



Joint Operating Committee - Meeting Minutes

Thursday, October 27, 2011

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

Work Session – 6:00 pm

- eWalk Demonstration - The administration adopted a new faculty observation tool in 2010-2012. The features and benefits of this tool were shared with the operating committee
- Review of Literacy and Numeracy Student Support Activities, presented by Pat Holland & Joe Tarasovitch

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:02 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Natalie Fatica, Assistant Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
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

<u>Administrator:</u>	<u>Position</u>	<u>Present</u>	<u>Absent</u>
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

<u>Administrator:</u>	<u>Position</u>	<u>Present</u>	<u>Absent</u>
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 September 22, 2011

Motion to accept the minutes of the September 22, 2011 meeting as presented

Moved for approval by Ogden with second by Gainer

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

(Copy is filed with the official minutes)

Guests and Comments

Guests signed in/present: Rosanne Gangemi, Patty Palo, and Elaine Shaffer, and Tim Mientkiewicz. No comments

Correspondence

- Wattsburg Area School District—thank you letter regarding their regular board meeting held at ECTS on October 17, 2011 (Copy filed with official minutes).

Business

Report - Business Manager, Paul Fritz

(Presented by Aldo Jackson)

(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: \$ 473,716.58
 - Food Service Fund Checks and Invoices: \$ 8,195.02
 - Capital Reserve Fund Checks and Invoices: \$ 0.00
 - Student Activity Fund Checks and invoices: \$ 0.00
- VISA procurement card payment, as presented: \$68,284.18
- Treasurer’s Report, as presented
- General Fund — Budget Transfers – None

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

Camillo, Hansen – RCTC Instructors

Motion to approve Franco Camillo (Carpentry) and Nate Hansen (Math) instructors for RCTC classes and WANTO pre-apprentice program
Moved for approval by Rogala with second by Foyle
The motion is approved with an all “ayes” voice vote

Retirement of Patricia Heubel

Motion to accept the retirement of Patricia Heubel as of November 11, 2011
Moved for approval by Heath with second by Gainer
The motion is approved with an all “ayes” voice vote

Parker, Gushie – substitute instructors

Feltmeyer, Kifer – RCTC instructors

Motion to approve the addition of Katlyn Parker and Courtney Gushie to the substitute instructor list and Tim Feltmeyer, James E Kifer Jr will be added to the RCTC Instructor list
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, verbal report regarding topics discussed at the PAC meeting
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
 - Non-Resident and Nonparticipating School Districts students – Marketing Program
(Opinion letter is filed with official minutes)
- 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)

Shaffer- National Entrepreneurship Education FORUM

Motion to approve Elaine Shaffer to attend the Annual National Entrepreneurship Education FORUM in Cincinnati, Ohio on November 4 - 7, 2011

Moved for approval by Ring with second by Gainer

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

Student Field Trips and Fundraising (Policy 121)

CIS/HEA — travel to Erie Business Center

CNT — travel to local construction sites

ECTS student volunteers at Erie County Special Olympics

Motion to approve the following field trips and fundraising activities:

- CIS/HEA — travel to Erie Business Center 12/9/11, cost of bus: \$200
- CNT — travel to local construction sites, dates TBD, cost of bus: \$200
- ECTS student volunteers at Erie County Special Olympics event, 12/9/11

All field trips and fundraising activities moved for approval by Ogden with second by Ring

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

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

Other Operations

Nguyen- counseling intern

Motion to approve an internship for Julie Nguyen in counseling during October through December

Moved for approval by Gainer with second by Rogala

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

Snow plowing- Yardmaster

Motion to accept the snow plowing proposal from Yardmaster of Pennsylvania for the 2011-2012 & 2012-2013 winter seasons for a total cost of \$9,450 per year, billed in 5 monthly payments

November through March

Moved for approval by Foyle with second by Rodgers

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

Other Business

- Board Policy Review
- Action Items

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report — Joe Tarasovitch
- Career Alternative Education Program Enrollment — Joe Tarasovitch
- Work Experience Report — Elaine Shaffer

- Business Contacts Report — Elaine Shaffer
- Admissions Report — Lisa Sorensen
- OAC attendance, October 10, 2011 meeting
- Special Education Report- Disability by Program
- Special Education Report- Disability by District

(Copy of each is filed with the official minutes)

- Next meeting: Tuesday, November 22, 2011

Adjournment

Moved by Ogden to adjourn the meeting

Mr. Bucksbee, Chairperson, adjourned the meeting at 8:15 pm

Minutes prepared by,

Paul D. Fritz, Secretary

Minutes recorded by Natalie Fatica, Assistant Secretary

Joint Operating Committee