Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 22, 2013

Worksession-6:00pm

- Natalie Heberlein of Felix & Gloekler, PC presented the annual financial statement for the year ending June 30, 2013.
  - Natalie reported that there were no findings and she was presenting a clean audit.
  - Following a review of fund balance, Natalie was asked how the current fund balance level of ECTS compares to other CTEs around the State. Natalie will perform some research and inform the Board of her findings.
- Melinda Kojancie, District Manager for Kelly Services presented on the substitute service they provide for instructional substitutes.
  - Melinda focused on the transition process, their clearance process, the AESOP system for reporting and filling absences, and the financial difference between using Kelly Services and having our own substitutes.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:03pm.

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

Karen Downie	Superintendent of Record		x
Aldo Jackson	Director	x	
Carsen Ruperto	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 June 27, 2013

Motion to accept the minutes of the June 27, 2013 meeting as presented
Moved for approval by Gainer with second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Motion to accept the audited financial statements for the year ended June 30, 2013 as presented
Moved for approval by Ogden with a second by Rodgers
The motion is approved with an all "ayes" voice vote
(Copy filed with the official minutes)

Guests and Public Comment

Guests signed in and present: Elaine Shaffer and Rosanne Gangemi-no comments

Correspondence

- PSBA-Appointment of Voting Delegates for the PSBA Delegate Assembly Meeting
- PSBA-officer elections
- Thank you card from Patty Palo's family

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: June 2013 and July 2013
  - General Fund-June
  - General Fund-July
  - Food Service Fund –June

- Food Service Fund-July
- Capital Reserve Fund –June
- Capital Reserve Fund-July
- Student Activities Report-June
- Student Activities Report-July

- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $453,384.23
  - Invoices Payable: $68,449.98
  - Food Service Fund Checks and Wire Transfers: $270.00
  - Invoices Payable: $115.00
  - Capital Projects Fund Checks and Invoices: $4.434.00
  - Student Activity Fund Checks and invoices: $137.86
- VISA procurement card payment:
  - June-$6,084.06
  - July-$15,911.90
- Treasurer's Reports: June 2013 and July 2013
- General Fund – Budget Transfers –None

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

Part-Time Custodian-Schwindt

Motion to hire Mike Schwindt as a part-time custodian at the probationary rate of #13.91 per hour beginning on or after August 23, 2013
Motion for approval by Gainer with a second by Foyle
The motion is approved with an all "ayes" voice vote

SkillsUSA Advisors-Shaffer/Carr

Motion to approve Elaine Shaffer and Sandy Carr as SkillsUSA advisors for 2013-2014 and each to be paid $1,000.00 per the professional unit bargaining agreement
Motion for approval by Gainer, with a second by Foyle
The motion is approved with an all "ayes" voice vote

RCTC Instructors/Supervisors 2013-2014

Motion to approve the list of RCTC instructors and supervisors for 2013-2014, as presented
Moved for approval by Gainer, with a second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy filed with the official minutes)

First Aid Attendant-States

Motion to approve Sherry States as the First Aid Attendant for 2013-2014 and to be paid a stipend of $1,800.00
Moved for approval by Gainer, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Substitute Instructors-2013-2014

Motion to approve the list of substitute instructors, as presented
Motion for approval by Gainer, with a second by Foyle
The motion is approved with an all "ayes" voice vote
(copy filed with official minutes)

Dr. Downie arrived at 7:20pm

Operations

Administrative Reports

- Superintendent Report– Karen Downie
  - Verbally reported on her professional background and stated that the Superintendents will begin meeting again in September
- Director Report — Aldo Jackson
- Solicitor Report —Carsen Ruperto
  - Stated that the firm had reviewed the Kelly Services Agreement
- 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)

Erdman-NAEYC-Washington, D.C.

Motion to approve the travel request of Donna Erdman to Washington, D.C. for the NAEYC Annual Conference and Expo from November 19-23, 2013 at an estimated cost of $2,045
Moved for approval by Gainer with a second by Foyle
The motion is approved with an all "ayes" voice vote

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Fund Raising and Community Service Requests

Motion to approve the following Fundraising and Community Service requests:

- SkillsUSA 2013-2014 activities
  (listing of activities is filed with official minutes)

Moved for approval by Ogden, with a second by Rogala

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

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

Other Operations-

Donation-GE Transportation

Motion to accept the donation of a variety of welding wire from GE Transportation Systems to be utilized in the Metal Fabrication Lab
Moved for approval by Diplacido with a second by Gainer
The motion is approved with an all "ayes" voice vote

Student Handbook-2013-2014

Motion to approve the 2013-2014 Student Handbook, as presented
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Snow Plowing-2013-2014/2014-2015-Yardmaster

Motion to accept the snow plowing proposal from Yardmaster of Pennsylvania for the 2013-2014 and 2014-2015 winter seasons for a total cost of $9,750 per year and $210 per time for sidewalks
Moved for approval by Gainer, with a second by Rogala
The motion is approved with an all "ayes" voice vote

Substitute Services-Kelly Education Staffing Services

Motion to approve the agreement with Kelly Educational Staffing Services for substitute instructors, as presented
Moved for approval by Ring, with a second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Custom Computer Specialists/Infinite Campus

Motion to authorize the Director to execute a contract with Custom Computer Specialists, Inc. and Infinite Campus, inc. at a cost not to exceed $58,038.65 for the implementation and license of Infinite Campus for the 2013-2014 school year with Perkins Grant funding
Moved for approval by Diplacido, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Other Business

Board Action Items – log presented for review

- Mr. Bucksbee, with Board consensus, asked the administration look into various options with unassigned fund balance

(Copy of log filed with official minutes)

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, September 26, 2013

Mr. Bucksbee, Chairperson, called an executive session to discuss upcoming negotiations, stating that no action would be taken following the executive session.

Adjournment

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:37pm.

Minutes prepared by,

Marcia D. Jones, Secretary
Joint Operating Committee