



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, March 28, 2013**

**Worksession-6:00pm**

- Maryann Kunath, Vocational Rehabilitation Specialist, from the Erie VA Medical Center presented on the Compensated Work Therapy Program designed to help transition veterans back into the workforce. Ms. Kunath answered questions about the program and stated that other participants in the area include the YMCA, Vantage, and Gator Automotive.
- Dr. Jackson presented on the costs per program. He provided expenditures and revenues by program based on the 2011-12 budget, the 2011-12 actuals, and the 2012-13 budget.

**Call to Order**

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:30pm.

**Moment of Reflection and Pledge of Allegiance**

**Roll Call**

Natalie Fatica, Assistant Secretary, called the roll:

| <b><u>Committee members:</u></b> | <b><u>District:</u></b> | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|----------------------------------|-------------------------|-----------------------|----------------------|
| 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                    |

| <b><u>Administrators:</u></b> | <b><u>Position:</u></b>  | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|-------------------------------|--------------------------|-----------------------|----------------------|
| 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 February 28, 2013**

Motion to accept the minutes of the February 28, 2013 meeting as presented  
Moved for approval by Rodgers 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, Tim Mientkiewicz, Rosann Barker, Mariea Sargent, Dave Yanosko, Charlie Lytle and Rosanne Gangemi

- Charlie Lytle reviewed his Program Analysis regarding the Construction Trades program
- Tim Mientkiewicz discussed class sizes in support of the Construction Trades program remaining a 2 teacher lab
- Mariea Sargent provide a copy of the Drafting & Design Quarterly Newsletter

### **Correspondence**

- PSBA-Guidelines for Submitting Items for the 2014 Legislative Platform
- Charlie Lytle-Program Cost Analysis  
(Copy of each filed with official minutes)

### **Business**

Report - Business Manager – Marcia Jones  
Verbally reviewed by Aldo Jackson  
(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: February 2013
  - o General Fund
  - o Food Service Fund
  - o Capital Reserve Fund
  - o Student Activities Report
- Checks and Invoices:
  - o General Fund Checks and Wire Transfers: \$428,923.57

- o Invoices Payable: \$70,946.09
- o Food Service Fund Checks and Wire Transfers: None
- o Invoices Payable: \$2,515.52
- o Capital Projects Fund Checks and Invoices: None
- o Student Activity Fund Checks and invoices: \$2,332.59
- VISA procurement card payment:
  - o February: \$44,340.48
- Treasurer's Report: February 2013
- General Fund – Budget Transfers –None

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

### **Student Aide-Scarpino**

Motion to hire Gina Scarpino as a part time Student Aide at the rate of \$13.66 per hour beginning on or after April 2, 2013

Moved for approval by DiPlacido, with a second by Ogden  
The motion is approved with an all "ayes" voice vote

### **Resignation-Goodwill**

Motion to accept the resignation of Taylor Goodwill, part time Technology Technician, effective March 8 2013

Motion for approval by Rogala, with a second by Foyle  
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-discussed the IU Budget and reviewed the VA MOU for the Compensated Work Therapy Program
  - 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)-None

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

Other Operations-

Motion to approve the occupational advisory committee members for the 2012-2013 academic year, as presented

Moved for approval by Rodgers, with a second by Ogden

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

(Copy filed with official minutes)

Motion to approve the attached resolution authorizing Dr. Aldo Jackson to affix an electronic signature to any agreement with the Pennsylvania Department of Education on behalf of Erie County Technical School

Moved for approval by Foyle, with a second by Rogala

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

(Copy filed with official minutes)

Motion to approve the Memorandum of Understanding between the Erie County Technical School and Veterans Industries/Compensated Work Therapy

Moved for approval by Foyle, with a second by Ring

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

(Copy filed with official minutes)

Motion to approve the Special Education Transition Center Operating Agreement effective July 1, 2013 through June 30, 2014, as presented and approved by the participating school districts

Moved for approval by Rodgers, with a second by Foyle

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

(Copy filed with official minutes)

### **Other Business**

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

### **Strategic Plan**

Following a discussion, the administration was asked to review the strategic plan at the April JOC meeting

### **Supplemental Information**

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Applications & Admissions Report-Class of 2016
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Pride Students of the Month-March 2013
- Statement of Financial Interests-Due May 1st  
(Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, April 25, 2013

### **Adjournment**

Moved by Ogden to adjourn the meeting  
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:26pm.

Minutes prepared by,

Natalie Fatica, Assistant Secretary  
Joint Operating Committee