Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, May 26, 2011

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

Work Session – 6:00 pm

- Graphics project presentation- Lewis Dove, author, presented his latest book, 1763, that has been produced and printed by the Graphics Arts program. Scott Chase (Millcreek Township School District) student team leader described the work process involved and then distributed a copy to each of the JOC members.

- Revised Administrative Procedure 126 - Enrollment Review, presented by- Aldo Jackson Corrective action committee proposed process for the review of a program that may be at risk for alteration or curtailment due to low enrollment.

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:12 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 April 28, 2011

Motion to accept the minutes of the April 28, 2011 meeting as presented
Moved by Ring with second by Heath
The motion is approved with an all "ayes" voice vote

Guests and Comments

Guests signed in: Patty Palo, Rosanne Gangemi, Elaine Shaffer, Dave Yanosko, Mark Clickett, Bob Craft, Donna Erdman, Charlie Lytle, Tim Mientkiewicz
No comments

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: $ 592,426.87
  - Food Service Fund Checks and Invoices: $ 944.60
  - Capital Projects Fund Checks and Invoices: $ 0.00
  - Student Activity Fund Checks and invoices: $ 2,993.68

- VISA procurement card payment, as presented: $ 49,924.50
- Treasurer's Report, as presented: April 2011 Summary
- General Fund – Budget Transfers – none

Moved by Ogden, with second by Ring
The motion is approved with an all "ayes" voice vote
(Copy of each item is filed with the official minutes)

Depositories of school funds for 2011-12

Motion to approve PNC Bank and PSDLAF/PNC and PLGIT as depositories of school funds for 2011-12
Moved by Ring, with second by Rodgers
The motion is approved with an all "ayes" voice vote

Newspaper of general circulation for 2011-12

Motion to designate Erie Times News as newspaper of general circulation for 2011-12
Moved by Rodgers, with second by Price
The motion is approved with an all "ayes" voice vote

Bonds - Secretary and Treasurer for 2011-12

Motion to purchase public official bonds for the Secretary and Treasurer for school year 2011-12 in the amount of $50,000 each
Moved by Rodgers, with second by Heath
The motion is approved with an all "ayes" voice vote

Ogden-Treasurer-2011-12

Motion to nominate and then elect John Ogden as Treasurer for a one year term beginning July 1, 2011
Moved by Rodgers, with second by Price
The motion is approved with an all "ayes" voice vote

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

Summer curriculum development

Motion to approve ECTS staff for summer curriculum development and AYES supervision of students, as listed
Moved by Ring, with second by Ogden
The motion is approved with an all "ayes" voice vote

Regular employment status - Jenny Alick, S-3

Motion to grant regular employment status to Jenny Alick, S-3-RCTC Secretary, effective May 3, 2011 at the contractual rate of $13.06 per hour
Moved by Rodgers, with second by Price
The motion is approved with an all "ayes" voice vote

Compensation- Erdman, Sargent, Yanosko-annual planning retreat

Motion to approve compensation for Donna Erdman ($247.83), Mariea Sargent ($236.26) and Dave Yanosko ($342.41) at their per diem rates (as noted) to participate in the annual planning retreat to be held June 14 to 16, 2011
Moved by Ogden, with second by Ring
The motion is approved with an all "ayes" voice vote

Seasonal help-Stoddard, Pavolko, Hart, Durfey

Motion to hire as summer help, Michael Stoddard, Steven Pavolko, Tyler Hart, and Tyler Durfey, at the rate of $8.00 per hour beginning on or after May 30, 2011
Moved by Ogden, with second by Rodgers
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent of Record Report– James Tracy, Girard School District
  - Reported on the 5/6/11 PAC meeting discussion included:
    - State budget issues, and furloughs
    - IU leadership academy
    - Preliminary revised teacher and principal evaluation form
    - RCI- IU response to unfunded dual enrollment
- Director Report — Aldo Jackson
- Solicitor Report — (Timothy Sennett – absent-no report)
- High School Principal Report — Joe Tarasovitch
- RCTC Report — Mary Ellen Camp
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith
- Student Instructional Support Services Report – (Pat Holland and Jan Kennerknecht –absent)

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

Priority Action Plans – no update

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

Surplus supplies

Motion to approve the list of supplies as surplus and available for disposition
Moved by Ring, with second by Heath
The motion is approved with an all "ayes" voice vote
(Copy of list is filed with the official minutes)

Other Business

Enrollment Review-Administrative Procedure 126

Motion to approve Enrollment Review-Administrative Procedure 126, as revised, as a voluntary pilot procedure for 2011-2012 for programs identified that may be at risk for alteration or curtailment due to low enrollments
Moved by Ring, with second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy of procedure is filed with the official minutes)

Supplemental Information

- 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
- NOCTI-assessments-2011 – Joe Tarasovitch
  (Copy of each is filed with the official minutes)

- Next meeting: Thursday, June 23, 2011

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:18 pm

Minutes prepared by,

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