

**Erie County Technical School  
Joint Operating Committee - Meeting Minutes**

**Thursday, January 26, 2012**

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

**Work Session – 6:00 pm**

- **Skills USA – Elaine Shaffer**
  - Report on the district student competitions held at various CTC's in January
- **Budget - Aldo Jackson-Director**
  - 2012-2013 Budget presentation
    - General Fund Expenditure Total- \$6,316,595
    - District Contributions Total - \$3,815,770(Copy of proposed budget is filed with the official minutes)
- **Administrative Reports**
  - Superintendent Report– James Tracy, Girard School District (Absent)
    - Verbal report given by Aldo Jackson regarding the PAC January meeting discussions including:
      - Work force Investment representatives
      - School calendar committee developing common calendar
      - ECTS building renovation project
      - School nurse services requirements
  - Director Report — Aldo Jackson, as presented
  - Solicitor Report — Timothy Sennett verbal report:
    - School nurse services agreement developed for approval
    - Reminder to complete Statements of Financial Interests for calendar year 2011
  - High School Principal Report — Joe Tarasovitch, as presented
  - Facilities Report — Steve Sceiford, as presented
  - Technology Report — Jeff Smith, as presented
  - Instructional Support Services Report – Pat Holland and Jan Kennerknecht, as presented  
(Copy of each prepared report is filed with the official minutes)

**Regular Meeting**

**Call to Order**

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:10 pm

**Moment of Reflection and Pledge of Allegiance**

**Roll Call**

Paul Fritz, Secretary, called the roll:

| <b><u>Committee members:</u></b> | <b><u>District:</u></b> | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|----------------------------------|-------------------------|-----------------------|----------------------|
| 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**

| <b><u>Administrator:</u></b> | <b><u>Position</u></b>                | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|------------------------------|---------------------------------------|-----------------------|----------------------|
| 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 December 20, 2011**

Motion to accept the minutes of the December 20, 2011 meeting as presented

Moved for approval by Duda with second by Heath

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: Rosanne Gangemi, Elaine Shaffer, Sherry States, Tim Mientkiewicz, and Robert Craft. No public comments

### Correspondence

- Shirley Braddock, SAA-1 Instructional Assistant, letter regarding notice of intent to retire during 2012-13 (Notice is required by the Classified Unit collective bargaining agreement for retirement compensation)
- National Automotive Technicians Education Foundation-NATEF  
(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: \$426,165.17
  - Food Service Fund Checks and Invoices: \$ 8,741.82
  - Capital Projects Fund Checks and Invoices: \$ 0.00
  - Student Activity Fund Checks and invoices: \$ 4,185.45
- VISA procurement card payment, as presented: \$ 32,878.80
- Treasurer's Report, as presented: December 2011 summary
- General Fund – Budget Transfers – None

All business items moved for approval by Gainer, with second by Duda  
The motion is approved with an all "ayes" voice vote  
(Copy of each item is filed with the official minutes)

### **VISA- Tatalone**

Motion to approve issuing a VISA procurement card to Susan Tatalone, S-2-Business Office/RCTC Secretary, with a monthly spending limit of \$10,000  
Moved for approval by Ring, with second by Gainer  
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)

**Resignation-Neely – S-3**

Motion to accept the resignation of Tiffany Neely, S-3 Secretary, effective December 29, 2011

And

**Resignation-Hough – T-1**

Motion to accept the resignation of Andrew Hough, T-1 Technology Technician, effective January 9, 2012

Items above moved for approval by Ring, with second by Gainer

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

**Massello-Column-“C”**

Motion to increase professional salary for Tracy Massello to Column “C” step 21 at the rate of \$64,146 effective for the second semester of the 2011-2012 school year

And

**Kranstz and Harmon- RCTC**

Motion to employ Lee Kranstz and Lani Harmon at the rate of \$25.00 per hour as RCTC instructors

And

**Mitrision- RCTC**

Motion to employ John Mitrision at the rate of pay of \$30.00 per hour as an RCTC instructor

And

**Smith and Douglas – S-3**

Motion to hire Michele Smith and Jennifer Douglas as S-3 part-time secretaries (Classified Bargaining Agreement) at the rate of \$13.07 per hour pending clearances effective January 30, 2012 as available

Items above moved for approval by Heath, with second by Duda

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

**Operations**

Administrative Reports – moved to work session

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

Student Field Trips and Fundraising (Policy 121)

**Field Trips and Fundraising**

Motion to approve the following Field Trips and Fundraising:

- SkillsUSA district competitions at various CTC's, January 2012
- THM- State competition at Penn State, March 7-10, cost \$1,750
- THM- travel to Peek 'n Peak, Feb/Mar- cost of bus rental-\$300
- CTE week, Harrisburg-Shaffer and students, Feb 13-15, 2012, net cost \$850
- AUT- PAA- travel to Roth Cadillac-PAA competition training-Feb 2012-cost mileage
- AUT- travel to Hershey, PA- PAA state contest, Feb 15-16, 2012, cost \$600
- NTHS- Fundraising – sale of chocolate pretzels for annual induction ceremony

All moved for approval by Duda, with second by Rogala

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

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

Other Operations

**2012-2013 General Fund Budget-tabled**

Mr. Bucksbee tabled the 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

**School Nurse Services**

Motion to approve a memorandum of understanding, as attached, with each of the participating school districts for the provision of school nurse services

Moved for approval by Duda, with second by Ring

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

**Surplus CUA texts**

Motion to approve CUA program text books as surplus and available for disposition: 21 copies - Haines Food Preparation ISBN 0-8269-4422-1

Moved for approval by Ring, with second by Duda

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

Other Business

- Board Policy Review – Administrative review of Section 400-Professional Employees
- Board Action Items
- Act 93 / Administrative Compensation Plans Review –committee volunteer appointments: Heath, Ring, Bucksbee, and Rodgers

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report — Joe Tarasovitch
- Career Alternative Education Program Enrollment Report — Joe Tarasovitch
- SkillsUSA district competition awards- Joe Tarasovitch
- Work Experience Report — Elaine Shaffer
- Business Contacts Report — Elaine Shaffer
- Admissions Report — Lisa Sorensen
- Disabled Population Report by District – Pat Holland
- Building Project Financial Assumptions – Aldo Jackson
- Statement of Financial Interests- 2011, State Ethics Commission Form SEC-1

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

- Next meeting: Thursday, February 23, 2012

**Adjournment**

Moved by Ogden to adjourn the meeting  
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:45 pm

Minutes prepared by,

Paul D. Fritz, Secretary  
Joint Operating Committee