8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 24, 2013

Worksession-6:04pm

- Dr. Jackson began by reviewing Administrative Procedure 126-enrollment review. He explained the annual timeline and process designed to ensure that the staff and board are informed about enrollment concerns.
  - The procedure outlines that returning students plus applications received should be equal to or greater than 24.
  - The two year programs of Computer Networking and Tourism and Hospitality Management go through the recruiting process in March and they will be reviewed once recruiting has occurred.
  - The Construction Trades program is under the 24 students and one of the instructors has submitted his letter of retirement. After discussion, the consensus was to move forward with the application and acceptance process as if the lab will be changing to a one teacher lab in 2013-14, but wait to take formal action until the March JOC meeting.
  - It was recommended that the Electronics program be placed at-risk
- Autumn Copeland, a Northwestern student in the Tourism and Hospitality Management program, performed her prepared speech. She won gold in the prepared speech category at the SkillsUSA District competition.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:05pm.

Moment of Reflection and Pledge of Allegiance

Motion to accept the appointment of Mr. John Hughes as the representative of Girard School District
Moved for approval by Duda with second by Ring
The motion is approved with an all “ayes” voice vote

Roll Call

Marcia Jones, Secretary, called the roll:

Committee members:	District:	Present	Absent
Andrew Foyle	Fairview	x	
John Ogden	Fort LeBoeuf	x	
John Hughes	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	
Del VonVolkenburg	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 January 24, 2013

Motion to accept the minutes of the January 24, 2013 meeting as presented
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: Elaine Shaffer, Bob Craft, Mariea Sargent, Dave Yanosko, Charlie Lytle and Rosanne Gangemi-no comments

Correspondence

- Roach C. Hewitt, Computer Programming Instructor, letter regarding notice of intent to retire during 2013-2014
- Curtis R. Oakes, Culinary Arts Instructor, letter regarding notice of intent to retire during the 2013-2014
- Thank you letter from Presque Isle Downs & Casino for inclusion in Tourism & Hospitality DACUM workshop
- Charlie Lytle, Constructions Trades Instructor, letter of retirement effective June 7, 2013

  (Copy of each filed with official minutes)

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: January 2013
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $373,611.33
  - Invoices Payable: $174,078.46
  - Food Service Fund Checks and Wire Transfers: None
  - Invoices Payable: $3,463.59
  - Capital Projects Fund Checks and Invoices: $8,695.80
  - Student Activity Fund Checks and invoices: $3,746.99
- VISA procurement card payment:
  - January: $45,520.39
- Treasurer's Report: January 2013
- General Fund – Budget Transfers –None

All business items moved for approval by Duda, with a second by Gainer
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)

Title IX, EECO Compliance Officer-Fatica

Motion to appoint the Coordinator of Quality and Human Resources as the Compliance Office for Title IX and EEOC
Moved for approval by Gainer, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Right to Know Officer-Board Secretary

Motion to appoint the Board Secretary as the Right to Know Officer
Motion for approval by Duda, with a second by Rodgers
The motion is approved with an all "ayes" voice vote

Retirement-Lytle

Motion to accept the retirement of Charlie Lytle, Construction Trades Instructor, effective June 7, 2013
Moved for approval by Gainer, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Act 93 Administrative Staff Benefit and Compensation Plan

Motion to approve the Act 93 Administrative Staff Benefit and Compensation plan effective July 1, 2013 through June 30, 2014
Moved for approval by Ogden, with a second by Duda
The motion is approved with an all “ayes” voice vote
(Copy filed with the official minutes)

Regular Employment Status-Hanson

Motion to grant regular employment status to Margaret Hanson effective December 28, 2012 at $13.58 per hour
Moved for approval by Gainer, with a second by Ogden
The motion is approved with an all “ayes” voice vote

M-3 Substitute-Harvey

Motion to hire Todd Harvey as a substitute M-3 at the rate of $12.00 per hour beginning on March 1, 2013
Moved for approval by Foyle, with a second by Rogala
The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports

- Superintendent Report– James Tracy
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett-nothing to report
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- 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)

Fund Raising and Field Trips

Motion to approve the following Fund Raising and Field Trips, contingent on the availability of Perkins Funding:

- Field Trip Request-Metal Fabrication; March 12, 2013; Ridge-U-Rak
- Field Trip Request-Culinary Arts; May 6, 2013; Giant Eagle-Harborcreek
- Field Trip Request-Culinary Arts; May 6, 2013; Old Country Buffet
- Field Trip Request-Art & Design and Graphic Communications; May 2013; Pittsburgh Technical Institute
- Field Trip Request-Computer Networking, Electronics, Computer Programming, Drafting & Design; April 19, 2013; Gannon University
- Field Trip Request-Computer Networking; March 2013; Erie Institute of Technology
- Field Trip Request-Computer Networking; May 2013; Millcreek Township or Millcreek Community Hospital
- Field Trip Request-Health Assistant; May 3, 2013; VA Medical Center
- Field Trip Request-SkillsUSA; April 2-5, 2013; Hershey Lodge
- Field Trip Request-Early Childhood Education; May 2013; Montessori Children's House
- Field Trip Request-Early Childhood Education; TBD; Penn State Behrend Child Care
- Field Trip Request-Early Childhood Education; April 26, 2013; Ambassador Conference Center
- Field Trip Request-Health Assistant; April 15, 2013; VA Medical Center
- Field Trip Request-Transition Center; TBD; Ambassador Banquet & Conference Center
- Fundraiser/Community Service-Early Childhood Education; March-April 2013; March of Dimes' 2013 March for Babies
- Community Service-ECTS students; April 6, 2013; Erie County Special Olympics

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-None

Other Business

Board Action Items – log presented for review (Copy of list and actions filed with official minutes)

Financial Analysis of Programs

Motion from the floor to direct administration to define a successful program and an at-risk program based on financial parameters
Moved for approval by DiPlacido, with second by Rogala
The motion is approved by voice vote with ten (10) voting "Yes" (Foyle, Ogden, Hughes, Bucksbee, Gainer, Rogala, DiPlacido, Rodgers, Ring, and Gourley), and one (1) voting "No" (Duda)

Policy #103 Update

Motion to approve the updates to Policy #103-Nondiscrimintation in School and Classroom Practices
Moved for approval by Gainer, with a second by Duda
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

2013-2014 School Calendar

Motion to approve the 2013-2014 Erie County Technical School Calendar
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

At-Risk Status-Electronics

Motion to assign a status of At-Risk to the Electronics program based on Administrative Procedure 126 and the administration's recommendation
Moved for approval by Foyle, with second by Gainer
The motion is approved by voice vote with ten (10) voting "Yes" (Foyle, Ogden, Hughes, Bucksbee, Gainer, Rogala, DiPlacido, Rodgers, Ring, and Gourley), and one (1) voting "No" (Duda)

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- 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-February 2013
- School Claims Service-Safety Inspection
- Literacy & Numeracy
- Quarter 2 Honor Roll and Perfect Attendance
- Statement of Financial Interests-Due May 1st
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, March 28, 2013

Adjournment

Moved by Ogden, with a second by DiPlacido to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:48pm.

Minutes prepared by,

Marcia Jones, Secretary
Joint Operating Committee