Erie County Technical School

**Joint Operating Committee - Meeting Minutes**

**Thursday, May 24, 2012**

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

## Work Session

6:00 pm

- Student Portfolio Reviews- Joe Tarasovitch introduced Donna Erdman ECE Instructor and students that presented their career portfolios

- Facility Use Request discussion - Dave Michalak, AUT Instructor, introduced Tim Mackey and Jay Dumbeck from the Misery Bay Sports Car Club who then presented their request to conduct an autocross event at ECTS

- At-Risk Program review of collected data presented by Aldo Jackson, Director
  (Copy of data document filed with the official meeting minutes)

## Regular Meeting

### Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:35 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 | |
| Mark Wassell | 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 April 26, 2012**

Motion to accept the minutes of the April 26, 2012 meeting as presented
Moved for approval by Rodgers with second by Foyle
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: Dave Michalak, Tim Mackey, Jay Dumbeck, Charlie Lytle, Mark Clickett, Mark Cyphert, Nancy Yanosko, Kim Stucke, Rosanne Gangemi, Dave Yanosko, Mariea Sargent, Elaine Shaffer, and Robert Craft

- Tim Mientkiewicz- comments regarding program curtailment and closures (copy not provided)
- Dave Yanosko- comments regarding Admin Procedure 126, student numbers, and at-risk positions (copy not provided)

## Correspondence

- JOC request and AFT Local 1589 response regarding 2012-13 pay freeze (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, 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: $586,203.51
  - Food Service Fund Checks and Invoices: $12,519.37
  - Capital Projects Fund Checks and Invoices: $ 0.00

  - Student Activity Fund Checks and invoices: $5,954.01
- VISA procurement card payment: $ 55,916.24
- Treasurer's Report: April 2012
- General Fund – Budget Transfers, as presented

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

**Depositories of school funds for 2012-2013**

Motion to approve PNC Bank and PSDLAF/PNC and PLGIT as depositories of school funds for 2012-2013
Moved for approval by Foyle, with second by Rogala
The motion is approved with an all "ayes" voice vote

**Newspaper of general circulation for 2012-2013**

Motion to designate Erie Times News as newspaper of general circulation for 2012-2013
Moved for approval by Foyle, with second by Heath
The motion is approved with an all "ayes" voice vote

**Officials' Bonds for school year 2012-2013**

Motion to purchase public official bonds for the Secretary and Treasurer for school year 2012-2013 in the amount of $50,000 each
Moved for approval by DiPlacido, with second by Rogala
The motion is approved with an all "ayes" voice vote

**Treasurer-Ogden- 2012-2013**

Motion to nominate and then elect John Ogden as Treasurer for a one year term beginning July 1, 2012
Moved for approval by Rodgers, with second by Foyle
The motion is approved with an all "ayes" voice vote

## Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica (absent)
(Copy filed with the official minutes)

**Retirement- Business Manager and Board Secretary-Fritz**

Motion to accept the August 31, 2012 retirement of Paul Fritz, Business Manager and Board Secretary, and to approve payment of the Retirement Compensation Benefit provided for in the 2012-2013 Benefit and Compensation Plan
Moved for approval, with regret, by Foyle, with second by Ogden
The motion is approved with an all "ayes" voice vote

**Term 4 RCTC - Luke, Wieczorek**

Motion to employ Ed Wieczorek and Roy Luke at the rate of $25.00 per hour as Term 4 RCTC instructors
Moved for approval by Foyle, with second by Heath
The motion is approved with an all "ayes" voice vote

**Professional per diem-annual planning retreat
Yanosko, Mientkiewicz, Hofmeister**

Motion to approve compensation for David Yanosko ($346.76/day), Tim Mientkiewicz ($270.57/day) and Don Hofmeister ($346.74/day) at their per diem rates to participate in the annual planning retreat
Moved for approval by Ogden, with second by Rogala
The motion is approved with an all "ayes" voice vote

**AYES supervision-Steever, Michalak**

Motion to approve 40 hours for internship supervision for both David Michalak and Sam Steever at the curriculum development rate of $33.00 per hour
Moved for approval by Rodgers, with second by Rogala
The motion is approved with an all "ayes" voice vote

**Seasonal help - Hart, Kennerknecht, Smathers**

Motion to hire Tyler Hart, Margeaux Kennerknecht and Ryan Smathers as seasonal help at the rate of $8.00 per hour beginning on or after May 24, 2012
Moved for approval by Foyle, with second by Heath
The motion is approved with an all "ayes" voice vote

## Operations

### Administrative Reports

- Superintendent Report– James Tracy, Girard School District
  - Verbal report regarding the May PAC meeting topics
- Director Report — Aldo Jackson
- Solicitor Report — Mark Wassell
  - Verbal report regarding insurance indemnification and the facility usage request of the Misery Bay Auto Club
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith
- Instructional Support Services Reports - Jan Kennerknecht, 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

**NOREBT trust agreement amendments**

Motion to approve the NOREBT trust agreement amendments as recommended by the NOREBT Board of Trustees, as presented
Moved for approval by Rodgers, with second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

**Food Service Supervisor Agreement-FLB**

Motion to approve the Food Service Supervisor Agreement with Fort LeBoeuf School District effective July 1, 2012 through June 30, 2013 for $20,000, as presented
Moved for approval by Rodgers, with second by Rogala
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

**PowerPlay Flex–Response Program**

Motion to approve the contract, as presented, with ECS (Energy Curtailment Specialists, Inc) to participate in their PowerPlay Flex–Response Program with PENELEC
Moved for approval by Rodgers, with second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

**Vehicle donation- CCAC**

Motion to accept a donation from Community College of Allegheny County of a 2006 Jeep Commander and 4 engines of later models that will support the Auto Technology program
Moved for approval by Ring, with second by Rodgers
The motion is approved with an all "ayes" voice vote

## Other Business

- Board Action Items- JOC members agreed to add a review of the recruitment presentation for 9th graders and their visitation program choices

- Director's Evaluation Form and Schedule – Mr. Bucksbee reminded the JOC members to complete and return the evaluation form prior to next month's meeting

## 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
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, June 28, 2012

**Executive Session**

Mr. Bucksbee, Chairperson, announced that an executive session will be held following the meeting adjournment to discuss personnel matters after which there will not be any voting motions.

## Adjournment

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 9:10 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee