Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, August 25, 2011

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

Work Session – 6:00 pm

Audited Financial Statements

Presentation of June 30, 2011 Audited Financial Statements, Felix & Gloekler, P.C. - Natalie Heberlein and Steve Falk

Executive Session

Mr. Bucksbee, Chairperson, convened an executive session of the Committee at 6:15 for personnel matters relating to instructors' lapsed teaching certificates

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:05 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 June 23, 2011

Motion to accept the minutes of the June 23, 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/present: Rosanne Gangemi, Elaine Shaffer, Donna Erdman, Mariea Sargent, Tim Mientkiewicz, and Dave Yanosko. No comments

Correspondence

- WQLN- thank you for contribution to TV Auction- dog houses from Construction Trades (CNT)
- Roach Hewitt, CIS Instructor - Notice of intent to retire per the Professional Unit Bargaining Agreement
- Steve Sceiford, Facilities Manager - Notice of intent to retire per the Administrative Compensation Plan
- Paul Fritz, Business Manager - Notice of intent to retire per the Business Manager Compensation Plan

(Copy of each letter is 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: $ 737,482.12
  - Food Service Fund Checks and Invoices: $ 368.00
  - Capital Reserve Fund Checks and Invoices: $ 14,305.61
  - Student Activity Fund Checks and invoices: $ 100.00
- VISA procurement card payment, as presented: June- $27, 534.64, July-$42,022.73
- Treasurer's Report, as presented: June 2011 and July 2011
- General Fund – Budget Transfers – None

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

Audited financial statements -June 30, 2011

Motion to accept the audited financial statement report for the year ended June 30, 2011, as presented by Felix & Gloekler, P.C.
Moved by Duda with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy of report is filed with the official minutes)

Food Service Management - Fort LeBoeuf School District

Motion to approve the Food Service Management Agreement with Fort LeBoeuf School District effective September 1, 2011 through June 30, 2012 for $20,000, as presented
Moved by Ogden with second by Rogala
The motion is approved with an all "ayes" voice vote
(Copy of agreement 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)

Retirement - Palloto, Cafeteria Manager

Motion to accept the retirement of Kathy Palloto, Cafeteria Manager, effective October 17, 2011
Moved by Gainer with second by Foyle
The motion is approved with an all "ayes" voice vote

Retirement - Camp, RCTC Manager

Motion to accept the retirement of Mary Ellen Camp, RCTC Manager, effective October 17, 2011
Moved by Duda with second by Heath
The motion is approved with an all "ayes" voice vote

Donna Erdman, ECE instructor, to Column "E", Step 14

Motion to move Donna Erdman, ECE instructor, to Column "E", Step 14 of the contract salary schedule to $48,249 effective for the 2011-2012 school year
Moved by Duda with second by Rogala
The motion is approved with an all "ayes" voice vote

Shaffer, Carr-SkillsUSA advisors
Craft-NTHS advisor

Motion to approve Elaine Shaffer and Sandy Carr as 2011-12 SkillsUSA advisors with $1000 stipend each and to approve Robert Craft as 2011-12 National Vocational Technical Honor Society advisor with a $500 stipend
Moved by Duda with second by Ogden
The motion is approved with an all "ayes" voice vote

Cree, Fenner-substitute aides

Motion to approve Analee Cree and Jessica Fenner as substitute instructional aides for the 2011-2012 school year at the rate of pay of $13.39 per hour effective August 26, 2011
Moved by Heath with second by Gainer
The motion is approved with an all "ayes" voice vote

Hart-substitute custodian

Motion to hire Tyler Hart as a substitute custodian at the rate of $8.00 per hour beginning September 1, 2011
Moved by Duda with second by Foyle
The motion is approved with an all "ayes" voice vote

Stoddard-substitute Technology Technician

Motion to employ Mike Stoddard as a substitute Technology Technician on August 30, 2011 at the rate of pay of $10.00 per hour
Moved by Gainer with second by Foyle
The motion is approved with an all "ayes" voice vote

Secondary program substitute instructors

Motion to approve secondary program substitute instructors for 2011-2012, as presented
Moved by Duda with second by Gainer
The motion is approved with an all "ayes" voice vote

RCTC instructors

Motion to approve RCTC instructors for 2011-12, as presented
Moved by Duda with second by Heath
The motion is approved with an all "ayes" voice vote

Cafeteria Aide, F-2, job description

Motion to approve the revised Cafeteria Aide, F-2, job description, as presented
Moved by Gainer with second by Duda
The motion is approved with an all “ayes” voice vote

Tillich, Makowski- Cafeteria Aides, F-2

Motion to approve employment of Heidi Tillich, and Nancy Makowski as Cafeteria Aides, Bargaining Unit Classification F-2, effective August 26, 2011
Moved by Gainer with second by Heath
The motion is approved with an all “ayes” voice vote

Administrative leave

Motion to place an instructor on administrative leave without pay upon notification from Pennsylvania Department of Education (PDE) of the lapse of his/her teaching certificate and that there may be further penalties based on PDE determination in the future
Moved by Foyle with second by Rodgers
The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports

- Superintendent Report– James Tracy, Girard School District, verbally commented
  - Contact was made with superintendents for data on follow-up of students that met with counselors but did not enroll at ECTS. Conclusion is that no data is kept for those students. Dr. Tracy will discuss with the superintendents what actions they take with students to see if successful enrollment results could be duplicated in other schools
- Director Report — Aldo Jackson
- Solicitor Report- Timothy Sennett verbally commented about pending teaching certificates and how the instructors should follow the renewal process in an efficient and effective manner so as not to subject the school and Operating Committee to possible penalty assessments by the Commonwealth and PDE
- Principal Report – Joe Tarasovitch
- RCTC Report- Mary Ellen Camp
- Facilities Report- Steve Sceiford
- Technology Report- Jeff Smith
- Student Instructional Support Services Report -Jan Kennerknecht, Pat Holland

(Copies of all printed reports are filed with the official minutes)

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

Student Field Trips and Fundraising (Policy 121)

Fundraiser - Make-A-Wish Foundation

Motion to approve a school wide community service project fundraiser that will benefit the Make-A-Wish Foundation on October 28, 2011
Moved by Gainer with second by Heath
The motion is approved with an all "ayes" voice vote

THM student travel

Motion to approve THM student travel with Bob Craft, Instructor, to Hershey, PA to participate in raising funds for the Lodging Management Program of the Pennsylvania Hospitality Foundation, September 7 through 9, 2011, estimated cost of $200
Moved by Duda with second by Foyle
The motion is approved with an all "ayes" voice vote

Facility Use Requests – profit making organizations (Policy 707) – None

Other Operations

Tuition rates - 2011-2012

Motion to set tuition rates for school year 2011-2012 as follows:
- Secondary Program High school and adult students - $17.74 per hour
- Career and Alternative Education - $65.00 per day enrolled

Moved by Duda with second by Gainer
The motion is approved with an all "ayes" voice vote

2011-2012 Student Handbook

Motion to approve the 2011-2012 Student Handbook, as presented
Moved by Ogden with second by Rodgers
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Donation - B&L Wholesale Supply, Inc

Motion to accept the donation of shingles and siding from B&L Wholesale Supply, Inc for use in the Construction Trades (CNT) program
Moved by Ogden with second by Rogala
The motion is approved with an all "ayes" voice vote

Donation - Cody Associates Inc

Motion to approve a donation from Cody Associates Inc. of 8 Hoffman Junction Boxes, for use by the Electrical Engineering (EET) program
Moved by Ogden with second by Rodgers
The motion is approved with an all "ayes" voice vote

Donation from Renold, Inc

Motion to accept a donation from Renold, Inc. of 2 plotters for use in the DDE lab: HP Design Jet430, Wide Format, model # C4714A, and HP Design Jet 430 model # C4713A
Moved by Ogden with second by Foyle
The motion is approved with an all “ayes” voice vote

ABR-Course Sequence Chart and Program Guide

Motion to approve the attached Auto Body Repair Course Sequence Chart and Program Guide for delivery beginning 2011-2012 as listed
Moved by Duda with second by Rodgers
The motion is approved with an all “ayes” voice vote

Program name change-Precision Machining

Motion to approve a change in the name of the Tool & Die program to Precision Machining effective with the 2011-2012 school year
Moved by Ogden with second by Gainer
The motion is approved with an all “ayes” voice vote

<u>Other Business</u>

Policy review

- Discussion of ECTS Policy Manual - review of all policies
  - The Board Policy manual was extensively reviewed in 1996 by PSBA
  - Policy updates have been added since, as needed
  - The administration will review sections of the manual at successive operating committee meetings. Updates may be recommended.

Bi-monthly JOC meetings

- Discussion of having bi-monthly JOC meetings
  - Monthly Joint Operating Committee meetings are not required by school code
  - Member meeting attendance may be improved with fewer meetings
  - Members are to consider reducing the number of JOC monthly meetings before the re-organizational meeting in December

Action Items

- Discussion of adding Action Items as an agenda item
  - JOC members request information or data from administration from time to time
  - A section will be added to the monthly meeting agenda to list and update the status of all open items

NTMA-scholarship

- National Tooling & Machining Association Scholarship
  - Mr. Foyle reported that this group is developing a process is to award a $250 scholarship opportunity for the first time this year

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Secondary Program Profile- Metal Fabrication
- Safe Schools Hazard Assessment
- Report- Admissions- Lisa Sorensen
    - Summer postcard – mailed to all enrolled ECTS students
- New Bus Loading & Unloading Zone – map
  (Copy of each is filed with the official minutes)

- Next meeting: **Thursday, September 22, 2011**

Adjournment

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