Erie County Technical School

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:

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 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
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report

- Checks and Invoices:
    - General Fund Checks and Wire Transfers: $428,923.57
    - Invoices Payable: $70,946.09
    - Food Service Fund Checks and Wire Transfers: None
    - Invoices Payable: $2,515.52
    - Capital Projects Fund Checks and Invoices: None
    - Student Activity Fund Checks and invoices: $2,332.59
- VISA procurement card payment:
    - 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