

Joint Operating Committee - Meeting Minutes

Thursday, February 24, 2011

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

Work Session – 6:00 pm

- CTE week - Elaine Shaffer, Co-op Coordinator, and ECTS students presented a brief review of their recent travel to Harrisburg for Career and Technical Education Week. Students that participated in the trip and presenting were:
 - Steven Pavolko – Northwestern High School
 - Joelene Dieter – Fairview High School
 - Britteny Roskie – North East High School
 - Jeff Harris – McDowell High School (was unable to attend the JOC meeting)
- Maintenance and Custodial Services Report – Aldo Jackson, Director, presented a cost report regarding ECTS maintenance and custodial services (Copy of report filed with official minutes)

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	
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 January 27, 2011

Motion to accept the minutes of the January 27, 2011 meeting as presented

Moved by Heath with second by Rodgers

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: Mariea Sargent, Elaine Shaffer, Charlie Lytle, Dave Yanosko, Mark Clickett.

- Rosanne Gangemi, classified bargaining unit vice president read a statement from the AFT Local 1589 President Tim Mientkiewicz who could not attend the meeting: "We understand the financial difficulties that the school districts are facing. We would like to be regarded as a resource for suggestions for saving money while not negatively impacting the education of our students. We appreciate the continued support for us at the Erie County Technical School. Thank you."
- Dave Yanosko, CNT instructor, invited the JOC to tour the CNT lab during next month's meeting

Correspondence- none

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: \$491,014.34
 - Food Service Fund Checks and Invoices: \$ 1,976.24
 - Capital Projects Fund Checks and Invoices: \$ 25,857.27
 - Student Activity Fund Checks and invoices: \$ 1,099.19
- VISA procurement card payment, as presented: \$ 39,580.74
- Treasurer's Report, as presented: January 2011 summary
- General Fund – Budget Transfers –as presented

Moved by Duda, with second by Gainer

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)

Grossman and Hofmeister-Curriculum Development

Motion to approve Janet Grossman, CUA, and Don Hofmeister, EET for curriculum development work through the IU5 Tech Prep grant, each to be paid up to 13.5 hours at \$32/hr, \$432 + employer taxes

Moved by Gainer, 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 from the Professional Advisory Committee (PAC) meeting discussion:
 - State funding reductions
 - Chapter 339 audit results
 - District staff furloughs and reductions
 - Labor Attorney Richard Perhacs will present pertinent legal information at the next PAC meeting
 - Millcreek district withdrawal subcommittee met
- Director Report — Aldo Jackson
 - Verbally reviewed the report of student applications for 2011-2012(Copy filed with the official minutes)

- Presented a request from the PAC that a subcommittee of JOC members and Millcreek school directors meet to discuss the possible withdrawal of Millcreek from the consortium
 - Mr. Scutella agreed to refer the request to meet to the Millcreek board president.
 - Mr. Bucksbee appointed a volunteer subcommittee: Foyle, Rodgers and Bucksbee
- Solicitor Report — Timothy Sennett verbally reported
 - The Transition Center operating agreement approved last month has been distributed to all the participating district boards
 - A student intern agreement for students participating in field-based learning experiences at the Scott Enterprises entities has been drafted and forwarded to Scott Enterprises for review.
- 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 filed with the official minutes)

Priority Action Plans

- 2010-2011 Priority Action Plans- update —Aldo Jackson- (copy filed with official minutes)

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

Student Field Trips and Fundraising (Policy 121)

Field Trips

Motion to approve the following Field Trips and Fundraising:

(Note: these trips are all funded by the federal Perkins grant)

- ECE-travel to Penn State Early Learning Center, Erie, 3/4/11- AM, cost of bus-\$125
- ECE-travel to Montessori Children's House, Erie, 3/4/11-PM, cost of bus-\$125
- THM, CUA, GRA—3 students and Jan Kennerknecht, travel to McKeever Environmental Center, Sandy Lake, PA, 3/6-7/11, cost of mileage reimbursement-\$45
- GRA-travel to Schwab Co, Erie, 3/9/11-PM, cost of bus- \$125
- MTF-travel to Warren Co, Erie, 3/25/11-AM, cost of bus \$125
- ADS, GRA-travel to Cleveland Institute of Art, Rock & Roll Hall of Fame, Cleveland, OH, 4/14/11-AM/PM, cost of bus-\$600
- ECE-travel to Celebrate the Family Conference, Erie, 4/29/11, cost of registration and bus-\$295
- CUA-travel to Old Country Buffet, Erie, 4/29/11-AM, cost of bus-\$125
- CUA-travel to Max & Irma's, Erie, 4/29/11-PM, cost of bus \$125
- COS-travel to local salons and distributors, Erie, April or May-AM/PM, cost of bus \$250
- ABR-travel to API Paint & Supply, Lake City, May-AM/PM, cost of bus \$250

- MTF-travel to Rogers Brothers, Albion, May 6, 2011-Am/PM, cost of bus \$125
- ADS-travel to Erie Art Museum, Erie, May 2011-AM/PM- cost of bus-\$125

Moved by Ogden, with second by Ring

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

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

Other Operations - None

Other Business

Policy 706.1-Disposition of Surplus

Motion to approve-Policy 706.1-Revised-Disposition of Surplus Equipment and Supplies

Moved by Rodgers, with second by Heath

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

(Copy filed with official minutes and posted to webpage)

**Policy 707- Use of School Facilities
Fee Schedule**

Motion to approve- Policy 707, Revised- Use of School Facilities and fee schedule

Moved by Gainer, with second by Duda

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

(Copy filed with official minutes and posted to webpage)

Surplus vehicles-AUT program

Motion to approve the five vehicles listed as surplus and to have them sold for salvage

Moved by Ogden, with second by Gainer

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

Supplemental Information

- Joint Operating Committee -Meeting Attendance Report
 - High School Program Enrollment Report - Joe Tarasovitch
 - High School Program-Attendance and Honor Roll Report-Joe Tarasovitch
 - CAEP-Career and Alternative Education Program Enrollment - Joe Tarasovitch
 - RCI - Spring Enrollment Report-IU5-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
 - Next meeting: Thursday, March 24, 2011
- (Copy of each is filed with the official minutes)

Adjournment-Joint Operating Committee meeting

Moved by Ogden, with second by Duda 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

Executive Session

Mr. Bucksbee called an executive session of the Committee for personnel discussions relating to 2011-12 enrollment review. The executive session was held after the regular meeting adjourned. The session concluded at 9:35 PM with no business following.

