Erie County Technical School

Joint Operating Committee - Meeting Minutes

Tuesday, December 20, 2011

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

6:00 pm – Work Session

- **Building Renovation Discussion**
  - Aldo Jackson, Director
    - Renovations and expansions included in 2007 Strategic Plan
    - Resources available in Capital Projects Fund for PlanCon A & B
    - Additional space for programming needs
    - Need to address building systems conditions and energy efficiency
    - Available with the architect to meet with all district boards to discuss project
  - Chris Coughlin & Jessica Lemmon: Hallgren, Restifo, Loop & Coughlin Architects
    - Reviewed conceptual drawings of renovations
    - Skill Center renovations deleted from the current plans
    - $180,000 - Design fees for PlanCon Parts A & B

(Copy of presentation is filed with the official minutes)

Regular Meeting

Call to Order

Mr. Sennett, Solicitor as Temporary Chairperson, called the regular meeting to order at 7:08 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	
Jennifer Gourley	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	
Steve Sceiford	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Pat Holland	Supervisor of Student Services	x	
Jan Kennerknecht	Supervisor of Student Services	x	

Committee – district board appointments

Motion to accept the following district appointed committee members:

- Fort LeBoeuf – 2011-2014 – John Ogden
- Girard – 2011-2014 – Robert Heath
- Harbor Creek – 2011-2014 – Barbara Gainer
- Iroquois – 2011-2014 – Brian Rogala
- Union City – 2011-2012 – Jennifer Gourley

Moved for approval by Duda with second by Ring
The motion is approved with an all "ayes" voice vote

Chairperson- Bucksbee

Foyle nominated Bucksbee as Chairperson for 2012
Gainer seconded the nomination
Ring moved to close the nominations for Chairperson
Ogden seconded the motion to close nominations
Motion to close nominations was approved with an all "ayes" voice vote
Mr. Bucksbee as Chairperson for 2012 with no other nominations is approved by acclimation
Temporary Chairperson, Mr. Sennett, turned the gavel over to elected Chairperson Mr. Bucksbee

Vice-Chairperson - Ogden

Foyle nominated Ogden as Vice-Chairperson for 2012
Ring moved to close the nominations for Vice-Chairperson
Gainer seconded the motion to close nominations
Motion to close nominations was approved with an all "ayes" voice vote
Mr. Ogden as Vice-Chairperson for 2012 with no other nominations is approved by acclamation

Meeting dates-2012

Motion to approve dates, time, and place of Committee meetings for 2012 as presented to be held at Erie County Technical School, 8500 Oliver Rd, Erie, PA 16509. Work sessions begin at 6:00 pm and the regular meetings begin at 7:00 pm.

- 4th Thursday, January 26, 2012
- 4th Thursday, February 23, 2012
- 4th Thursday, March 22, 2012
- 4th Thursday, April 26, 2012
- 4th Thursday, May 24, 2012
- 4th Thursday, June 28, 2012
- 4th Thursday**, July 26**, 2012
- 4th Thursday, August 23, 2012
- 4th Thursday, September 27, 2012
- 4th Thursday, October 25, 2012
- 3rd Tuesday, November 20, 2012
- 3rd Tuesday, December 18, 2012

Moved for approval by Ring with second by Ogden
The committee discussed whether to hold the July and November meetings

Amended motion

Motion to amend the motion to delete the July and November scheduled meetings
Moved for approval to amend the original motion by Ring with second by Ogden
The motion to amend is approved with an all "ayes" voice vote

Approved meeting dates

The amended motion to approve the meeting calendar is approved with an all "ayes" voice vote

- 4th Thursday, January 26, 2012
- 4th Thursday, February 23, 2012
- 4th Thursday, March 22, 2012
- 4th Thursday, April 26, 2012
- 4th Thursday, May 24, 2012
- 4th Thursday, June 28, 2012
- No July 2012 meeting
- 4th Thursday, August 23, 2012
- 4th Thursday, September 27, 2012
- 4th Thursday, October 25, 2012
- No November 2012 meeting
- 3rd Tuesday, December 18, 2012

Meeting Minutes

Minutes of November 22, 2011

Motion to accept the minutes of the November 22, 2011 meeting as presented
Moved for approval by Gainer with second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Guests and Public Comment

- Marsha Hardner--Request acceptance of the application of home-schooled student Appallonia Hardner into Computer Information Systems, and with a reduction of the full-time tuition cost.
  (Copy of request is filed with the official minutes)

Correspondence

- American Culinary Federation Foundation recognized programs in PA—email from Jan Kennerknecht to John Ogden
  (Copy 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: $ 608,505.28
  - Food Service Fund Checks and Invoices: $ 12,040.96
  - Capital Projects Fund Checks and Invoices: $ 0.00
  - Student Activity Fund Checks and invoices: $ 595.00
- VISA procurement card payment, as presented: $ 40,675.50
- Treasurer's Report, as presented: November 2011 summary
- General Fund – Budget Transfers – None

All business items moved for approval by Ring, with second by Duda
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)

Copeland - Tech substitute

Motion to employ Wayne Copeland as a substitute Technology Technician on or after January 3, 2012 at the rate of pay of $10.00 per hour
Moved for approval by Duda, with second by Foyle
The motion is approved with an all "ayes" voice vote

Fatica- RCTC

Motion to employ Natalie Fatica at the rate of $25.00 per hour as an RCTC instructor
Moved for approval by Duda, with second by Rogala
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– James Tracy, Girard School District, PAC meeting topics included:
    - IU5 budget presentation, RCI letter response
    - Committee to develop county-wide calendar for 2013-14
    - Overview of proposed building renovation project
    - Presentation of 2012-13 ECTS General Fund Budget
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
    - Provided information relating to school nurse and health services requirements
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith
- Instructional Support Services Report – Pat Holland and Jan Kennerknecht

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

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

Student Field Trips and Fundraising (Policy 121)

NWT, CIS, HEA- travel to Erie IT

Motion to approve the following Field Trips and Fundraising:
- NWT – 1/2012-travel to Erie Institute of Technology- cost of bus
- CIS and HEA-1/2012-travel to Erie Institute of Technology-cost of bus

Moved for approval by Ring, with second by Gainer
The motion is approved with an all "ayes" voice vote

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

Other Operations

Guidance Intern- Puskar

Motion to approve a guidance counselor internship for Matthew Ryan Puskar from January 2012 to April of 2012 under the supervision of Patty Palo, ECTS Guidance Counselor
Moved for approval by Duda, with second by Rogala
The motion is approved with an all "ayes" voice vote

Computer Surplus

Motion to approve the listed computer equipment as surplus and available for disposition
Moved for approval by Foyle, with second by Duda
The motion is approved with an all "ayes" voice vote

Other Business

- Board Policy Review- Section 300 reviewed by administrative staff
- Action Items Review- update

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report — Joe Tarasovitch
- Career Alternative Education Program Enrollment Report — Joe Tarasovitch
- Work Experience Report — Elaine Shaffer
- Business Contacts Report — Elaine Shaffer
- Admissions Report — Lisa Sorensen
- Disabled Population Report by District and Program Report – Pat Holland
- General Fund Budget - preliminary - 2012-2013
    - General Fund Budget Summary
    - District Contribution Summary

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

- Next meeting: **Thursday, January 26, 2012**

Administrative Compensation Committee

Mr. Bucksbee asked that the committee members consider serving on a Administrative Compensation review sub-committee to be formed next month

Executive Session

8:30 pm- Mr. Bucksbee called an executive session of the committee to discuss a home-schooled student request to attend ECTS with reduced private pay tuition
9:00 pm- Mr. Bucksbee reconvened the regular meeting

Tuition- part-time

Motion to allow a home-schooled student to attend with tuition payments on a prorated part-time basis
Moved for approval by Foyle, with second by Duda
The motion is approved with an all "ayes" voice vote

Adjournment

Moved by Ogden with second by Gourley to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 9:05 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee