



Joint Operating Committee - Meeting Minutes

Thursday, September 22, 2011

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

Work Session – 6:00 pm

- Be Attitudes, presentation by Joe Tarasovitch, Principal
- The Influence of the Application Form on Enrollments, presentation by Aldo Jackson, Director

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:20 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Paul Fritz, 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	
Natalie Fatica	Human & Quality Resources Coordinator	x	

<u>Administrator:</u>	<u>Position</u>	<u>Present</u>	<u>Absent</u>
Mary Ellen Camp	RCTC Manager	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 August 25, 2011

Motion to accept the minutes of the August 25, 2011 meeting as presented

Moved by Rodgers with second by Gainer

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

Guests and Comments

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

Correspondence

- Don Hofmeister, EET Instructor, annual notice of intent to retire (copy filed with the official minutes)

Business

Report - Business Manager, Paul Fritz

(Copy filed with the official minutes)

Financial Reports, Payments and Invoices Lasher- VISA pcard

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: \$ 403,872.40
 - Food Service Fund Checks and Invoices: \$ 10,657.91
 - Capital Reserve Fund Checks and Invoices: \$ 33,400.70
 - Student Activity Fund Checks and invoices: \$ 0.00
- VISA procurement card payment, as presented: \$41,113.58
- Treasurer’s Report, as presented
- General Fund – Budget Transfers – None

- Motion to approve issuing a VISA procurement card to Dan Lasher, M-2 maintenance staff, with a monthly spending limit of \$2,500

All moved for approval by Duda, with second by Ring
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)

Leave of Absence- States

Motion to award an uncompensated leave of absence of four days (10/31/11, 11/1/11, 11/2/11, and 11/3/11) as requested by Sherry States, HEA Instructor, per Board Policy 439, attached
Moved by Foyle with second by Ring

The committee discussed granting the request without compensation or other benefits being given to the employee while on leave.

Motion to amend the original motion to include leave without employer paid benefits and that the employee would have to pay for the pro-rated cost of benefits
Moved by Rodgers with second by Foyle
The amendment is approved with an all “ayes” voice vote

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

RCTC instructors and supervisors

Motion to approve additional RCTC instructors and supervisors for 2011-2012, as presented
Moved by Duda, with second by Ring
The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports

- Superintendent Report– James Tracy, Girard School District, verbally reported that the superintendents discussed:
 - RCI- enrollment decrease, Transition Center enrollment increase
 - United Way presentation with education focus on pre-school and truancy
 - Erie Together career planning
 - Including ECTS for mass notification of staff & students through consortium-Global Connect

- Director Report — Aldo Jackson
 - Solicitor Report – Timothy Sennett, no report
 - Principal Report – Joe Tarasovitch
 - RCTC Report- Mary Ellen Camp
 - 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 fundraising
EET, ELC, FMT travel to NW Rural Electric Coop
MTF travel to LeBoeuf Mfg
Juniors and seniors to attend College & Career Fair**

Motion to approve SkillsUSA fundraising events throughout 2011-2012, as presented,
and

Motion to approve student field trip request for EET, ELC, FMT travel to NW Rural Electric Coop,
10/3/11, cost: bus \$200,

and

Motion to approve student field trip request for MTF travel to LeBoeuf Mfg, date to be determined,
cost of bus \$200,

and

Motion to approve AM juniors and seniors to attend College & Career Fair at Family First Sports Park,
10/19/11, no cost

All moved for approval by Ring, with second by Duda
The motion is approved with an all “ayes” voice vote

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

Other Operations

Occupational Advisory Committee

Motion to approve the Occupational Advisory Committee (OAC) list of participants, as presented

Moved by Duda, with second by Ring

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

Other Business

- ECTS Policy Manual review - the administration will review sections of the manual at successive operating committee meetings, as presented
- Action Items - list and update of the status of all open items, as presented

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report – Joe Tarasovitch
- RCI 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
- ECTS Disabled Population by Program
- ECTS Disabled Population by District
(Copy of each is filed with the official minutes)
- Next meeting: Thursday, October 27, 2011

Adjournment

Moved by Ogden to adjourn the meeting

Mr. Bucksbee, Chairperson, adjourned the meeting at 8:45 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee