8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 18, 2012

Worksession-6:05pm

- Dr. Jackson presented the preliminary 2013-2014 Budget
  - The preliminary budget was presented to the superintendents on December 7th
  - The superintendents recommended utilizing the $97,666 in excess revenues over expenditures and continuing to set funds aside to PSERS increases
  - This is the first budget reflecting 100% participation
  - This budget includes both the usage of PSERS assigned fund balance and the transfer of $97,000 to PSERS assigned fund balance

Call to Order

Mr. Sennett, Temporary Chairperson, called the regular meeting to order at 7:04 pm.

Moment of Reflection and Pledge of Allegiance

Roll Call

Marcia Jones, 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	

Administrators:	Position:	Present	Absent
James Tracy	Superintendent of Record	x	
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	X	
Marcia Jones	Business Manager	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

Committee-District Board Appointments

Motion to accept the following district appointed committee members:

- Union City-Jennifer Gourley
- General McLane-James Bucksbee
- Wattsburg-Eric Duda

Moved for approval by Gainer with a second by Ring
The motion is approved with all "ayes" voice vote

Chairperson-Bucksbee

Foyle nominated Bucksbee as Chairperson for 2013
Gainer moved to close the nominations for Chairperson
Duda seconded the motion to close nominations
Motion to close nominations was approved with 8 "ayes" voice vote and Bucksbee abstaining
Mr. Bucksbee as Chairperson for 2013 with no other nominations is approved by acclamation
Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. Bucksbee

Vice-Chairperson-Ogden

Foyle nominated Ogden as Vice-Chairperson for 2013
DiPlacido moved to close the nominations for Vice-Chairperson
Gainer seconded the motion to close nominations
Motion to close nominations was approved with an all "ayes" voice vote
Mr. Ogden as Vice-Chairperson for 2013 with no other nominations is approved by acclamation

Meeting dates-2012

Motion to approve dates, time, and place of the Committee meeting for 2013 as presented to be held at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509. Work sessions begin at 6:00pm and the regular meetings begin at 7:00pm.

- 4th Thursday, January 24, 2013
- 4th Thursday, February 28, 2013
- 4th Thursday, March 28, 2013
- 4th Thursday, April 25, 2013
- 4th Thursday, May 23, 2013
- 4th Thursday, June 27, 2013
- 4th Thursday, August 22, 2013
- 4th Thursday, September 26, 2013
- 4th Thursday, October 24, 2013
- 3rd Tuesday, December 17, 2013

Moved for approval by Rogala with a second by Ogden
The committee discussed the possibility of needing a special meeting in July to approve personnel as a result of retirements
The motion is approved with an all "ayes" voice vote

Meeting Minutes

Minutes of October 25, 2012

Motion to accept the minutes of the October 12, 2012 meeting as presented.
Moved for approval by Gainer with second by Ogden
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: Elaine Shaffer, Bob Craft, Tim Mientkiewicz, and Rosanne Gangemi

- Tim Mientkiewicz thanked the school for allowing staff to attend Nancy Yanosko's funeral services

Correspondence-None

Business

Report - Business Manager – Marcia Jones
(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: October 2012 and November 2012
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $697,419.65
  - Invoices Payable: $62,960.55
  - Food Service Fund Checks and Wire Transfers: $306.63
  - Invoices Payable: $3,605.56
  - Capital Projects Fund Checks and Invoices: none
  - Student Activity Fund Checks and invoices: $1,745.60
- VISA procurement card payment:
  - October: $66,620.65
  - November: $29,920.93
- Treasurer's Report: October 2012 and November 2012
- General Fund – Budget Transfers –None

All business items moved for approval by Ring, with a 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)

NOREBT Trustee-Jones

Motion to appoint Marcia D. Jones as the NOREBT Administrative Trustee
Moved for approval by Ogden, with a second by Duda
The motion is approved with an all "ayes" voice vote

Discharge-Bebko

Motion to discharge Robert Bebko, C-2, effective November 1, 2012 per Article I Section 6-Probationary Period
Motion for approval by Ogden, with a second by Duda
The motion is approved with an all "ayes" voice vote

Substitute Custodians-Gorton, Mysnyk

Motion to hire Lisa Gorton and Christine Mysnyk as substitute custodians at the rate of $8.00 per hour beginning on or after December 3, 2012
Moved for approval by Ogden with a second by Duda
The motion is approved with an all "ayes" voice vote

Custodians-Gorton, Mysnyk

Motion to hire Lisa Gorton and Christine Mysnyk as part-time custodians at the probationary rate of $13.63 per hour beginning on or after December 19, 2012
Moved for approval by Ogden with a second by Duda
The motion is approved with an all "ayes" voice vote

Job Description-SAA

Motion to approve the revised job description for Student Assistance Aide (SAA-1 and SAA-2)
Moved for approval by Ogden with a second by Duda
The motion is approved with an all "ayes" voice vote

Facilities Manager-Von Volkenberg

Motion to employ Del Von Volkenberg as the Facilities Manager, at an annual salary of $55,000 to begin on or after February 13, 2013
Moved for approval by Ogden with a second by Duda
The motion is approved by a roll call vote with seven (7) voting "Yes" (Foyle, Ogden, Bucksbee, Gainer, Rogala, DiPlacido, and Duda, and one (1) voting "No" (Ring)

Operations

Administrative Reports

- Superintendent Report– James Tracy, Girard School District, verbally reported information from the superintendents meeting
    - Adult Diploma Program
    - United Way-Get Connected
    - RCI Program Costs
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett, verbally reported on the development of the Disability Disclosure Form
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Steve Sceiford
    - Mr. Sceiford was asked to obtain quotes for brush hogging the 12 acres of land contained in the supplemental reports
- Technology Report — Jeff Smith
- Instructional Support Services Reports - Jan Kennerknecht and Pat Holland

(Copy of each printed report is filed with the official minutes)

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

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Motion to approve the following Fund Raising and Field Trips:

- Fund Raising Request-NTHS Sarris Candies Sale
- Field Trip Request-Automotive Technologies; February 20-21, 2013; Hershey, PA
- Field Trip Request-SkillsUSA; January 18, 2013; New Castle School of Trades
- Field Trip Request-Hospitality; December 14, 2012; Safe Net Shelter
- Field Trip Request-SkillsUSA; December 6, 2012; Courtyard by Marriott, Erie
- Field Trip Request-Electronics/Electrical Engineering; TBD; Eriez Magnetics
- Field Trip Request-Electronics; TBD; Penn State Behrend
- Field Trip Request-Drafting & Design/Facilities Maintenance; March 22, 2013; Triangle Tech of Erie

All moved for approval by Ring, with a second by Duda
The motions are approved with an all “ayes” voice vote

Facility Use Requests – Profit Making Organizations (Policy 707) - None

Other Operations

Surplus-2006 Jeep, Engines

Motion to approve a 2006 Jeep Commander plus engines as surplus and that have been disposed of per Policy 706.1
Moved for approval by Duda, with second by Gainer
The motion is approved with an all "ayes" voice vote

Other Business

- Board Action Items – log presented for review

MOU-Erie County Court

Motion to approve the Memorandum of Understanding between the Operating Committee of the Erie County Technical School and the County of Erie naming the Erie County Technical School as an alternative location for Erie County Courts under their Continuation of Operations Plan for a period of three (3) years
Moved for approval by Duda, with a second by Gainer
The motion was approved with an all "ayes" voice vote

Chairman Bucksbee stated a need for the formation of an Act 93 Committee
Mr. Bucksbee, Mr. Rodgers, and Mr. Duda were volunteered to serve on the Act 93 Committee

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report — Joe Tarasovitch
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Pride Students of the Month-November and December
- ISO Surveillance Audit No: 11
- High School Electric Usage
- Quotes to Clear Land-12 acres
- Career Plan Survey

    (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, January 25, 2013

Adjournment

Moved by Ogden, with a second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:32pm.

Mr. Bucksbee, Chairperson, called an executive session to discuss Act 93 parameters. Executive session was entered at 8:55pm and concluded at 9:23pm.

Minutes prepared by,

Marcia Jones, Secretary
Joint Operating Committee