Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, September 26, 2013

Worksession-6:00pm

- Mr. Tarasovitch recognized the exemplary students and presented them with a plaque honoring their accomplishment of perfect attendance and making the honor roll each quarter for the 2012-2013 school year. The instructors spoke to the students accomplishments. The exemplary students were:
  - Lindsay Lane-Drafting and Design-Northwestern School District
  - James Mattson-Electrical Engineering Technology-Girard School District
  - Joseph Tallman-Auto Body Repair-General McLane School District
- Marcia Jones, Business Manager, presented on Fund Balance, providing considerations and options for unassigned fund balance.

Executive Session

- The Committee moved to executive session at 6:45pm for the purpose of discussing upcoming contract negotiations. The Committee returned from executive session at 7:30pm.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:34pm.

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	
Jennifer Gornall	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 August 22, 2013

Motion to accept the minutes of the August 22, 2013 meeting as presented
Moved for approval by Ogden with second by Ring
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, Ken Balsiger, and Rosanne Gangemi-no comments

Correspondence

- Drafting & Design program curriculum certificate from the American Design Drafting Association

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: August 2013
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $387,270.95

  - Invoices Payable: $20,464.90
  - Food Service Fund Checks and Wire Transfers: $10,500.00
  - Invoices Payable: $876.21
  - Capital Projects Fund Checks and Invoices: $11,957.16
  - Student Activity Fund Checks and invoices: none
- VISA procurement card payment:
  - August-$29,694.12
- Treasurer's Reports: August 2013
- General Fund – Budget Transfers –None

All business items moved for approval by Gainer, 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)

Resignation-Mientkiewicz

Motion to accept the resignation of Timothy Mientkiewicz, Electronics Technology Instructor, effective September 29, 2013
Motion for approval by Duda with a second by Gainer
The motion is approved with an all "ayes" voice vote

Technology Technician-Frawley

Motion to employ Tabitha Frawley as a part time Technology Technician (T-2) beginning on or after September 27, 2013 at the probationary rate of $16.00 per hour
Motion for approval by Duda, with a second by Diplacido
The motion is approved with an all "ayes" voice vote

NTHS Advisor-Craft

Motion to approve Bob Craft as the NTHS Advisor for 2013-2014 and to be paid $500 per the professional unit bargaining agreement
Moved for approval by Duda, with a second by Ogden
The motion is approved with an all "ayes" voice vote

RCTC Instructor-Socash

Motion to employ Mike B. Socash as a RCTC instructor at the rate of pay of $25.00 per hour
Moved for approval by Duda, with a second by Rodgers
The motion is approved with an all "ayes" voice vote

ELC Substitute Instructors-Frodelius

Motion to hire Greg Frodelius as a substitute instructor in Electronics at the rate of $150 per day
Motion for approval by Duda, with a second by Rodgers
The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports

- Superintendent Report– Karen Downie
- Director Report — Aldo Jackson
- Solicitor Report —Jennifer Gornall
    - Stated that the firm has been consulting with Dr. Jackson on the Career Street initiative
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg –verbally reported by Aldo 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)

Staff Travel >400 miles (Polices: 331,431,531)

Jackson-ACTE Annual Convention-Las Vegas, NV

Motion to approve the travel request of Aldo Jackson to attend the 2013 ACTE Annual Convention in Las Vegas, Nevada from December 4 to December 7, 2013
Moved for approval by Ogden, with a second by Duda
The motion is approved with an all “ayes” voice vote

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

Field Trip Request

Motion to approve the following Field Trip request:

- Drafting & Design, Metal Fabrication, Precision Machining; October 4, 2013; Lord Corporation

Moved for approval by Ogden, with a second by Duda
The motion is approved with an all “ayes” voice vote

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

Other Operations-

OAC Members-2013-2014

Motion to approve the Occupational Advisory Committee members for the 2013-2014 academic year
Moved for approval by Ogden, with a second by Duda
The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

Assignment of Fund Balance

Motion from the floor by Ring to assign $250,000 of unassigned fund balance toward the start up costs associated with a new program and assign $57,725 of unassigned fund balance toward future PSERS rate increases
Seconded by Odgen
The motion is approved by voice vote with seven (7) voting "Yes" (Ogden, Bucksbee, Gainer, Gourley, Ring, Duda, and Rodgers), and one (1) voting "No" (Diplacido)

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
- Work Experience Report
- Admissions Coordinator Report
  (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, October 24, 2013

Adjournment

Moved by Ogden, with a second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:04pm.

Minutes prepared by,

Marcia D. Jones, Secretary
Joint Operating Committee