



Joint Operating Committee - Meeting Minutes

Thursday, January 27, 2011

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

Work Session – 6:00 pm

- Aldo Jackson presented the PDE-Approved Program Evaluation-Vocational Education Standards-Chapter 339
 - PDE-Final Report
 - ECTS Correction Plan- initial report
 - Appeal of Findings(Copies filed with the official minutes)
- Elaine Shaffer presented student surveys:
 - 2009-Graduate Follow-up Survey - presented by Elaine Shaffer
 - 2010-Senior Exit Survey and Senior Exit Survey Written Comments – presented by Elaine Shaffer(Copies filed with the official minutes)

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:17 pm

Moment of Reflection and Pledge of Allegiance

Finotti-Iroquois SD

Motion to accept Michael Finotti as the JOC representative from Iroquois School District

Moved by Duda with second by Heath

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

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	
Michael Finotti	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 December 21, 2010

Motion to accept the minutes of the December 21, 2010 meeting as presented

Moved by Gainer with second by Duda

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

(Copy is filed with the official minutes)

Guests and Comments

Guests signed in and present: Rosanne Gangemi, Mariea Sargent, Elaine Shaffer, and Tim Mientkiewicz.

No comments

Correspondence

- Letters of intent to retire in order to receive retirement compensation per bargaining unit agreements: Donnell, Heubel, Braddock, Hewitt
- Thank you notes: Michele Campbell, Bill Kaliszewski
(Copy of each filed with the 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: \$443,362.75
 - Food Service Fund Checks and Invoices: \$ 2,026.57
 - Capital Projects Fund Checks and Invoices: \$ 396.07
 - Student Activity Fund Checks and invoices: \$ 5,496.02
- VISA procurement card payment, as presented: \$ 32,358.63
- Treasurer's Report, as presented: December 2010 summary
- General Fund – Budget Transfers – None

Moved by Duda, with second by Heath

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)

Discharge Fisher-SAA2

Motion to discharge Robert Fisher effective January 21, 2011, per Classified Contract Article I-Section 6- Probationary Period

Moved by Foyle, with second by Ogden

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

Steever-RCTC instructor

Motion to approve Sam Steever as Auto Mechanics instructor for RCTC classes

Moved by Duda, with second by Heath

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

Campbell and Peterson- substitute custodians

Motion to hire Devin Campbell and Nicholas Peterson as substitute custodians at the rate of \$8.00 per hour beginning on or after January 28, 2011

Moved by Foyle, with second by Duda

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

Litz-SAA2- Regular Employment

Motion to grant regular employment status to Jessica Litz, SAA-2, Student Aide effective December 29, 2010 at \$13.37 per hour

Moved by Heath, with second by Duda

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

Hamilton and Lyle- RCTC Instructors

Motion to approve Stephanie Hamilton and Robert Lyle as RCTC instructors

Moved by Duda, with second by Ogden

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

Operations

Administrative Reports

- Superintendent of Record Report– James Tracy, Girard School District- verbally reported that the Professional Advisory Committee met and discussed:
 - Revised Transition Center agreement
 - Millcreek Township School District anticipated withdrawal
 - The Ad Hoc committee is reviewing possible solutions
 - Emergency evacuation procedures and busses
 - 2011-12 Budget review
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett- verbally reviewed what may occur with the Approved Program Evaluation appeal and corrective action plan filing
- 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-Aldo Jackson- no update this 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:

- Annual CTE Week, Harrisburg, PA Feb 7, 8, 9, 2011, Elaine Shaffer and 4 students, cost of \$1,337 with \$866 reimbursed by PDE.
- AUT-travel to CCAC Western Pa Automotive Comp, Feb 10, 2011, Dave Michalak and 4 students, cost of \$130 for school car mileage.
- SkillsUSA Fundraising- February and March, Wolfgang Candy, to fund competitions
- THM-Lodging Management State Competition, State College, PA, March 9-11, 2011, Bob Craft and 4 students, cost-\$1750
- Transition Center Am & PM- travel to Career Link, Erie, PA. February 2011, Lesa Scalise, Instructional Aides and students, cost of busses-\$150
- AUT-Travel to PAA Auto Dealer contest, Harrisburg, PA, January 26-28, 2011, Dave Michalak and students, cost of hotel, food, and mileage- \$1750

Moved by Duda, with second by Gainer

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

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

Other Operations

Transition Center agreement

Motion to approve the Operating Agreement for the Erie County Special Education Transition Center between the participating school districts and the Erie County Technical School, as presented

Moved by Foyle, with second by Rodgers

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

(Copy is filed with the official minutes)

2011-2012 General Fund Budget

Motion to approve the 2011-2012 General Fund Budget that includes district contributions in the amount of \$3,815,770 and recommend adoption by the participating districts

Moved by Scutella, with second by Ogden

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

(Copy is filed with the official minutes)

Appeal of Findings - Approved Program Evaluation Final Report

Motion to authorize the administration to submit to the Pennsylvania Department of Education, Bureau of Career and Technical Education an Appeal of Findings based on the Approved Program Evaluation Final Report of December 21, 2010.

Moved by Duda, with second by Ogden

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

(Copy is filed with the official minutes)

Donation-motorcycle

Motion to accept the donation of a Yamaha Virigo motorcycle for the high school and RCTC Auto Technology programs

Moved by Gainer, with second by Ogden

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

Other Business

PSBA Policy on the Web

Motion to approve the attached Contract and Appendix A for professional services with PSBA for the Policy on the Web program

Moved by Rodgers, with second by Foyle

The motion is approved with seven "ayes" voice votes; two "no" voice votes, and two absent.

Voting "aye": Foyle, Ogden, Heath, Bucksbee, Gainer, Scutella, and Rodgers.

Voting "no": Ring, Duda.

Absent: Finotti, Price

(Copy of contract filed with the official minutes)

First Reading-Policy 706.1

First Reading-Policy 706.1-Revised-Disposition of Surplus Equipment and Supplies

(Copy is filed with the official minutes)

First Reading- Policy 707

First Reading- Policy 707, Revised- Use of School Facilities and fee schedule

(Copy is filed with the official minutes)

Topics for Open Discussion

The committee discussed the manner in which committee members' new ideas or issues should be handled. It was concluded that the JOC Chairperson should be asked to place the items on the monthly work session agenda. Items of interest that have been expressed include the following that were discussed.

- Green trainer-NWPA
- Marcellus Shale drilling training
- Natural Resources and Environmental Sciences
- Custodial services- contracting

Custodial and Maintenance Services

Motion to have the school administrative staff collect and report back data regarding the cost of custodial and maintenance services

Moved by Ring, with second by Foyle

The motion is approved with seven (7) "ayes" voice votes, two (2) "no" voice votes, and two (2) absent

Voting "aye": Foyle, Ogden, Heath, Ring, Gainer, Scutella, Rodgers

Voting "no": Bucksbee, Duda

Absent: Finotti, Price

Supplemental Information

- Joint Operating Committee -Meeting Attendance Report
- High School Program Enrollment Report - Joe Tarasovitch
- CAEP-Career and Alternative Education Program Enrollment - Joe Tarasovitch
- Business Partnership Contacts Report – Elaine Shaffer
- Work Experience Report - Elaine Shaffer
- Admissions Coordinator Report -Lisa Sorensen
- Statement of Financial Interests-filing for year 2010- Due May 1st
- Education Workforce Leadership Award- Scott Enterprises
- SkillsUSA District Competition
(Copy of each is filed with the official minutes)

- Next meeting: Thursday, February 24, 2011

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting

Mr. Bucksbee, Chairperson, adjourned the meeting at 8:40 pm

Minutes prepared by,

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

