Joint Operating Committee - Meeting Minutes

Thursday, June 28, 2012

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

Work Session
6:00 pm

- Local auditors, Natalie Heberlein and Steve Falk from Felix & Gloekler P.C. discussed the annual audit plan
- Corry Area School District — Director Services Contract, Questions or Comments with Staff from Corry Area School District
- Board Action Item: 2nd Choice Programs – presented by Aldo Jackson
  - Discussion concluded that the student application will be reviewed to include a second choice indication
- Board Action Item: New Program Proposals—Historical Overview – presented by Aldo Jackson
  - Discussion concluded that the Director will develop an on-going analysis and ranking matrix of possible new programs
- Board Action Item: Why ISO? – presented by Aldo Jackson

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:15 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
John DiPlacido	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	
Jennifer Gornall	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 May 24, 2012

Motion to accept the minutes of the May 24, 2012 meeting as presented
Moved for approval by Ogden with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copies are filed with the official minutes)

Guests and Public Comment

Guests signed in and present: Charlie Lytle, Nancy Yanosko, Rosanne Gangemi, Dave Yanosko, Mariea Sargent, Elaine Shaffer, Phylis Zimmermann, Donna Erdman, and Patty Palo

- Charlie Lytle- comments regarding the Construction Trades program curtailment and closure

Correspondence

- SkillsUSA- thank you for support- Sandy Carr and Elaine Shaffer (Copy 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, and VISA card limits, as presented:

- Revenue and Expenditure Reports:
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks, Wire Transfers and Invoices: $581,026.71
  - Food Service Fund Checks and Invoices: $14,515.03
  - Capital Projects Fund Checks and Invoices: $ 24,121.44
  - Student Activity Fund Checks and invoices: $3,262.50
- VISA procurement card payment: $ 35,939.26

- Treasurer's Report: May 2012
- Approval of the VISA purchasing card users and spending limits effective July 1, 2012 as presented

All business items moved for approval by Gainer, with second by Foyle
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 (absent)
(Copy filed with the official minutes)

Sabbatical leave request - Palo

Motion to approve the sabbatical leave request from Patty Palo for the 2012-2013 school year for restoration of health as permitted by PA Public School Code.
Moved for approval by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote

Regular employment status-Douglas, Smith

Motion to grant regular employment status to Jennifer Douglas effective May 29, 2012 and Michele Smith effective June 12, 2012 at the rate of $13.32 per hour.
Moved for approval by Foyle, with second by Gainer
The motion is approved with an all "ayes" voice vote

Resignation - Ferris

Motion to accept the resignation of Charles Ferris, Technology Technician, effective June 29, 2012.
Moved for approval by Ring, with second by Ogden
The motion is approved with an all "ayes" voice vote

Resignation - Cross

Motion to accept the resignation of Elaine Cross, effective July 26, 2012.
Moved for approval by Foyle, with second by Rodgers
The motion is approved with an all "ayes" voice vote

Seasonal help- Mullen

Motion to hire as summer (seasonal) help, Justin Mullen at the rate of $8.00 per hour beginning on or after June 29, 2012.
Moved for approval by Foyle, with second by Gainer
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– James Tracy, Girard School District
  - No PAC meeting to report, however superintendents are discussing CAEP enrollment, revenue and expenses
- Director Report — Aldo Jackson
- Solicitor Report — Jennifer Gornall – no report
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith

- Instructional Support Services Reports - Jan Kennerknecht and Pat Holland
(Copy of each is filed with the official minutes)

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

Student Field Trips, Fundraising, Community Activities (Policy 121, 229, 230, 910) - None

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

Other Operations

Superintendent of Record - Dr. Tracy

Motion to appoint Dr. James Tracy as Superintendent of Record during the 2012-2013 school year and to be paid a stipend of $3,000.
Moved for approval by Gainer, with second by Foyle
The motion is approved with an all "ayes" voice vote

Transfer to National Technical Honor Society-deficit

Motion to approve a transfer of $501 from the General Fund to the Student Activity Fund for the National Technical Honor Society account
Moved for approval by Gainer, with second by Ogden
The motion is approved with an all "ayes" voice vote

Transition Program Agreement- 2012-13

Motion to approve the Special Education Transition Program Operating Agreement effective through June 30, 2013, as presented and approved by the participating school districts
Moved for approval by Foyle, with second by Rodgers
The motion is approved with an all "ayes" voice vote

IU5 Regional Choice Initiative agreement- 2012-13

Motion to approve the lease agreement with Northwest Tri-County Intermediate Unit for a portion of the Regional Skill Center Building for use by the Regional Choice Initiative in the amount of $40,000 from July 1, 2012 through June 30, 2013
Moved for approval by Foyle, with second by Rodgers
Moved by Duda to amend the motion to change the amount to $50,000
Amendment failed to get a second
The original motion is approved with seven (7) "aye" voice votes, and one (1) "No" vote
Voting "aye": Foyle, Ogden, Bucksbee, Gainer, Rodgers, Ring, Gourley
Voting "no": Duda

SARCC agreement – 2012-13

Motion to approve the 2012-2013 service purchase contract with Sarah A Reed Children's Center for the provision of career alternative education programming, as presented
Moved for approval by Gainer, with second by Foyle

The motion is approved with an all "ayes" voice vote

Tuition rates - 2012-13

Motion to set the tuition rates for school year 2012-13 as follows:

- Secondary Program: $17.19 per hour
- Career and Alternative Education: $72.00 per day

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

Program title - Computer Programming
Program title - Computer Networking

Motion to approve changes in program titles to Computer Programming and Computer Networking, beginning in the 2012-2013 school year
Moved for approval by Duda, with second by Gainer
The motion is approved with an all "ayes" voice vote

Curriculum changes- COS, DDE, NWT

Motion to approve curriculum changes as presented
Moved for approval by Ring, with second by Gainer
The motion is approved with an all "ayes" voice vote

NAIP-training agreement

Motion to approve the attached agreement with the National Association of Insurance Professionals, Inc. for training in the insurance industry through the Regional Career & Technical Center
Moved for approval by Foyle, with second by Ring
The motion is approved with an all "ayes" voice vote

Food Service prices

Motion to set Food Service prices as follows, effective August 28, 2012:

- Student breakfast-paid: $1.25
- Student breakfast-reduced: $0.30
- Student lunch-paid: $1.95
- Student lunch-reduced: $0.40
- Adult breakfast: $2.25
- Adult lunch: $3.75

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

Director Services Agreement – Corry Area School District

Motion to approve a Director Services Agreement, as presented, with the Corry Area School District effective July 1, 2012 through June 30, 2013
Moved for approval by Foyle, with second by Ring
The motion is approved with seven (7) "aye" voice votes, and one (1) "No" vote
Voting "aye": Foyle, Ogden, Bucksbee, Gainer, Rodgers, Ring, Gourley
Voting "no": Duda

Other Business

- Board Action Items – log presented for review

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Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report — Joe Tarasovitch
- Work Experience Report — Elaine Shaffer
- Business Contacts Report — Elaine Shaffer
- Admissions Report — Lisa Sorensen
- Disabled Population Reports: District and Program - Pat Holland
- Professional Development: Roach Hewitt, SAS Program Training

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

- Next meeting: Thursday, August 23, 2012 (No meeting scheduled in July)

Executive Session

Mr. Bucksbee, Chairperson, convened an executive session to discuss personnel matters including the Business Manager upcoming vacancy and the Director's evaluation and salary
Mr. Bucksbee reconvened the Regular Meeting at 10:30 pm

Salary - Director

Motion to approve the 2012-13 salary for the Director, Aldo Jackson, to be the same as the 2011-12 salary, with an additional payment of $1,300 to be made in December 2012 and June 2013 ($2,600 total)
Moved for approval by Ring, with second by Duda
Moved by Rodgers to amend the motion to note that the extra payments are for services to be provided under the Director Services Agreement with Corry Area School District
Motion to amend accepted by Ring, Duda
The motion as amended is approved with an all "ayes" voice vote

Adjournment

Moved by Ogden, with second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 10:35 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee