Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, June 26, 2014

Work session-6:00pm

- Felix & Gloekler, PC—Annual Audit Planning- presented by Steve Falk
- Priority Action plan presented by Aldo Jackson
- Jan Kennerknecht presented her DACUM work with Precision Machining
- Administrative Reports were presented
  - Superintendent Report-Karen Downie, Northwestern School District- no report
  - Director Report- Aldo Jackson
  - Principal Report- Joe Tarasovitch
  - Facilities Report- Del VonVolkenburg-verbally reported by Dr. Jackson
  - Technology Report- Jeff Smith
  - Instructional Support Services Report-Jan Kennerknecht and Pat Holland

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

The work session concluded at 6:43 pm

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:10 pm.

Moment of Reflection and Pledge of Allegiance

Roll Call

Natalie Fatica, Assistant 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	
Tim Sennett	Solicitor	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 May 22, 2014

Motion to accept the minutes of the May 22, 2014 meeting as presented
Moved for approval by Duda, with second by Ogden
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: Mark Cyphert - no comments

Correspondence-None

Business

Report – Interim Business Manager – Paul Fritz, verbally presented by Aldo Jackson
(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: May 2014
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $441,112.41
  - Invoices Payable: $145,209.09
  - Food Service Fund Checks and Wire Transfers: None
  - Food Service Invoices Payable: $12,357.24
  - Capital Projects Fund Checks and Invoices: $65,210.31
  - Student Activity Fund Checks and invoices: $1,854.65

- VISA procurement card payment:
  - May statement: $32,581.66
- Treasurer's Report: May 2014
- Budget Transfers – None

Moved for approval by Rial, with second by Ogden
The motion is approved with an all "ayes" voice vote
(Copies are filed with the official minutes)

Human and Quality Resources

Report—Coordinator of Human and Quality Resources
(Copy filed with the official minutes)

Resignation-Lasher

Motion to accept the resignation of Dan Lasher effective June 12, 2014
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Resignation-Bruno

Motion to accept the resignation of Ann Bruno effective June 20, 2014
Moved for approval by Duda, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Curriculum Development

Motion to approve curriculum development at the rate of pay of $35 per hour up to a maximum of 15 hours (see attached list of instructors)
Moved for approval by Foyle, with a second by Black
The motion is approved with an all "ayes" voice vote

AYES Payment-Steever and Michalak

Motion to approve 20 hours each for AYES internship supervision for Dave Michalak and Sam Steever at the curriculum development rate of pay of $35.00 per hour
Moved for approval by Duda, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Business Manager- Birchard

Motion to employ Terri Birchard as the Business Manager at the starting annual salary of $70,000 beginning on or after July 1, 2014
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Act 93 Plan

Motion to approve the Act 93 Administrative Staff Benefit and Compensation plan effective July 1, 2014 through June 30, 2015
Moved for approval by Foyle, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Substitute Instructors

Motion to approve the attached substitute instructor list for the 2014-2015 school year
Moved for approval by Black, with a second by Lutz
The motion is approved with an all "ayes" voice vote

S-3, Secretary- Tatalone

Motion to employ Susan Tatalone as S-3 in the high school office effective on or after July 1, 2014 at the probationary rate of pay of $13.88
Moved for approval by Duda, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Computer Networking-Miller

Motion to employ C. Michael Miller as the Networking Technologies Instructor for the 2014-2015 school year at Column C Step 7 the rate of pay of $43,631
Moved for approval by Duda, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Solicitor Report-Tim Sennett - no report

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

Student Field Trips and Fundraising, (Policy 121, 229, 230)-None

Facility Use Requests – Profit Making Organizations (Policy 707)

Facility Request-Angelo's Salon

Motion to approve the facility use request of Angelo's Salon Development Group of Cosmetology classroom and laboratory for a finishing class on August 17 to August 19, 2014
Moved for approval by Duda, with a second by Black
The motion is approved with an all "ayes" voice vote

Other Operations

Curriculum Changes

Motion to approve the following new courses for delivery beginning 2014-2015 as listed
Moved for approval by Ogden, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Textbooks

Motion to approve the following student textbooks beginning 2014-2015 as listed
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

WIB Nomination-Jackson

Motion to nominate Dr. Aldo Jackson as a local education representative to the Workforce Investment Board of Northwest Pennsylvania for a two-year term ending June 30, 2016
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Other Business

- Board Action Items – no changes from prior month

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Partnership Coordinator Report-Elaine Shaffer
- Admissions Coordinator Report-Lisa Sorensen-no report
- Career Planning Coordinator Report-Remle Moyak-no report
- Work Experience Report- June 2014
- Fourth Quarter Honor Roll, Perfect Attendance, and Distinguished Students Report
  (Copy of each supplemental item is filed with the official minutes)
- No meeting in July
- Next meeting: Thursday, August 28, 2014

Public Comment

No comments

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:30 pm.

Minutes prepared by,

Natalie Fatica, Assistant Secretary
Joint Operating Committee