



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday September 27, 2012**

**Work Session- 6:10 pm**

- Recognition of 2011-2012 Exemplary Students, presentation by Joe Tarasovitch, Principal
  - o Brian Palmer, ABR, Iroquois
  - o Joe Tallman, ABR, General McLane
  - o Nicholas Scott, CMP, Harbor Creek
  - o Michala Flak, COS, Fort LeBoeuf
  - o James Mattson, EET, Girard
- Home School Recruitment Presentation by Lisa Sorensen, Admissions Coordinator

**Regular Meeting**

**Call to Order**

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:25 pm.

**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                     |                      |
| Robert Heath                     | 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 |   |
| Natalie Fatica     | Human & Quality Resources Coordinator | X |   |
| Steve Sceiford     | 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 August 23, 2012**

Motion to accept the minutes of the August 23, 2012 meeting as presented

Moved for approval by Duda with second by Gainer

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: Marcia Jones, Mariea Sargent, Elaine Shaffer, Robert Craft, Mark Clickett, Rosanne Gangemi- no comments

### **Correspondence-None**

### **Business**

Report - Business Manager – 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: August 31, 2012
  - o General Fund
  - o Food Service Fund
  - o Capital Reserve Fund
  - o Student Activities Report
- Checks and Invoices:
  - o General Fund Checks, Wire Transfers and Invoices:
    - o Batch 1: \$193,786.17
    - o Batch 2: \$57,590.34
    - o Batch 3: \$330.08
  - o Food Service Fund Checks and Invoices: \$10.76
  - o Capital Projects Fund Checks and Invoices:
    - o Batch 1: \$4947.00
    - o Batch 2: \$832.70

- o Student Activity Fund Checks and invoices: \$100.00
- VISA procurement card payment: \$28,508.25
- Treasurer's Report: August 2012
- General Fund – Budget Transfers –None

Motion to approve all but the Treasurer's Report, which is to be revised for next month, by Rogers with second by Duda

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)

#### **NVTHS Advisor-Craft**

Motion to approve Bob Craft as National Technical Honor Society Advisor for the school year 2012-2013 with a \$500.00 stipend

Moved for approval by Duda with second by Ogden

The motion is approved with an all "ayes" voice vote

#### **Job Description-First Aid Attendant**

Motion to approve the job description for the First Aid Attendant. (Copy filed with the minutes)

Motion for approval by Gainer with second by Duda

The motion is approved with an all "ayes" voice vote

#### **First Aid Attendant-States**

Motion to approve \$1800.00 stipend to Sherry States for performing the duties of First Aid Attendant for the 2012-2013 school year

Moved for approval by Duda with second by Gainer

The motion is approved with an all "ayes" voice vote

#### **Technology Technician-Goodwill**

Motion to employ Taylor Goodwill as a part-time Technology Technician beginning on or after September 28, 2012 pending clearances at the rate of pay of \$15.21 per hour

Moved for approval by Duda with second by DiPlacido

The motion is approved with an all "ayes" voice vote

### **Operations**

#### **Administrative Reports**

- Superintendent Report– James Tracy, Girard School District, verbally reported information from the superintendents meeting
  - o Adult Diploma Program
  - o Enrollment in the Transition Center
  - o Transition Center Aide
  - o CAEP enrollments
  - o ECTS enrollment

- Director Report — Aldo Jackson
  - Solicitor Report — Timothy Sennett – no report
  - High School Principal Report — Joe Tarasovitch
  - Facilities Report — Steve Sceiford
  - 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, Fundraising, Community Activities (Policy 121, 229, 230, 910)

Motion to approve the following Fund Raising, Community Activities and Field Trips:

1. Fund Raising and Community Service Requests—SkillsUSA 2012-2013
2. Field Trip Request—Drafting & Design; October 2012; City of Erie
3. Field Trip Request—Electrical Engineering & Electronics; December 14, 2012; Triangle Tech
4. Field Trip Request—Electrical Engineering, Electronics, Facility Maintenance; October 5, 2012; Northwest Rural Electric Co-op
5. Field Trip Request—Cosmetology; October 22, 2012; Local Salons

All moved for approval by Duda with second by Gainer

The motions are approved with an all “ayes” voice vote

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

Other Operations

#### **Board Policy 249 Cyber bullying**

Motion to reapprove Board Policy 249-Bullying/Cyber bullying

Moved for reapproval by Duda with second by Gainer

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

#### **Surplus Supplies-Preschool**

Motion to approve the surplus supplies from our preschool as available for disposition

Motion for approval by Duda with second by Gainer

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

#### **Board Policy-Approval**

Motion to approve the following policies without a first reading

- Policy 005-Organization
- Policy 006-Meetings
- Policy 101-Philosophy of Education/Mission Statement
- Policy 125-Adult Education
- Policy 217-Graduation Requirements
- Policy 523-Smoke Free Environment

Motion for approval without first reading by Ogden, second by Duda

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

### **Other Business**

- Board Action Items – log presented for review

### **Supplemental Information**

- JOC Member Attendance Report-prior 12 months
  - Secondary Program Enrollment Report — Joe Tarasovitch
  - Transition Center Enrollment Report
  - Career Alternative Education Enrollment Report
  - Disabled Population by District
  - Disabled Population by Program
  - Business Contacts Report
  - Work Experience Report
  - First Days at ECTS video
  - College Ready, Career Skilled, Innovation Fueled-Pennsylvania Career and Technical Education
- 
- Next meeting: Thursday, October 24, 2012

### **Adjournment**

Moved by Ogden, with second by Duda to adjourn the meeting  
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:06 pm

Minutes prepared by,

Natalie Fatica, Assistant Secretary  
Joint Operating Committee