Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, October 24, 2013

Worksession-6:03pm

Executive Session

- The Committee moved to executive session at 6:03pm for the purpose of discussing upcoming contract negotiations. The Committee returned from executive session at 6:31pm.
- Administrative Reports were presented:
  - Superintendent Report– Karen Downie
  - Director Report — Aldo Jackson
  - Solicitor Report —Timothy Sennett-no report
  - 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)

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:16pm.

Moment of Reflection and Pledge of Allegiance

Appointment-Conti

Motion to accept the appointment of Lucia Conti as representative of Iroquois School District
Moved for approval by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote

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	
Lucia Conti	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	
Timothy Sennett	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 September 26, 2013

Motion to accept the minutes of the September 26, 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)

Guests and Public Comment

Guests signed in and present: Elaine Shaffer, Bob Craft, Mariea Sargent, Sherry States, and Lisa Sorenson -no comments

Correspondence

- Roach Hewitt, Computer Programming Instructor, letter regarding notice of intent to retire during 2014-2015

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: September 2013
  - General Fund

  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $349,566.56
  - Invoices Payable: $146,607.70
  - Food Service Fund Checks and Wire Transfers: none
  - Invoices Payable: $2,304.23
  - Capital Projects Fund Checks and Invoices: $10,000.00
  - Student Activity Fund Checks and invoices: $293.00
- VISA procurement card payment:
  - September: $46,221.98
- Treasurer's Reports: September 2013
- General Fund – Budget Transfers –None

All business items moved for approval by Gainer, 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)

ELC Substitute Instructor-Burnham

Motion to approve Marty Burnham as a substitute instructor in Electronics at the rate of $150.00 per day
Motion for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

RCTC Instructor-Leise

Motion to employ Karen Leise as a RCTC Instructor at the rate of $25.00 per hour
Motion for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

Substitute Maintenance Mechanic-Valenic

Motion to approve Jamie Valenic as a part-time, substitute Maintenance Mechanic (M-3), at the rate of pay of $12.00 per hour
Moved for approval by Ring, with a second by Duda
The motion is approved with an all "ayes" voice vote

Resignation-Tatalone

Motion to accept the resignation of Susan Tatalone, Accounting and Administrative Assistant (S-2), effective on or before November 15, 2013
Moved for approval by Duda, with a second by Ring
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)

Field Trip Request

Motion to approve the following Field Trip request:

- Transition Center; November 26, 2013; Ambassador Conference Center & Hotels

Moved for approval by Duda, with a second by Ring
The motion is approved with an all "ayes" voice vote

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

Other Operations-

Surplus-Downed Trees

Motion to approve the downed trees, resulting from land clearing, as surplus and available for disposition in accordance with Policy 706.1
Moved for approval by Gainer, with a second by Duda
The motion is approved with an all "ayes" voice vote

In-Kind Donation-Career Street

Motion to authorize the Director to provide the use of a fully furnished office including phone, computer, and necessary equipment, as well as clerical assistance to the Career Street Program which benefits the students of the school districts comprising the Erie County Technical School
Moved for approval by Ring, with a second by Gainer
The motion is approved by voice vote with eight (8) voting "Yes" (Foyle, Ogden, Bucksbee, Gainer, Gourley, Ring, Duda, and Rodgers), and one (1) voting "No" (Diplacido)

The PDE Framework for Leadership draft document for Director's and Principal's Evaluation was shared.

Other Business

Board Action Items – log presented for review
(Copy of log filed with official minutes)

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Transition Center & Career Alternative Education Enrollment Report
- Disabled Population by District
- Disabled Population by Program

- Business Contacts Report/OAC Meeting Attendees
- Work Experience Report
- Admissions Coordinator Report
- Advanced Training Day Attendees
- PRIDE Students of the Month-October
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Tuesday, December 17, 2013

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:43pm.

Minutes prepared by,

Marcia D. Jones, Secretary
Joint Operating Committee