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:

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 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