Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, May 23, 2013

Worksession-6:00pm

- Mr. Lewis Dove presented on his historic book project
- Dr. Jackson and Mr. Tarasovitch provided an overview of the professional assessment process
- Dr. Jackson reviewed the 2007-2012 Strategic Plan
  - Dr. Jackson was asked to provide updated goals following the Administrative Retreat to the JOC in August

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:06pm.

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 April 25, 2013

Motion to accept the minutes of the April 25, 2013 meeting as presented
Moved for approval by Duda 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, Sherry States, Bob Craft, Mariea Sargent, 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: April 2013
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $354,360.63
  - Invoices Payable: $92,524.01
  - Food Service Fund Checks and Wire Transfers: None
  - Invoices Payable: $11,582.64
  - Capital Projects Fund Checks and Invoices: None
  - Student Activity Fund Checks and invoices: $25.00
- VISA procurement card payment:
  - April: $42,313.10
- Treasurer's Report: April 2013
- General Fund – Budget Transfers

Transfers To:

10-2310-525	E&O And Bonding Insurance	$7,133
10-2834-240	Non Inst Staff Tuition Reimb	$1,300
10-2830-610	HR/Quality-Supplies	$1,200
10-4200-430	Site Improvements-Repairs	$17,000
Transfers From:		
10-2350-330	Legal Services-Legal Fees	-$6,000
10-2271-810	Inst Staff Dev-Staff Dues	-$2,633
10-2271-330	Inst Staff Dev-Certified Prof Fees	-$1,000
10-2600-271	Operation & Maint-Medical	-$5,000
10-2600-621	Operation & Maint-Natural Gas	-$10,000
10-2600-621-801	Operation & Maint-Natural Gas-SC	-$2,000

All business items moved for approval by Foyle, with a second by Rodgers
The motion is approved with an all “ayes” voice vote
(Copy of each item is filed with the official minutes)

Depositories of school funds for 2013-2014

Motion to approve PNC Bank, PSDLAF/PNC, and PLGIT as depositories of school funds for 2013-2014
Motion for approval by Duda, with a second by Rogala
The motion is approved with an all “ayes” voice vote

Newspaper of general circulation for 2012-2013

Motion to designate Erie Times News as the newspaper of general circulation for 2013-2014
Motion for approval by Foyle, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Officials’ Bonds for school year 2013-2014

Motion to purchase public official bonds for the Secretary and Treasurer for the school year 2013-2014 in the amount of $50,000 each
Motion for approval by Diplacido, with a second by Ring
The motion is approved with an all “ayes” voice vote

Treasurer-Ogden-2013-2014

Motion to nominate and then elect John Ogden as Treasurer for a one year term beginning July 1, 2013
Moved for approval by Rodgers, with a second by Foyle
The motion is approved with an all “ayes” voice vote

Human and Quality Resources

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

Retirement-Perry

Motion to accept the retirement of Robert Perry, part time custodian, effective July 13, 2013
Moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

RCTC Instructor-Schwenk

Motion to employ Matthew Schwenk at the rate of pay of $25.00 per hour as an RCTC instructor
Motion for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

Uncompensated Leave of Absence-Sipes

Motion to approve the Uncompensated Leave of Absence for Jim Sipes for May, June, July, and August as needed
Moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

Culinary Arts Instructor-Sanders

Motion to hire Kelly Sanders as a Culinary Arts Instructor at Column 1, Step 3 at the rate of $40,708 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

Career Planning Coordinator-Job Description

Motion to approve the job description for the Career Planning Coordinator, as presented
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)

Seasonal Help-Clover, Pace, Harpst, Frawley, Price

Motion to hire Jonathan Clover, Christopher Pace, Tim Harpst, Tabitha Frawley, and Kyle Price as seasonal help at the rate of pay of $8.00 per hour beginning on or after May 24, 2013
Moved for approval by Duda, with a second by Rodgers
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– James Tracy (absent)
- Director Report — Aldo Jackson
- Solicitor Report —Jennifer Gornall-verbally reviewed the Sunshine Law and Right to Know Laws in relation to the use of personal email accounts and conducting school business. Under Right to Know, personal emails can be subject to disclosure if the subject of the email has been ratified, confirmed, or adopted by the entity. Deliberating through email can be considered a violation of the Sunshine Law because business of the school must be done in the open. Members were cautioned on the use of personal emails and school business.

- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports - Jan Kennerknecht (absent) 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-

CAEP Contract-Sarah A. Reed-2013-2014

Motion to approve the 2013-2014 service purchase contract with Sarah A Reed Children's Center for the provision of career alternative education programming, 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)

Tuition Rates-2013-2014

Motion to set the tuition rates for the 2013-2014 school year as follows:

- Secondary Program: $16.75 per hour
- Career Alternative Education Program: $72.00 per day

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

CDL Training Agreement-Pa PRIDE LLC

Motion to approve the Commercial Driving Cooperative Training Agreement with Pa PRIDE, LLC, as presented, contingent upon Pa PRIDE providing vehicles for both training and test taking
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)

Other Business

Board Action Items – log presented for review

Board Action Items-Pursuance of New Program

Motion to approve Action Item #23 to begin the process of pursuing a new program for the 2014-2015 or 2015-2016 school year
Moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

Board Action Item-List of CTE, monthly reports

Motion to approve the director to collect and provide a list of CTE programs available in the State and provide a monthly report on the new program development process
Moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

Board Action Item-Recycling Program Options

Motion to direct administration to investigate recycling program options
Moved for approval by Diplacido, with a second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy of list and actions 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
- Admissions Coordinator Report
- Pride Students of the Month-May 2013
- 2013-2014 NTHS Inductees
- New Program Development Timeline and System
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, June 27, 2013

Public Comment

Mariea Sargent passed out the Drafting & Design Quarterly Newsletter and discussed the accomplishments of her seniors

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:52pm.

Minutes prepared by,

Marcia D. Jones, Secretary
Joint Operating Committee