8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 17, 2013

Worksession-6:03pm

- The Erie County Vocational Technical School Foundation Meeting took place during the worksession.

Call to Order

Mr. Sennett, Temporary Chairperson, called the regular meeting to order at 7:23 pm.

Moment of Reflection and Pledge of Allegiance

District Appointments

Motion to accept the following district appointed committee members:

- Fairview-Andrew Foyle (2014-2016)
- Millcreek-John DiPlacido (2014-2016)
- North East-David Rodgers (2014-2016)
- Northwestern-Glen Black (2014-2015)
- Iroquois-Alfred Rial (2014)
- Harbor Creek-Bill Lutz(2014)

Moved for approval by Duda, with a second by Foyle
Motion is approved with an all "ayes" voice vote

Roll Call

Marcia Stokes, 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	
Bill Lutz	Harbor Creek	x	
Alfred Rial	Iroquois		x
John DiPlacido	Millcreek	x	
David Rodgers	North East	x	
Glen Blak	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	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	X	
Marcia Stokes	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

Chairperson-Bucksbee

Foyle nominated Bucksbee as Chairperson for 2014
Rodgers seconded Bucksbee as Chairperson for 2014
Rodgers moved to close the nominations for Chairperson
Duda seconded the motion to close nominations
Motion to close nominations was approved with 7 "ayes" voice vote and Bucksbee abstaining
Mr. Bucksbee as Chairperson for 2014 with no other nominations is approved by acclamation
Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. Bucksbee

Vice-Chairperson-Ogden

Foyle nominated Ogden as Vice-Chairperson for 2014
Rodgers seconded Ogden as Vice-Chairperson for 2014
Rodgers moved to close the nominations for Vice-Chairperson
Lutz seconded the motion to close nominations
Motion to close nominations was approved with an all "ayes" voice vote
Mr. Ogden as Vice-Chairperson for 2014 with no other nominations is approved by acclamation

Meeting dates-2014

Motion to approve dates, time, and place of the Committee meeting for 2014 as presented to be held at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509. Work sessions begin at 6:00pm and the regular meetings begin at 7:00pm.

- 4th Thursday, January 23, 2014
- 4th Thursday, February 27, 2014
- 4th Thursday, March 27, 2014
- 4th Thursday, April 24, 2014
- 4th Thursday, May 22, 2014
- 4th Thursday, June 26, 2014
- 4th Thursday, August 28, 2014
- 4th Thursday, September 25, 2014
- 4th Thursday, October 23, 2014

- 3rd Tuesday, December 16, 2014

Moved for approval by DiPlacido with a second by Foyle
The motion is approved with an all "ayes" voice vote

Meeting Minutes

Minutes of October 24, 2013

Motion to accept the minutes of the October 24, 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, Bob Craft, and Rosanne Gangemi-no comments

Correspondence

- Eleanore Anderson, Instructional Aide, letter regarding notice of intent to retire during 2014-2015
- Rosanne Gangemi, Instructional Aide, letter regarding notice of intent to retire during 2014-2015

Business

Report - Business Manager – Marcia Stoke
(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: October 2013 and November 2013
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $724,146.38
  - Invoices Payable: $173,208.15
  - Food Service Fund Checks and Wire Transfers: none
  - Invoices Payable: $4,314.46
  - Capital Projects Fund Checks and Invoices: none
  - Student Activity Fund Checks and invoices: $822.00
- VISA procurement card payment:
  - October: $63,882.55
  - November: $39,305.88

- Treasurer's Report: October 2013 and November 2013
- General Fund – Budget Transfers –None

All business items moved for approval by Duda, with a second by Lutz
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-verbally presented by Aldo Jackson
(Copy filed with the official minutes)

RCTC Instructor –Hazen-Bastian

Motion to appoint employ Donna Hazen-Bastian at the rate of $25.00 per hour as an RCTC instructor
Moved for approval by Duda, with a second by DiPlacido
The motion is approved with an all "ayes" voice vote

Electronics Instructor-Burnham

Motion to hire Donald "Marty" Burnham as the Electronics Instructor at Column A/B, Step 9 at the rate of pay of $44,308, pro-rated
Moved for approval by Duda with a second by Foyle
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– Karen Downie, Northwestern School District
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett, verbally reported on the working on a new process and form for clearances between home schools/service providers and ECTS and the agreements related to Career Street
- 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)

Motion to approve the following Fund Raising and Field Trips:

- Community Service Request-NTHS ; toy collection for Safe-Net

- Field Trip Request-SkillsUSA; January 17, 2014; New Castle School of Trades/Alternate Contest Sites
- Field Trip Request-Hospitality; December 13, 2013; Safe Net
- Field Trip Request-SkillsUSA; December 5, 2013; Courtyard by Marriott, Erie
- Field Trip Request-CMP. HEA, THM; January 23, 2014, 2013; Erie Business Center

All moved for approval by Ogden, with a second by Rodgers
The motions are approved with an all "ayes" voice vote

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

Other Operations

Donation-Warren Company

Motion to approve the donation from The Warren Company of approximately 415 steel blanks to be utilized in the Metal Fabrication program
Moved for approval by Duda, with second by Gainer
The motion is approved with an all "ayes" voice vote

Agreement-ECTS/ECVTSF

Motion to approve the agreement between ECTS and the ECVTS Foundation, as presented
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)

Management Fee-Career Street

Motion to assess the management fee to the ECVTS Foundation, to be paid with Career Street Funds, for January-June 2014 as outlined in the agreement between ECTS and the ECVTS Foundation
Moved for approval by DiPlacido, with a second by Foyle
The motion is approved with an all "ayes" voice vote

PMT Equipment Bid-Morris Great Lakes

Motion to accept the bid from Morris Great Lakes for the TESA Micro-Hite 3D Model 454 for $15,000 and the Edge Rebel Eco Feed for $13,500 as outlined in the bid specifications
Moved for approval by Foyle, with a second by Duda
The motion is approved with an all "ayes" voice vote

Other Business

- Board Action Items – log presented for review
    - Discussion occurred on facility improvement needs. Dr. Jackson will speak with the architect and superintendents to gather information on creating a plan to address the aging facilities and systems

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-November
- ISO Surveillance Audit No: 12
- High School Electric Usage

  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, January 23, 2014

Adjournment

Moved by Ogden, with a second by Rodgers to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:46pm.

Minutes prepared by,

Marcia D. Stokes, Secretary
Joint Operating Committee