



Joint Operating Committee Meeting Minutes

Tuesday, December 21, 2010

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

Work Session – 6:00 pm

2011-2012 Budget

Aldo Jackson presented the 2011-12 General Fund and Capital Projects Fund proposed budgets

- Total District contributions of \$3,815,770- no change from 2010-2011
- Total General Fund expenditures of \$6,373,893
- Ending Fund Balance- High School program of \$214,096
- Ending Fund Balance – Adult RCTC program of \$142,624
- Designated Ending Fund Balance for future PSERS rate increases Of \$128,850
- Capital Projects Fund- Ending Fund Balance of \$395,705

Organizational Meeting

Call to Order

Mr. Timothy Sennett, Solicitor, acting as Temporary Chairperson, called the meeting to order at 7:22 pm.

Moment of Reflection and Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the JOC 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	
William Kaliszewski	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>
Michele Campbell	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	

District Appointed Members

Motion to accept the following district appointed committee members for their terms per the Articles of Agreement for Operation:

- Fairview-2010-2013- Andy Foyle
- Millcreek-2010-2013- Terry Scutella
- North East-2010-2013- Dave Rodgers

Moved by Ring, with second by Ogden

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

Chairperson election-Bucksbee

Mr. Rodgers nominated Mr. Bucksbee as Chairperson for 2011

Mr. Ogden seconded the nomination

Mr. Ring moved to close the nominations for Chairperson

Mr. Ogden seconded the motion to close nominations

Motion to close nominations was approved with an all "ayes" voice vote

The motion to elect Mr. Bucksbee as Chairperson for 2011 was approved with an all "ayes" voice vote

Temporary Chairperson, Mr. Sennett, turned the gavel over to elected Chairperson Mr. Bucksbee

Vice-Chairperson election- Ogden

Mr. Rodgers nominated Mr. Ogden as Vice-Chairperson for 2011

Mr. Scutella seconded the nomination

Mr. Rodgers moved to close the nominations for Vice-Chairperson

Mr. Ring seconded the motion to close nominations

Motion to close nominations was approved with an all "ayes" voice vote

The motion to elect Mr. Ogden as Vice-Chairperson for 2010 was approved with an all "ayes" voice vote

Committee meeting schedule-2011

Motion to approve dates, time, and place of Committee meetings for 2011, as presented:

Meetings are at Erie County Technical School, 8500 Oliver Rd, Erie, PA 16509. Work sessions begin at 6:00 pm and the regular meetings begin at 7:00 pm.

- 4th Thursday, January 27, 2011
- 4th Thursday, February 24, 2011
- 4th Thursday, March 24, 2011
- 4th Thursday, April 28, 2011
- 4th Thursday, May 26, 2011
- 4th Thursday, June 23, 2011
- 4th Thursday, July 28, 2011
- 4th Thursday, August 25, 2011
- 4th Thursday, September 22, 2011
- 4th Thursday, October 27, 2011
- 4th Tuesday, November 22, 2011
- 3rd Tuesday, December 20, 2011

Moved by Ring, with second by Ogden

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

Regular Business Meeting

Meeting Minutes

Motion to accept the minutes of the November 23, 2010 meeting as presented

Moved by Gainer, with second by Rodgers

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

Guests and Comments

Guests signed in and present: Rosanne Gangemi, Elaine Shaffer, Mariea Sargent, Tim Mientkiewicz, Dave Yanosko. No comments.

Correspondence

Letters of intent to retire as required by collective bargaining agreements and administrative compensation plans: Fritz, Palloto, Gangemi. (Copies 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: \$503,480.42
 - Food Service Fund Checks and Invoices: \$ 1,909.72
 - Capital Projects Fund Checks and Invoices: \$ 5,000.00
 - Student Activity Fund Checks and invoices: \$ 800.00
- VISA procurement card payment, as presented: \$ 52,165.94
- Treasurer's Report, as presented: November 2010 summary
- General Fund – Budget Transfers – None

Moved by Gainer, with second by Ogden
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
(Copy filed with the official minutes)

Jenny Alick - part-time secretary (S-3)

Motion to hire Jenny Alick as a part-time secretary (S-3) at the rate of \$12.81 per hour pending clearances

Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report— Michele Campbell, Fort LeBoeuf School District, verbally reported that the sub-committee regarding a Millcreek withdrawal met in December as well as a sub-committee reviewing the Transition Center operating agreements
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett – no report
- 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

2010-2011 Priority Action Plans- update –Aldo Jackson reported insignificant changes during the past month

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:

- ELC, EET, FMT-travel to Erie Magnetics, January 2011, AM session, cost of bus-\$200

Moved by Ogden, with second by Rodgers

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

Facility Use Requests – Profit Making Organizations (Policy 707) – None

Other Operations

Purchase - John Deere 3720 tractor

Motion to approve the purchase of a John Deere 3720 tractor with two-stage snow blower from Z&M Ag and Turf for a total COSTARS price of \$32,618.20 less the tractor trade-in of \$6,900.00 for a net cost of \$25,718.20, from the Capital Projects Fund

Moved by Ogden, with second by Rodgers

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

Guidance Counselor Practicum-Buttaccio

Motion to approve a Edinboro University Guidance Counselor Practicum experience for Allison Buttaccio under the mentorship of Patty Palo, ECTS Guidance Counselor

Moved by Ring, with second by Ogden

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

Other Business -none

Supplemental Information

- Board Attendance Report
- High School Program Enrollment Report-Joe Tarasovitch
- CAEP-Career and Alternative Education Program enrollment- Joe Tarasovitch
- Business Partnership Contacts – Elaine Shaffer
- Work Experience Report-Elaine Shaffer
- Admissions Coordinator Report-Lisa Sorensen – no report
(Copy of each is filed with the official minutes)

- Next meeting: Thursday, **January 27, 2011**

Adjournment-Joint Operating Committee meeting

Moved by Ogden, with second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the regular meeting at 8:30 pm

Minutes prepared by,

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