 - Student Activity Fund Checks and invoices: \$ 4,543.31
- VISA procurement card payment, as presented: \$ 48,003.01
- Treasurer's Report, as presented: March 2011 Summary
- General Fund – Budget Transfers – none this month

Moved by Ogden, with second by Foyle

The motion is approved with an all "ayes" voice vote

(Copy of each item is filed with the official minutes)

Human and Quality Resources

Report—Coordinator of Human and Quality Resources, Natalie Fatica (absent)
(Copy filed with the official minutes)

Internship for Donna Erdman

Motion to approve an uncompensated, administrative internship for Donna Erdman from April 2011 to August 2011

And

Retirement of William Donnell, M-1 Maintenance, effective August 1, 2011

Motion to accept the retirement of William Donnell, M-1 Maintenance, effective August 1, 2011, having completed 41 years of service

Both items moved by Ring, with second by Duda

The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports

- Superintendent of Record Report— James Tracy, Girard School District, verbally reported:
- Professional Advisory Committee (PAC) meeting discussion:
 - United Way of Erie County presentation on their poverty program
 - RCI presented enrollment history and projections for 11-12
- Also reported that:
 - Mr. Tarasovitch, Principal, gave a presentation at Girard SD with ECTS/Girard students
 - PA Secretary of Education Tomalis, at a local meeting, expressed support for career and technical education training
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
 - The Transition Center signed agreements with the districts have not all been returned but all have been contacted.
 - The Student Intern Agreement on the agenda for approval is complete and has been reviewed by Scott Enterprises
 - Many Erie area auto dealers have sent letters to PDE and DOL requesting that auto technologies and auto body repair be included on the High Priority Occupations (HPO) list of occupations
- High School Principal Report — Joe Tarasovitch
- RCTC Report — Mary Ellen Camp
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith
- Instructional Support Services Report – Pat Holland and Jan Kennerknecht
(Copy of each report is filed with the official minutes)

Priority Action Plans – No update

Staff Travel >400 miles (Polices: 331,431,531) - None

Student Field Trips and Fundraising (Policy 121)

Field Trips and Fundraising

Motion to approve the following Field Trips and Fundraising:

- ECE - March for Babies- community service fundraising-May 1, 2011
- Outstanding 20 seniors- Bay Front Convention Center-April 29, cost of bus reimbursed by IU5 tech prep grant
- CNT - travel to Pittsburgh, training center for carpenters' union, cost of bus reimbursed by IU5 tech prep grant
- SkillsUSA-National competition-Kansas City, MO, Paul Shaefer, student, and Joe Tarasovitch, Chaperone, total cost estimated: \$3,000 to be paid by Student Activity Fund- June 19-25, 2011
- SkillsUSA-Community service- Food drive May 2-5, 2011

Moved by Duda, with second by Ring

The motion is approved with an all "ayes" voice vote

Facility Use Requests – Profit Making Organizations (Policy 707)

Other Operations

Student Intern Agreement

Motion to approve the Student Intern Agreement with Scott Corporate Services, Inc., as presented

Moved by Ring, with second by Foyle

The motion is approved with an all "ayes" voice vote

(Copy filed with the official minutes)

Other Business - none

Supplemental Information

- Joint Operating Committee -Meeting Attendance Report
 - High School Program Enrollment Report - Joe Tarasovitch
 - Career and Alternative Education Program Enrollment Report - Joe Tarasovitch
 - Business Partnership Contacts Report – Elaine Shaffer
 - Work Experience Report - Elaine Shaffer
 - Admissions Coordinator Report -Lisa Sorensen
 - SkillsUSA state competitors and awards-Joe Tarasovitch
 - Statement of Financial Interests-filing for year 2010- Due May 1, 2011
 - (Copy of each is filed with the official minutes)
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- Next meeting: Thursday, May 26, 2011

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the regular meeting at 7:45 pm

Executive Session

Mr. Bucksbee, Chairperson, called for an executive session of the committee to discuss retirement incentive payments. The executive session was held following the regular meeting adjournment and no business followed.

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee
Erie County Technical School