Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday October 25, 2012

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 6:02 pm.

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	
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	

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	
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 September 30, 2012 meeting as presented.
Moved for approval by Heath with second by Duda
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, Mariea Sargent, Bob Craft, Sherry States, and Rosanne Gangemi

- Mariea Sargent passed out the quarterly Drafting and Design newsletter

Correspondence

Steve Sceiford-Retirement Notice
A motion from the floor was made to approve the retirement notice of Mr.Steve Sceiford , Facilities Manager, effective February 19, 2012.
Moved for approval by Ring, with a second by Ogden.
The motion is approved with an all "ayes" voice vote
The Committee thanked Mr. Sceiford for his 12 years of dedicated service to ECTS noting his care for the facilities and success with the energy rebate program.

Dave Yanoko-Family Medical Leave
Natalie Fatica provided hand outs of Policy 434: Sick Leave and a copy of page 29 of the Master Contract with the ECTS Federation of Teachers related to this request. After discussing board policy and the Master Contract with the ECTS Federation of Teachers, the committee decided to stand by the contract (Article VI: Section 8: Sick Leave).
(Copies are filed with the official minutes)

Business

Report - Business Manager – Marcia Jones
(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: September 30, 2012
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:

  - General Fund Checks, Wire Transfers and Invoices: $263,177.06
  - Food Service Fund Checks and Invoices: $3,855.14
  - Capital Projects Fund Checks and Invoices: $18,471.00
  - Student Activity Fund Checks and invoices: none
- VISA procurement card payment: $$58,998.25
- Treasurer's Report: August 2012 and September 2012
- General Fund – Budget Transfers –None

All business items moved for approval by Duda, with a second by Heath.
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)

Substitute-Coyne

Motion to approve the addition of Janet Coyne to the substitute list at Erie County Technical School at the rate of $75.00 per day.
Moved for approval by Rogala, with a second by Gainer.
The motion is approved with an all "ayes" voice vote

RCTC instructors-Boyd, Coyne, Wrotney, Kasper

Motion to employ Chris Boyd, Janet Coyne, Amanda Wrotney, and Dennis Kasper as RCTC instructors at a rate of $25.00 per hour.
Motion for approval by Duda, with a second by Gainer.
The motion is approved with an all "ayes" voice vote

Substitute Custodian-Coleman

Motion to employ Sharon Coleman as a substitute custodian at the rate of $8.00 per hour beginning on or after October 26, 2012.
Moved for approval by Duda with a second by Ring.
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
  - Adult Diploma Program
  - Alternative Education Program
  - Transition Center Aide
  - RCI Budget
- 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. Field Trip Request—Electrical Engineering, Electronics, Facility Maintenance; date to be determined; Urick Foundry
2. Field Trip Request—Transition Center; November 12, 2012; Splash Lagoon, Lazer Tag & adjacent hotels

All moved for approval by Duda, with a second by Gainer.
The motions are approved with an all "ayes" voice vote

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

Other Operations

Donation-Computer Hardware
Donation-Hand Tools
Donation-HVAC Units

Motion to accept the donation of computer hardware from Millcreek Township Department of Technology, and
Motion to accept the donation of hand tools from Tractor Supply, and
Motion to accept HVAC units from the Erie Housing Authority on a temporary basis as donated materials
Moved for acceptance by Gainer, with second by Ring.
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

- Admissions Coordinator Report
- 9th Grade ECTS Packet
  - Envelope
  - Letter
  - Brochure
- 2013-2014 ECTS Student Application
- Students of the Month-October
- Advanced Training Day Participants

    (Copy of each supplemental item is filed with the official minutes)

- November Meeting-None
- Next meeting: Tuesday, December 18, 2012

Adjournment

Moved by Ogden, with a second by Rogala to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:17pm.

Minutes prepared by,

Marcia Jones, Secretary
Joint Operating Committee