Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, June 27, 2013

Worksession-6:00pm

- Natalie Heberlein of Felix & Gloekler, PC spoke about the annual audit for the fiscal year ending June 30, 2013 and answered questions about the review process. She provided the Board with a handout that outlined responsibilities of the Board, management and the auditors, as well as contract information for herself and her associate, Mr. Faulk.
- Administrative reports were presented:
  - Superintendent Report– Dr. James Tracy gave an oral report thanking the Board, Director, administration and teachers for the opportunity to serve as the Superintendent of Record.
    - Mr. Bucksbee thanked Dr. Tracy of his service and appreciated his attendance at meetings and school activities.
  - Director Report — Aldo Jackson
  - Solicitor Report —Jennifer Gornall-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)

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:13pm.

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	
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	
Jennifer Gornall	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 May 23, 2013

Motion to accept the minutes of the May 23, 2013 meeting as presented
Moved for approval by Ogden with second by Foyle
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 and Rosanne Gangemi-no comments

Correspondence-none

Business

Report - Business Manager – Marcia Jones
(Copy filed with the official minutes)

Financial Reports, Transfers, Payments and Invoices

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: May 2013
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report

- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $351,360.69
  - Invoices Payable: $145,005.38
  - Invoices Payable: $81,100.66 (2013-2014)
  - Food Service Fund Checks and Wire Transfers: $133.75
  - Invoices Payable: $1,783.21
  - Capital Projects Fund Checks and Invoices: None
  - Student Activity Fund Checks and invoices: $2,756.52
- VISA procurement card payment:
  - May: $28,887.45
- Treasurer's Report: May 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)

Visa Purchase Card Users and Limits 2013-14

Motion to approve the VISA purchasing card users and spending limits effective July 1, 2013, as presented
Motion for approval by Duda, with a second by Gainer
The motion is approved with an all "ayes" voice vote

<u>Human and Quality Resources</u>

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

AYES-Michalak/Steever

Motion to approve 50 hours each (100 hours total) of internship supervision for both David Michalak and Sam Steever at the curriculum development rate of $33.00 per hour
Motion for approval by Rodgers, with a second by Gainer
The motion is approved with an all "ayes" voice vote

Business Manager Benefit & Compensation Plan-2013-2014

Motion to approve the Business Manager Benefit and Compensation Plan effective July 1, 2013 through June 30, 2014
Motion for approval by Gainer, with a second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy filed with the official minutes)

Regular Employment Status-Coleman

Motion to grant regular employment status to Sharon Coleman, part time custodian, effective June 11, 2013 at the rate of $13.88 per hour
Moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

Electrical Engineering Instructor-Lyle

Motion to hire Robert Lyle as the Electrical Engineering Instructor at Column A/B, Step 13 at the rate of $46,708 per year effective August 23, 2013
Moved for approval by Duda, with a second by Gainer
The motion is approved with an all "ayes" voice vote

Career Planning Coordinator-Moyak

Motion to hire Remle Moyak as the Career Planning Coordinator at Column E, Step 6 at the rate of $45,049 per year, effective August 23, 2013
Moved for approval by Duda, with a second by Ring
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

Administrative reports were presented during the work session

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

Student Field Trips and Fundraising, (Policy 121, 229, 230)-None

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

Other Operations-

Food Service Management-Fort LeBoeuf-2013-2014

Motion to approve the Food Service Management Agreement with Fort LeBoeuf School District effective July 1, 2013 through June 30, 2014 for $21,000, as presented
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)

RCI Lease-2013-2014

Motion to approve the lease agreement with the Northwest Tri-County Intermediate Unit for a portion of the Regional Skill Center Building for use by the Regional Choice Initiative in the amount of $40,000 from July 1, 2013 through June 30, 2014
Moved for approval by Foyle, with a second by Duda

The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

CNT/FMT New Course delivery-2013-14

Motion to approve the new courses for delivery in Construction Trades and Facility Maintenance Technologies beginning in 2013-2014, as presented
Moved for approval by Duda, with a second by Ring
The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

Director Services Agreement-Corry Area Schools

Motion to approve the Director Services Agreement with Corry Area School District effective July 1, 2013 through June 30, 2014, as presented
Moved for approval by Foyle, with a second by Rodgers
The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

Director Services Payment-Jackson

Motion to approve the payment of $1,300 to be made in December 2013 and June 2014 ($2,600 total) to the Director, Aldo Jackson, for services to be provided under the Director Services Agreement with Corry Area School District, if said contract is executed by both parties
Moved for approval by Rodgers, with a second by Foyle
The motion is approved with an all “ayes” voice vote

Policy Updates-#625,331,431,531

Motion to approve the updates to Policy #625-Procurement Cards, Policy #331-Job Related Expenses, Policy #431-Job Related Expenses, Policy #531-Job Related Expenses
Moved for approval by Gainer, with a second by Foyle
The motion is approved with an all “ayes” voice vote

Surplus-Technology Items

Motion to approve the attached list of technology items as surplus and available for disposition in accordance with Policy 706.1
Moved for approval by Gainer, with a second by Foyle
The motion is approved with an all “ayes” voice vote
(List of items filed with official minutes)

Other Business

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

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
- Proposed PMT Course Sequence Chart
- Admissions Coordinator Report
- NOCTI Recognition Program
- 4th Quarter Honor Roll and Perfect Attendance
- Priority Action Plans 2013-2014
- Statewide List of Programs by CIP
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, August 22, 2013

Executive Session

Mr. Bucksbee, Chairperson, convened an executive session for the purpose of the Director's evaluation at 7:36pm.
Mr. Bucksbee reconvened the Regular meeting at 8:27pm

Salary-Director

Motion to approve a salary increase of three (3) percent effective July 1, 2013 for the Director, Aldo Jackson
Moved for approval by Ring, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Adjournment

Moved by Ogden, with a second by Duda to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:29pm.

Minutes prepared by,

Marcia D. Jones, Secretary
Joint Operating Committee