Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, June 23, 2011

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

Work Session – 6:00 pm

- Local auditors, Natalie Heberlein and Steve Falk from Felix & Gloekler P.C. discussed the annual audit plan
- Robert Wooler from The Nonprofit Partnership discussed cooperative ways through the Erie Community Foundation that the Erie County Vocational Technical Foundation may be better able to raise funds through grant opportunities and development.
- Aldo Jackson presented the 2011 Operations & Management Survey results

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:20 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:	District:	Present	Absent
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

Administrator:	Position	Present	Absent
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 May 26, 2011

Motion to accept the minutes of the May 26, 2011 meeting as presented
Moved by Duda with second by Gainer
The motion is approved with an all “ayes” voice vote

Guests and Comments

Guests signed in: Rosanne Gangemi, Dave Yanosko, and Mark Clickett. Tim Mientkiewicz thanked the committee for providing the lunch on the June 8th in-service day.

Correspondence

Letter from Timothy Sennett regarding the signed Student Intern Agreement-Scott Enterprises
(copy 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 Projects Fund
  - Student Activities Fund

- Checks and Invoices, as presented:
  - General Fund Checks, Wire Transfers and Invoices: $ 606,393.88 + $83,304.70
  - Food Service Fund Checks and Invoices: $ 733.43 + $53.55
  - Capital Projects Fund Checks and Invoices: $ 0.00
  - Student Activity Fund Checks and invoices: $ 1,330.29
- VISA procurement card payment, as presented: $ 43,623.29
- Treasurer's Report, as presented: May 2011 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)

VISA card holders and spending limits

Motion to approve the VISA card holders and spending limits effective July 1, 2011 as presented
Moved by Ring, with second by Duda
The motion is approved with an all "ayes" voice vote
(Copy of 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)

Administrative staff salaries - 2011-12

Motion to approve the Administrative staff salaries and merit payments for 2011-12 as presented
Moved by Ogden, with second by Rodgers

Executive session

Mr. Bucksbee, Chairperson, called for an executive session of the committee to discuss administrative salaries, at 7:40 pm
Mr. Bucksbee, Chairperson, reconvened the regular meeting at 8:15 pm

Mr. Bucksbee called for a roll call vote on the motion to approve administrative salaries
The motion is approved. Voting "aye": Ogden, Bucksbee, Heath, Gainer, Rogala, Rodgers, Ring, Duda.
Absent: Foyle, Scutella, Price.
(Copy of approved list is filed with the official minutes)

Operations

Administrative Reports

- Superintendent of Record Report– James Tracy, Girard School District – commented about the impressive senior awards ceremony that was recently held.

- Director Report — Aldo Jackson
  - District Focus Groups-Responses-why students express an interest in the technical school but then do not apply

- Solicitor Report — Timothy Sennett – verbally reported:
    - Transition Center agreements have all been signed and returned
    - The annual Erie Club Picnic is July 28th. The JOC meeting that day is usually changed to start at 5:00 pm.

July 28, 2011 JOC meeting - 5:00 pm

Motion to change the time of the July 28, 2011 Joint Operating Committee meeting to begin at 5:00 pm
Moved by Ogden, with second by Heath
The motion is approved with an all "ayes" voice vote

- High School Principal Report — Joe Tarasovitch (absent)
- RCTC Report — Mary Ellen Camp
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith (absent)
- Student Instructional Support Services Report – Pat Holland and Jan Kennerknecht (absent)

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

Priority Action Plans

Priority Action Plans- update presented by Aldo Jackson, Director
(Copy is filed with the official minutes)

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

Student Field Trips and Fundraising (Policy 121) - None

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

Other Operations

IU5 – RCI lease agreement

Motion to approve the lease agreement with Northwest Tri-County Intermediate Unit for a portion of the Regional Skill Center Building for use by the Regional Choice Initiative and the Erie County Academy of Collegiate and Advanced Studies at a rent amount of $40,000 from July 1, 2011 through June 30, 2012
Moved by Duda, with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

SARCC - contract

Motion to approve the 2011-12 service purchase contract with Sarah A Reed Children's Center, as presented
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Other Business-none

Supplemental Information

- Joint Operating Committee -Meeting Attendance Report
- High School Program Enrollment Report - Joe Tarasovitch
- High School-4th Qtr-Honor Roll- by lab- Joe Tarasovitch
- High School-4th Qtr-Honor Roll- by district- Joe Tarasovitch
- High School-4th Qtr-Perfect Attendance-by lab- Joe Tarasovitch
- High School-4th Qtr-Perfect Attendance-by district- 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
- Planning Retreat and Management Review-2010-2011-List of Topics and Issues
  (Copy of each is filed with the official minutes)

- Next meeting: Thursday, July 28, 2011 – 5:00 pm

Executive session

Mr. Bucksbee called for an executive session of the committee to discuss the director's performance review and 2011-12 salary, at 9:10 pm.
Mr. Bucksbee, Chairperson, reconvened the regular meeting at 10:35 pm

Director's salary – 2011-12

Motion to approve the Director's salary and merit payment for 2011-12, as presented
Moved by Duda, with second by Heath
Mr. Bucksbee called for a roll call vote
The motion is approved. Voting "aye": Ogden, Bucksbee, Heath, Gainer, Rogala, Rodgers, Duda. Voting "no": Ring. Absent: Foyle, Scutella, Price.
(Copy of approved salary recommendation is filed with the official minutes)

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 10:37 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee