



## **Joint Operating Committee - Meeting Minutes**

**Thursday, March 24, 2011**

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

### **Work Session – 6:00 pm**

- Aldo Jackson, Director, presented that the Pennsylvania Department of Education, Bureau of Career and Technical Education, recently recognized ECTS for achieving Adequate Yearly Progress (AYP) for 2009-2010 in mathematics and reading. Through the Safe Harbor provision, the PSSA scores for the Class of 2011 showed an improvement of more than 10% from the year prior. ECTS is one of eight of Pennsylvania's 71 part-time career and technical schools to achieve AYP. This is the first year ECTS reached AYP.
- Aldo Jackson, Director presented that the Pennsylvania Department of Education, Bureau of Career and Technical Education recently recognized ECTS for surpassing state and federal goals for technical achievement. In 2009-2010, 213 ECTS students took a nationally recognized technical skill exam and 77.9% of them achieved a level of advanced or competent. This score showed a 49% increase from two years prior and surpassed the federal Perkins performance level of 60.5%. The Department of Education uses the National Occupational Competency Testing Institute's (NOCTI) written and practical exams to measure the technical skill of each student that completes a technical education program.
- Aldo Jackson, Director, presented the revised version of the Bureau of Career & Technical Education, Approved Program Evaluation Correction Plan and Status Update, 2010-2011. A motion for approval and submission is presented during the regular meeting.  
(Copy of the report is filed with the official minutes)
- Construction Trades Program-Senior House Project: Charlie Lytle and Dave Yanosko, Instructors, gave a presentation to the JOC in the CNT lab
- Administrative Reports
  - Superintendent of Record Report– James Tracy, Girard School District, verbally reported from the Professional Advisory Committee (PAC) meeting discussion:
    - Knox law firm presented information regarding furloughs and program curtailments related to the state funding reductions
    - Enrollment review-2011-12
      - ✓ ABR and AUT recruitment successes
      - ✓ Course alterations
    - Millcreek withdrawal ad hoc sub committee

- Mr. Tarasovitch, Principal, visits to districts with ECTS students is going well
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
  - Student intern agreement is completed and being reviewed by Scott Enterprises
  - Will request Erie Area Auto Dealers Association (and PAA) send a letter to PDE and DOL requesting that auto technologies and auto body repair be included on the High Priority Occupations (HPO) list of occupations that have a high employment demand and high family sustaining wage, as referred to in the Director's 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)

### 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

Motion to accept the appointment of Brian Rogala to the Joint Operating Committee representing 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              |               |
| 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          | x              |               |
|                       | Coordinator                        |                |               |
| 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 February 24, 2011**

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

Moved by Ring with second by Gainer

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

**Guests and Comments**

Guests signed in and present:

Rosanne Gangemi, Dave Yanosko, Nancy Yanosko, Don Hofmeister, Ken Balsiger, Mark Clickett, Sherry States, Mark Cyphert, Ted Oslak, Joshua Atkinson, Barb Jewell, Curtis Oakes, Greg Denney, Sandra Carr, Donna Erdman, Robert Craft, Patricia Palo, Mariea Sargent, Rosann Barker, Tim Mientkiewicz, Andrea Lucarotti, Lisa Stark

- Comments in support of ECTS programs were made by: Ted Oslak, Lisa Stark, Rosann Barker
- Comments in support of the Construction Trades program were made by Dave Yanosko and Charlie Lytle, Instructors
  - An information packet was given by Dave Yanosko to the JOC members (Copy filed with official minutes)

**Correspondence**

- Annual letter of intent to retire per Professional Contract eligibility- Don Hofmeister, EET instructor
- Letter regarding Electronics Program, Tim Lewis, President, Signal-Tech (Copy of each is 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: \$ 530,264.71
  - Food Service Fund Checks and Invoices: \$ 1,318.01
  - Capital Projects Fund Checks and Invoices: \$ 0.00
  - Student Activity Fund Checks and invoices: \$ 3,698.52
- VISA procurement card payment, as presented: \$ 54,680.88
- Treasurer's Report, as presented: February 2011 Summary
- General Fund – Budget Transfers – none this month

Moved by Duda, with second by Price

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)

### **Curriculum development-Mientkiewicz, Hofmeister, Suprynowicz**

Motion to approve curriculum development work and payment to the instructors listed which will be funded by the PMI 2+2+2 grant

Moved by Ring, with second by Gainer

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

### **Operations**

### **Priority Action Plans**

- 2010-2011 Priority Action Plans—Aldo Jackson – no update

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

Student Field Trips and Fundraising (Policy 121)

**SkillsUSA State Competition**

Motion to approve student travel to SkillsUSA State Competition, Hershey, PA, 4/5/11-4/8/11, Sandra Carr and 7 students, cost estimate of \$3,600

Moved by Ogden, with second by Duda

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

Facility Use Requests – Profit Making Organizations (Policy 707)

**Angelo's Salon Development Group, Inc- March 27, 2011**

Motion to approve the request from Angelo's Salon Development Group, Inc. for a hair finishing class, March 27, 2011

(The Director's recommendation is to waive the rental fees, charging only for the custodial costs)

Moved by Rodgers, with second by Gainer

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

(Copy of facility request is filed with the official minutes)

Other Operations

**APE-Correction Plan and Status Update**

Motion to approve the revised version of the Bureau of Career & Technical Education, Approved Program Evaluation Correction Plan and Status Update, 2010-2011, as presented

Moved by Duda, with second by Heath

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

(Copy is filed with the official minutes)

Other Business

**PDE approval to alter one course**

Motion to seek the approval of the Pennsylvania Department of Education to alter one course as a result of substantial decline in course enrollments, that course being Construction Trades, as required by 24 PS § 11-1124, as presented.

Moved by Duda, with second by Gainer

Discussion followed:

Aldo Jackson, Director, presented the enrollment numbers for 2011-12 and noted that six courses are eligible for alteration or curtailment. Also presented was information that in order to alter or curtail a course, the Joint Operating Committee needs to approve the request and then seek the approval of the Secretary of Education, Pennsylvania Department of Education (PDE). The PDE guidelines appear in 24 PS § 11-1124 Causes for Suspension. One standard is that the enrollment in a course has decreased at least 20% from the school year five years prior. The other standard is that the enrollment for a course is less than ten students. Noted is that PDE permission is required if the JOC decides to suspend professional

personnel for just cause. Seeking and receiving permission from PDE for alteration or curtailment does not require the JOC to actually take action.

The JOC discussed the feasibility and implications of altering these courses to part-time status or reducing the number of professional staff teaching the courses.

**Motion amended-PDE approval to alter six courses-motion failed**

Motion, as amended, to seek the approval of the Pennsylvania Department of Education to alter six courses as a result of substantial decline in course enrollments, those courses being Computer Information Systems, Electrical Engineering, Construction Trades, Networking Technologies, Facilities Maintenance, and Tool & Die, as required by 24 PS § 11-1124

Moved by Duda, with second by Gainer

Mr. Bucksbee called for a roll call vote.

Voting "yea": Rodgers, Duda

Voting "no": Ogden, Bucksbee, Heath, Gainer, Rogala, Scutella, Ring, Price

Absent: Foyle

The motion failed by roll call vote.

**PDE approval to alter one course-motion failed**

Motion to seek the approval of the Pennsylvania Department of Education to alter one course as a result of substantial decline in course enrollments, that course being Construction Trades, as required by 24 PS § 11-1124

Moved by Ring, with second by Scutella

Mr. Bucksbee called for a roll call vote.

Voting "yea": Scutella, Rodgers, Ring, Duda

Voting "no": Ogden, Bucksbee, Heath, Gainer, Rogala, Price

Absent: Foyle

The motion failed by roll call vote.

- Mr. Ogden left the meeting at 9:00 pm having to return to work.

**Early retirement incentive**

The JOC briefly discussed the possibility of offering an early retirement incentive. A few districts have done so this year. The administration will review and develop a recommendation to present to the JOC for consideration.

**Supplemental Information**

- Focus Groups Packet
- 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
- Occupational Advisory Committees- Company Attendance March 15, 2011-Joe Tarasovitch
- Disabled Population by District- Pat Holland
- Disabled Population by Program-Pat Holland
- Statement of Financial Interests-filing for year 2010- Due May 1, 2011  
(Copy of each is filed with the official minutes)
- Next meeting: Thursday, April 28, 2011

**Adjournment-Joint Operating Committee meeting**

Moved by Ring, with second by Price to adjourn the meeting  
Mr. Bucksbee, Chairperson, adjourned the meeting at 9:10 pm

Minutes prepared by,

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