Erie County Technical School

Joint Operating Committee - Meeting Minutes

Tuesday, November 22, 2011

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

Work Session – 6:00 pm

- Data Analysis of Promising Admissions Practices by Sending Districts- compilation of data and presentation by Aldo Jackson (copy of data analysis filed with the official meeting minutes)
    - Comparative data of district applications, admissions and enrollments as percentage of district Average Daily Membership
    - Actions to take
        - Discuss practices with the districts with enrollments above the average
        - List common or exceptional practices
        - Share information gathered with all districts

- Discussion of letter from Intermediate Unit Director regarding RCI lease at the Skill Center Building regarding a waiver of the lease payment amount
    - Discussion of the approved lease agreement and review of calculated rent amount
    - Discussion of proposed JOC response letter to IU Board maintaining the lease and rent payment as approved by both parties
        - General consensus that the letter should be delivered

      (Copy of each letter is filed with the official meeting minutes)

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:08 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
Loretta Price	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 October 27, 2011

Motion to accept the minutes of the October 27, 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 Comments

Guests signed in and present: Rosanne Gangemi, Mark Clickett, and Elaine Shaffer. No comments

Correspondence

- Clarion University –Venango, regarding College Career Fair
- Thermal-G "Eagles" R/C Club
- Rosanne Gangemi- annual notice of intent to retire, per the Classified Unit agreement
- Intermediate Unit Director – RCI lease

(Copy of each is 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: $ 476,819.40
  - Food Service Fund Checks and Invoices: $ 5,172.58
  - Capital Reserve Fund Checks and Invoices: $ 0.00
  - Student Activity Fund Checks and invoices: $ 3,290.00
- VISA procurement card payment, as presented: $57,666.24
- Treasurer's Report, as presented
- General Fund — Budget Transfers – None
- Motion to approve issuing a VISA procurement card to Justin Tech, Food Service Manager, with a monthly spending limit of $20,000

All business items moved for approval by Rodgers, with second by Ogden
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
(Copy filed with the official minutes)

Resignation of Jenny Alick, RCTC secretary

Motion to accept the resignation of Jenny Alick, RCTC secretary, effective November 18, 2011
Moved for approval by Foyle, with second by Duda
The motion is approved with an all "ayes" voice vote

Transfer request of Tiffany Neely to S-3 secretary

Motion to approve the transfer of Tiffany Neely from an S-2 secretary to an S-3 secretary at the hourly rate of $13.32 effective on or after November 28, 2011
Moved for approval by Foyle, with second by Rodgers
The motion is approved with an all "ayes" voice vote

Uncompensated leave of absence request for Jim Sipes

Motion to approve an uncompensated leave of absence for Jim Sipes during the 2011-2012 school year as needed
Moved for approval by Foyle, with second by Ogden
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report — James Tracy, Girard School District – no report
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett, verbally commented:
  - Act 97 of 2011 affecting competitive bidding and advertising requirements
    - No advertising or competitive bidding for contracts below $10,000
    - Price quotations for contracts between $10,000 and $18,500
    - Advertising and competitive bidding for contracts over $18,500
  - Act 24 of 2011 and revisions to PA School Code Section 111
    - New PDE- 6004 form to be completed by all current and prospective employees and contractors to report arrests or convictions
    - Section 111 list of crimes is expanded which disqualify an individual from employment with school employers
- Principal Report — Joe Tarasovitch
- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith
- Student Instructional Support Services Report — Jan Kennerknecht, Pat Holland

(Copies of all printed reports are filed with the official minutes)

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

Student Field Trips and Fundraising (Policy 121)

SkillsUSA- travel

Motion to approve the following field trips and fundraising activities:

- SkillsUSA- attending workshops at Ambassador Conference Center, Erie, PA – December 1, 2011

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

Facility Use Requests — profit making organizations (Policy 707) – None

Other Operations

Donation of a Desktop Computer – Harrison

Motion to accept the donation of an e-Machines T3646 Desktop Computer from Maureen Harrison of Erie, PA
Moved for approval by Rodgers, with second by Foyle
The motion is approved with an all "ayes" voice vote

Donation of steel - Zeyon, Inc

Motion to accept a donation from Zeyon, Inc of steel pipes and plates that will be utilized in the Metal Fabrication Technology lab
Moved for approval by Ogden, with second by Rodgers
The motion is approved with an all "ayes" voice vote

Surplus- textbooks

Motion to approve text books, as listed, as surplus and available for disposition
Moved for approval by Duda, with second by Rodgers
The motion is approved with an all "ayes" voice vote

Other Business

- Board Policy Review- Section 200 reviewed by administrative staff
- Action Items Review – update

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report — Joe Tarasovitch
- Career Alternative Education Program Enrollment — Joe Tarasovitch
- 2011-2012 1st Quarter Honor Roll- Joe Tarasovitch
- Work Experience Report — Elaine Shaffer
- Business Contacts Report — Elaine Shaffer
- Admissions Report — Lisa Sorensen
- RCTC Enrollment Report- Aldo Jackson
- ECTS disabled population by district- Pat Holland
- ECTS disabled population by program – Pat Holland

(Copy of each is filed with the official minutes)

- Next meeting: Tuesday, December 20, 2011, Re-organizational meeting

Adjournment

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:25 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee