Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 27, 2014

Worksession-6:41pm

- Administrative Reports were presented:
    - Superintendent Report– Karen Downie, Northwestern School District
    - Director Report — Aldo Jackson
    - Solicitor Report — Timothy Sennett-no report
    - High School Principal Report — Joe Tarasovitch
    - Facilities Report — Del VonVolkenburg, verbally reported by Dr. Jackson
    - Technology Report — Jeff Smith
    - Instructional Support Services Reports - Jan Kennerknecht and Pat Holland

(Copy of each printed report is filed with the official minutes)

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:07pm.

Moment of Reflection and Pledge of Allegiance

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 Black	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 Instructional Support Services	x	
Jan Kennerknecht	Supervisor of Instructional Support Services	x	

Meeting Minutes

Minutes of January 23, 2014

Motion to accept the minutes of the January 23, 2014 meeting as presented
Moved for approval by Rial, 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: Bob Craft and Rosanne Gangemi-no comments
Ms. Christine Mitchell, Board Member of Harbor Creek School District, was present in place of Mr. Bill Lutz

Correspondence-none

Business

Report - Business Manager – Marcia D. Stokes
(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: January 2014
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $435,775.96

  - Invoices Payable: $110,650.20
  - Food Service Fund Checks and Wire Transfers: none
  - Invoices Payable: $4,436.87
  - Capital Projects Fund Checks and Invoices: none
  - Student Activity Fund Checks and invoices: $3,940.00
- VISA procurement card payment:
  - January: $39,001.61
- Treasurer's Report: January 2014
- General Fund – Budget Transfers –
  Transfer To:
  10-4600-430 Building Improvements and Repairs $3,500
  Transfer From:
  10-2600-230 Operations & Maintenance-Retirement $3,500

All business items moved for approval by Rial, with a second by Foyle
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)

Custodian Discharge –Schwindt

Motion to discharge Michael Schwindt effective February 13, 2014 per Article I-Section 6-Probationary Period
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Custodian-King

Motion to hire Bobbie Sue King as a part time custodian at the probationary rate of $13.91 per hour beginning on or after February 28, 2014
Moved for approval by DiPlacido, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Maintenance Mechanic-Mello

Motion to hire Tim Mello as a Maintenance Mechanic (M-3) at the probationary rate of $15.96 per hour beginning on or after March 3, 2014
Moved for approval by DiPlacido, with a second by Foyle
The motion is approved with an all "ayes" voice vote

RCTC Instructors-Gates, Tatalone

Motion to employ Kyle Gates and Susan Tatalone at the rate of $25.00 per hour as RCTC Instructors
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Operations

Staff Travel >400 miles (Polices: 331,431,531)-None

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

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

- Field Trip Request-DDE; May 2014; two or three industry visits
- Field Trip Request-CUA; May 7, 2014; Bob Evans Restaurant
- Field Trip Request-CUA; May 2, 2014; O'Charleys Restaurant
- Field Trip Request-THM; May 30, 2014; Splash Lagoon
- Field Trip Request-HEA, CMP; May 5 or 12, 2014; 911 Center
- Field Trip Request-HEA, CMP, THM; March 31, 2014; Mercyhurst North East
- Field Trip Request-SkillsUSA; April 8-11, 2014; Hershey, PA
- Field Trip Request-COS; March 2014; area salons & beauty supply shops
- Field Trip Request-GRA, ADS; May 16, 2014; Erie Art Museum, Presque Isle
- Field Trip Request-HEA; May 5, 2014; UPMC Hamot
- Field Trip Request-PMT; March 21, 2014; Mirco Mold & Plastikos
- Field Trip Request-ECE; March 28, 2014; Mercyhurst Child Learning Center, YMCA Erie, Mercyhurst University
- Field Trip Request-ECE; April 25, 2014; Mercyhurst Early Learning Center
- Field Trip Request-TRC; April 25, 2014; Mercyhurst North East
- Field Trip Request-CMN; March/April 2014; Erie Institute of Technology
- Fund Raising Request-CUA, SkillsUSA; February 2014; Soup Cook-Off
- Community Service Request-All labs; April 12, 2014; Special Olympics
- Community Service Request-ECE; April 27, 2014; 2014 March of Dimes walk

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

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

Other Operations-

2014-2015 General Fund Budget

Motion to approve the 2014-2015 General Fund Budget that includes district contributions in the amount of $3,720,979 and recommend adoption by the participating districts
Moved for approval by Foyle, with a second by Rodgers
The motion is approved by voice vote with nine (9) voting "Yes" (Foyle, Ogden, Bucksbee, Gourley, Black, Rial, Duda, Hughes, and Rodgers) and one (1) voting "No" (DiPlacido)
(Copy filed with official minutes)

CAEP Contract-Sarah A. Reed 2014-2015

Motion to approve the 2014-2015 service purchase contract with Sarah A. Reed Children's Center for the provision of career alternative education programming, 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)

Food Service Management-Fort LeBoeuf-2014-2015

Motion to approve the Food Service Management Agreement with Fort LeBoeuf School District effective July 1, 2014 through June 30, 2015 for $21,000 as presented
Moved for approval by Ogden, with a second by Foyle
The motion is approved with an all "ayes" voice vote
(copy filed with official minutes)

Banking-Dental and Vision Claims

Motion to authorize the opening of two (2) checking accounts at PNC Bank for the purpose of paying dental and vision claims and authorize the BAI Controller, Dolores S. Myrcik, and ECTS Business Manager, Marcia D. (Jones) Stokes, to sign checks for dental and vision claims
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Donation-Vinyl Siding

Motion to accept the donation from an anonymous donor for a variety of vinyl siding material for use in the Construction Trades lab
Moved for approval by Ogden, with a second by Foyle
The motion is approved with an all "ayes" voice vote

ECTS/ECVTSF Agreement Addendum

Motion to approve the indemnification clause of the December 17, 2013 agreement between the Erie County Technical School and the Erie County Vocational-Technical School Foundation to read "The School and the Foundation mutually indemnify and hold harmless from any and all claims, expenses, and liabilities arising out of this agreement with the exception of Foundation claims covered by the School's Commercial Crime: Employee Theft and Forgery Policy"
Moved for approval by Duda, with a second by Black
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Other Business

- Board Action Items – log presented for review

Career Street Time Tracking

Motion to direct the Director, Business Manager, Coordinator for Human and Quality Resources, Information & Technology Manager, IT Technician, Business Office Secretaries, and S-1 Secretary to track their time spent on Career Street activities
Moved for approval by DiPlacido, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Dr. Jackson presented the Administrative Procedure 126-Enrollment Review and informed the Board that he will not be recommending any program be labeled "At Risk" for the upcoming school year.

Mr. Bucksbee requested the Board consider revising the agenda format to add a public comment opportunity at the end of the meeting. The Director will bring an updated Board Policy addressing his request to the next meeting for review and consideration.

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
- Career Planning Coordinator Report
- Pride Students of the Month-January
- 2nd Quarter Honor Roll and Perfect Attendance
- Statement of Financial Interests-Due by May 1, 2014

    (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, March 27, 2014

Adjournment

Moved by Ogden, with a second by Foyle to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:45pm.

An executive session for the purpose of contract negotiations took place from 7:49pm to 8:20pm.

Minutes prepared by,

Marcia D. Stokes, Secretary
Joint Operating Committee