Joint Operating Committee - Meeting Minutes

Thursday, February 23, 2012

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

Work Session

- Parent Portal – demonstration- Jeff Smith

- Enrollment and Application review - Aldo Jackson
  - Admissions Analysis Report 2012-2013

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

- Executive Session
  - Mr. Bucksbee, Chairperson, called an Executive Session of the Committee for personnel matters relating to program alteration or curtailment due to low enrollments (6:20 pm – 7:45 pm)

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:50 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	

Meeting Minutes

Minutes of January 26, 2012

Motion to accept the minutes of the January 26, 2012 meeting as presented
Moved for approval by Gainer with second by Rogala
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Guests and Public Comment

Guests signed and present included: Mariea Sargent, Elaine Shaffer, Sandra Carr, Mark Cyphert, Roach Hewitt, Rosanne Gangemi, Dave Yanosko, Nancy Yanosko, Donna Erdman, Phylis Zimmerman, Tracy Massello, Charlie Lytle, Tim Mientkiewicz, Robert Craft, Dave Michalak, and Lisa Sorensen

- Dave Yanosko commented that Administrative Procedure 126 corrective action was not implemented during 2011-12 school year, but that the JOC may be considering program alterations at this time
- Tim Mientkiewicz commented that a student's second choice of program should be considered in the application process
- Tracy Massello commented that his ability to recruit was inhibited for 2012-13 as a result of the low numbers of prospective students that visited his program during the district tours noting that some districts sent no students to his lab

Correspondence

- Make-A-Wish Foundation – fund raising thank you – Walk for Wishes
- American Culinary Federation Education Foundation- CUA certification
- Loretta Price- thank you

- Letters of intent to retire:
    - Charlie Lytle, Professional Unit Intent to retire notice-2012-2013
    - Roach Hewitt, Professional Unit Intent to retire notice-2012-2013
    - Don Hofmeister, Professional Unit Intent to retire notice 2012-2013
    - Janet Grossman, Professional Unit Intent to retire notice-2012-2013

(Copy of each 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: $427,787.72
    - Food Service Fund Checks and Invoices: $ 11,274.65
    - Capital Projects Fund Checks and Invoices: $ 0.00
    - Student Activity Fund Checks and invoices: $ 6,392.58
- VISA procurement card payment: $ 41,440.84
- Treasurer's Report: January 2012 summary
- General Fund – Budget Transfers – None

All business items moved for approval by Gainer, with second by Heath
The motion is approved with an all "ayes" voice vote

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

PNC Merchant Services

Motion to approve the 3-year contract with PNC Merchant Services for credit card processing services as presented
Moved for approval by Ring with second by Heath
The motion is approved with an all "ayes" voice vote

(Copy of contract 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)

Tillich and Makowski-regular F-2 employment

Motion to grant regular employment status to Heidi Tillich and Nancy Makowski, F-2 Food Service Aides, effective January 12, 2012 at the rate of $13.33 per hour
Moved for approval by Ring with second by Heath
The motion is approved with an all "ayes" voice vote

Job descriptions- Secretaries

Motion to approve the following revised job descriptions- Pupil Services Secretary- High School, S-3;Pupil Services Secretary- RCTC, S-3;Pupil Services Secretary- High School/RCTC, S-3;Pupil Services Secretary-Registrar, S-1;Pupil Services Secretary- Student Services, S-3**)**
Moved for approval by Foyle with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy of job descriptions filed with the official minutes)

Ferris- T-2 employment

Motion to employ Charles Ferris as a part-time Technology Technician, T-2 classification, beginning on or after February 27, 2012 pending clearances at the rate of pay of $14.91 per hour
Moved for approval by Gainer with second by Foyle
The motion is approved with an all "ayes" voice vote

<u>Operations</u>

<u>Administrative Reports</u>

- Superintendent Report– James Tracy, Girard School District, verbal report included:
  - PAC meeting held at Transition Center with food service by the students
  - Calendar committee presented draft calendar for 2013-2014
  - Proposed building renovation project reviewed
  - Enrollment review process
  - RCI- subcommittee to review alternatives to IU
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett verbal report included
  - Reminder that Statements of Financial Interests for 2011 are due May 1
  - PA legislature is scheduled to vote on changes to the prevailing wage requirements
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith
- Instructional Support Services Report – Pat Holland and Jan Kennerknecht

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

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

<u>Student Field Trips and Fundraising</u> (Policy 121)

Field Trips and Fundraising

Motion to approve the following Field Trips and Fundraising:

- SkillsUSA - competition at Hershey, PA - April 17 - April 20, 2012
- DDE- travel and fund raising to Cedar Point, May 2012
- ECE-Celebrate the Family conference, Ambassador Conf Center, April 27, 2012
- EET/ELC - Student Leadership Conference, Sandy Lake, PA, March 4, 5, 2012
- PMT/FMT/ELC – AccuSpec, Eriez Mfg, and Mfg Assoc- 3/6/12 and 3/27/12
- ECE- Fund raising for March of Dimes, 4/29/12
- CUA-travel to local restaurant kitchens-5/4/12 Am and PM
- ELC/EET/FMT-travel to Niagara Power in NY, May date TBA

All moved for approval by Ring, with second by Gainer
The motion is approved with an all “ayes” voice vote

<u>Facility Use Requests – Profit Making Organizations (Policy 707)</u> – None

<u>Other Operations</u>

At-Risk program status

Motion to assign a status of At-Risk for the following programs based on Administrative Procedure 126 and the administration’s recommendation:

- Construction Trades
- Drafting & Design
- Facilities Maintenance Technology
- Networking Technologies

Moved for approval by Ring with second by Foyle
The motion is approved with an all “ayes” voice vote

Student Activity Fund travel reimbursement

Motion to approve a General Fund reimbursement of $1,500 to the Student Activity Fund for SkillsUSA district competition transportation costs
Moved for approval by Gainer with second by Foyle
The motion is approved with an all “ayes” voice vote

TWC-telephone contract

Motion to approve the 3-year contract with Time Warner Cable-Business Class to provide internet and telephone services, as presented
Moved for approval by Ring with second by Foyle
The motion is approved with an all “ayes” voice vote
(Copy of contract is filed with the official minutes)

Surplus textbooks

Motion to approve the list of RCTC textbooks as surplus and available for disposition
Moved for approval by Gainer with second by Foyle
The motion is approved with an all “ayes” voice vote

Other Business

- Board Policy Review – Administrative review of Section 500-Classified Employees
- Board Action Items review – list presented by Aldo Jackson
  (Copy filed with the official minutes)
- Reminder-motion tabled at January 26, 2012 meeting:
  - Motion to approve the 2012-2013 General Fund Budget that includes district contributions in the amount of $3,815,770 and recommend adoption by the participating districts

2012-2013 Budget reductions-5%

Motion that the Director present, at the March 22, 2012 meeting, a list of options that would reduce the proposed 2012-2013 secondary expenditure budget by 5%
(2012-13 proposed secondary budget = $6,108,693: 5% = $305,345)
Moved for approval by Ring, with second by Gainer
The motion is approved with an all "ayes" voice vote

Action Item list add- Application variances

Motion to add to the Board Action Items a review of the number of 2012-13 applications received by each district compared to the number of 2011-2012 applications, noting that Millcreek submitted an increased number. Further that each district provide insight as to the variances in the numbers of applications each submitted.
Moved for approval by Ogden, with second by Ring
The motion is approved with an all "ayes" voice vote
(Copy of Admission Analysis, from work session, is filed with the official minutes)

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report — Joe Tarasovitch
- Perfect Attendance and Honor Roll- 2nd QTR- 2011-12 – Joe Tarasovitch
- Work Experience Report — Elaine Shaffer
- Business Contacts Report — Elaine Shaffer
- Admissions Report — Lisa Sorensen
- Disabled Population Report - Pat Holland
- Statement of Financial Interests- 2011, State Ethics Commission Form SEC-1

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

- Next meeting: **Thursday, March 22, 2012**

Adjournment

Moved by Ogden, with second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 9:02 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee