Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 23, 2012

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 6:00 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	(6:40 pm)	

Administrators

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 June 28, 2012

Motion to accept the minutes of the June 28, 2012 meeting as presented
Moved for approval by Gainer with second by Heath
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Financial Statements

Presentation of the Audited Financial Statements-June 30, 2012: Felix & Gloekler, PC, Natalie Heberlein

Motion to accept to audited financial statements for the year ended June 30, 2012 as presented by Felix & Gloekler, P.C.
Moved for approval by Foyle with second by Rodgers
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Guests and Public Comment

Guests signed in and present: Marcia Jones, Rosanne Gangemi- no comments

Correspondence

- Roach Hewitt- SAS Institute training
- M. Golde, Superintendent, Millcreek Township School District, Request for Approved Program Evaluation Report, July 17, 2012
    - ECTS Response
- M. Golde, Superintendent, Millcreek Township School District, Request for Approved Program Evaluation Report, July 25, 2012
    - ECTS Response
- J. DiPlacido, Operating Committee Member, Millcreek Township School District, Email Request to Share Approved Program Evaluation Report
    - See Item F in the Supplemental Information section of the agenda

(Copies of each are 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, as presented:

- Revenue and Expenditure Reports: June 30, 2012 and July 31, 2012
    - General Fund
    - Food Service Fund
    - Capital Reserve Fund
    - Student Activities Report
- Checks and Invoices:
    - General Fund Checks, Wire Transfers and Invoices: $586,193.48
    - Food Service Fund Checks and Invoices: $10,059.88
    - Capital Projects Fund Checks and Invoices: $ 52,887.77
    - Student Activity Fund Checks and invoices: $100.00

- VISA procurement card payment: $15,921.79-June and $25,245.38-July
- Treasurer's Report: June 2012 and July 2012
- 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)

Resignation of Senger-C-2

Motion to accept the resignation of Mike Senger, C-2 Custodian, effective July 6, 2012
Moved for approval by Gainer with second by Rodgers
The motion is approved with an all "ayes" voice vote

Hart and Bebko -C-2

Motion to hire Tyler Hart and Robert Bebko as part time custodians, C-2, at the rate of $13.63 per hour
Moved for approval by Foyle with second by Gainer
The motion is approved with an all "ayes" voice vote

Regular employment status Beck-S-3

Motion to grant regular employment status to Heather Beck, S-3, effective July 26, 2012 at $13.58 per hour
Moved for approval by DiPlacido with second by Ring
The motion is approved with an all "ayes" voice vote

Cree and Fenner - SAA-2

Motion to approve Analee Cree and Jessica Fenner as part-time SAA-2 Student Aides at the rate of pay of $13.66 per hour
Moved for approval by Rodgers with second by Foyle
The motion is approved with an all "ayes" voice vote

2012-2013 high school substitutes

Motion to approve the 2012-2013 list of high school substitute instructors as presented
Moved for approval by Foyle with second by Rodgers
The motion is approved with an all "ayes" voice vote

Shaffer and Carr - SkillsUSA advisors

Motion to approve Elaine Shaffer and Sandy Carr as SkillsUSA advisors for 2012-2013 and each to be paid $1000.00 per the professional unit bargaining agreement
Moved for approval by Gainer with second by Foyle
The motion is approved with an all "ayes" voice vote

Hanson - S-3

Motion to hire Margaret Hanson as part-time secretary (S-3) at the rate of $13.33 per hour
Moved for approval by Rogala with second by Heath
The motion is approved with an all "ayes" voice vote

RCTC instructors and supervisors

Motion to approve the list of RCTC instructors and supervisors for 2012-2013 as presented
Moved for approval by Rodgers with second by Foyle
The motion is approved with an all "ayes" voice vote

Jones - Business Manager and Board Secretary

Motion to employ Marcia Jones as Business Manager/Board Secretary, at an annual salary of $88,000 to begin on or after September 1, 2012
Moved for approval by DiPlacido with second by Foyle
The motion is approved with an all "ayes" voice vote

Mogel - substitute guidance counselor

Motion to employ Christy Mogel as a long-term, substitute guidance counselor for the 2012-13 school year at a rate of $150 per day for up to 144 days.
Moved for approval by Rodgers with second by Foyle
The motion is approved with an all "ayes" voice vote

Seasonal Help

Motion to hire seasonal help to be named later by the Director at the rate of $8.00 per hour beginning on or after August 24, 2012
Moved for approval by Foyle with second by Rodgers
The motion is approved with an all "ayes" voice vote

Uncompensated Leave -Lasher

Motion to approve an Uncompensated Leave of Absence for Dan Lasher beginning September 7, 2012 for an undetermined amount of time
Moved for approval by Foyle with second by Heath

Amended-Uncompensated Leave -Lasher

Moved by Ring with second by Heath to amend the motion to approve an uncompensated leave of absence for Dan Lasher beginning September 7, 2012 per Board Policy 539-Uncompensated leave
The amendment is approved with an all "ayes" voice vote

Moved to approve the amended motion by Foyle with second by Rogala
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 – 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)

<u>Staff Travel >400 miles (Polices: 331,431,531)</u>

Jones- ASBO-Phoenix

Motion to approve the travel request of Marcia Jones to the Association of School Business Officials Annual Meeting and Expo in Phoenix, AZ from October 11 to 16, 2012 at no cost to the school
Moved for approval by Gainer with second by Rodgers
The motion is approved with an all "ayes" voice vote

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

<u>Facility Use Requests – Profit Making Organizations (Policy 707)</u> - <u>None</u>

<u>Other Operations</u>

2012-2013 Student Handbook

Motion to approve the 2012-2013 Student Handbook as presented
Moved for approval by Ring with second by Foyle
The motion is approved with an all "ayes" voice vote

ADS and CMP- program changes

Motion to approve the program changes, as presented, for delivery beginning 2012-2013
Moved for approval by Duda with second by Gainer
The motion is approved with an all "ayes" voice vote

Donation-Tractor Supply
Donation-UPMC Hamot

Motion to accept a donation from Tractor Supply Company Inc. for a variety of screws and fastening items, and
Motion to accept donation of DYNAREX molded face masks from UPMC Hamot Medical Center
Moved for approval by Ring with second by Duda
The motion is approved with an all "ayes" voice vote

Technology surplus

Motion to approve the listed technology items as surplus and available for disposition per Policy 706.1
Moved for approval by Duda with second by Rogala
The motion is approved with an all "ayes" voice vote

Beals-McMahon Painting

No action taken to approve a schedule extension for Beals-McMahon Painting to finish the painting project on the Erie County Technical School and Regional Skill Center buildings

Other Business

- Board Action Items – log presented for review

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report — Joe Tarasovitch
- Tenth ERIE Conference- The Skills Mismatch Problem: How bad is It, and What Can We Do About It?

- PDE review of AYP- ECTS
- ECTS Disabled Population by District and by Program
- Approved Program Evaluation, December 2010, All Pertinent Documentation (69 pages)
- Governor's Manufacturing Advisory Council: Final Report

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

- Next meeting: Thursday, September 27, 2012

Adjournment

Moved by Ring, with second by Rogala to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:15 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee