Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, September 25, 2014

Worksession-6:00pm

- Mr. Tarasovitch recognized the exemplary students for 2013-2014 and presented each with a plaque honoring their accomplishments of maintaining perfect attendance and making the honor roll each quarter of the 2013-2014 school year. The instructors spoke to the students accomplishments. The exemplary students recognized during the ceremony were:
    - Chandler Flak – Culinary Arts – Fort LeBoeuf School District
    - Quinton Kooken – Precision Machining Technology – Girard School District
    - Lindsay Lane – Drafting and Design – Northwestern School District
    - Ashley Smith – Health Assistant – McDowell School District
    - Dakoda Young – Art and Design for Business – McDowell School District
    - Madison Brooks – Precision Machining Technology – Union City School District
    - Gage Tieger – Art and Design for Business – Girard School District
- Dr. Jackson discussed the highlights of a meeting held with PNC Capital Markets representative Michael Zubasic. An informational handout was provided by Mr. Zubasic containing scenarios on the issuance of two separate bond issues to accomplish the multi-year building renovation and expansion project. It was discussed that possibly PlanCon may become available at some point during the project and would be factored into the funding for the project as applicable.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:15p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, 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	
Julia Herzing	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Terri Birchard	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 28, 2014

Motion to accept the minutes of the August 28, 2014 meeting as presented
Moved for approval by Duda with second by Lutz
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, Mariea Sargent, Lesa Scalise, Sherry States, Kelly Sanders, Danielle Wilbur, Donna Erdman and Rosanne Gangemi - no comments

Correspondence

- Andrea Lucarotti, Instructor, letter regarding notice of intent to retire during 2014-2015
- Roach Hewitt, Instructor, letter regarding notice of intent to retire during 2015-2016
- PSBA – Slate of Officers and At-Large Elections

Business

Report - Business Manager – Terri Birchard
(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 2014
  - General Fund
  - Food Service Fund

- Capital Reserve Fund
- Student Activities Report

- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $$192,083.55
  - Invoices Payable: $61,482.44
  - Food Service Fund Checks and Wire Transfers: $10,600.00
  - Invoices Payable: $242.35
  - Capital Projects Fund Checks and Invoices: None
  - Student Activity Fund Checks and invoices: None
- VISA procurement card payment:
  - August-$35,458.84
- Treasurer's Reports: August 2014
- General Fund – Budget Transfers –None

All business items moved for approval by Rial, with second by Gourley
The motion is approved with an all "ayes" voice vote
(Copy of each item is filed with the official minutes)

NOREBT Trustee-Birchard

Motion to appoint Terri L. Birchard as the NOREBT Administrative Trustee effective September 26, 2014
Moved for approval by Lutz, with second by Ogden
The motion is approved with an all "ayes" voice vote

Compensation for Superintendent of Record

Motion to compensate the Superintendent of Record net pay of $3,000 for 2013-2014 through ECTS payroll, subject to applicable employment taxes and retirement benefits
Motion denied after discussion

Instruction letter requesting invoice for Superintendent of Record stipend for 2013-2014

Motion to provide written letter to Northwestern School District requesting invoice for payment of the Superintendent of Record's stipend for 2013-2014
Moved for approval by Ogden, with a second by DiPlacido
The motion is approved with an all "ayes" voice vote

Instruction letter requesting invoice for Superintendent of Record stipend for 2014-2015

Motion to provide written letter to Northwestern School District requesting invoice for payment of the Superintendent of Record's stipend for 2013-2014
Moved for approval by Ogden, with a second by Black
The motion is approved with an all "ayes" voice vote

Human and Quality Resources

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

Electrical Engineering Instructor - Jaeger

Motion to approve the hiring of Justin Jaeger as the Electrical Engineering Instructor at Step A/B 6 with a rate of $42,508
Motion for approval by Lutz with a second by Duda
The motion is approved with an all "ayes" voice vote

Maintenance Mechanic - Marzka

Motion to approve Bruce Marzka, Maintenance Mechanic, M-3, at the rate of pay of $16.29 per hour beginning on or after September 29, 2014
Motion for approval by Lutz with a second by Duda
The motion is approved with an all "ayes" voice vote

Part-time Custodian - Voto

Motion to hire Anthony Voto as a part time custodian at the probationary rate of $14.19 per hour beginning on or after September 29, 2014
Motion for approval by Lutz with a second by Duda
The motion is approved with an all "ayes" voice vote

Retirement – Lucarotti

Motion to accept the retirement request of Andrea Lucarotti effective on or before January 16th 2015
Motion for approval by Duda with a second by DiPlacido
The motion is approved with an all "ayes" voice vote

Uncompensated Leave of Absence - Fenner

Motion to approve the Uncompensated Leave of Absence for Jessica Fenner beginning around the end of October for up to 4 months
Motion for approval by Lutz with a second by Rial
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– Karen Downie
- Director Report — Aldo Jackson
- Solicitor Report —Julia Herzing
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports **-** Jan Kennerknecht

(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)

Field Trip Requests

Motion to approve the following Field Trip requests:

- Metal Fabrication; October 3, 2014; Lord Corporation
- Facilities Maintenance; October 3, 2014; Lord Corporation
- Precision Machining; October 3, 2014; PMI Meadville
- Hospitality; October 17, 2014; Peek'N'Peak

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

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

Other Operations

Transition Center Student Intern Agreement

Motion to approve Transition Center Student Intern Agreement for the 2014-2015 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)

Administrative Procedure 412 – Evaluation of Professional and Temporary Professional Employees

Motion to approve Administrative Procedure 412 – Evaluation of Professional and Temporary Professional Employees
Moved for approval by Lutz, with a second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Discussion of Director's Evaluation for 2014-2015

A sub-committee will be formed to review the Director's Evaluation for 2014-2015. Members on this committee will be Lutz, Duda, Foyle, and Bucksbee

Director's Evaluation for 2013-2014

A summary was provided during the meeting

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
- Business Contacts Report
- Work Experience Report

- Admissions Coordinator Report
- Career Planning Coordinator Report
- Career & Technical Education Leadership Connections: *A Guide to Effective Working Relationships*
- Next meeting: Thursday, October 24, 2013

Recess for Foundation Meeting

Meeting was recessed at 7:50p.m. for Foundation Meeting

Executive Session

Mr. Bucksbee, Chairperson, called an executive session to discuss the Director's Evaluation. Executive session was entered into at 8:35pm and concluded at 9:20pm. Further discussion will be held on this matter.

Mr. Bucksbee, Chairperson, adjourned the meeting at 9:25pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

Erie County
Foundation
Vocational-Technical School

8500 Oliver Road, Erie, PA 16509
Board of Directors
Meeting Minutes
September 25, 2014

Mr. Bucksbee, President, called the meeting to order at 7:55 p.m.

Roll Call

Terri Birchard, Secretary, called the roll:

Board 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	

Meeting Minutes

Minutes of August 28, 2014

Motion to accept the minutes of the August 28, 2014 meeting, as presented
Moved for approval by Ogden, with a second by Duda
The motion is approved with an all “ayes” voice vote

Correspondence-None

Financial Reports, Payments, and Invoices

Motion to approve the following ECVTS Foundation Reports, Payments and Invoices through August 2014 as presented subject to verification and amendment:

- ECVTS Foundation Statement of Activities – August 2014
- ECVTS Career Street Statement of Activities – August 2014
- ECVTS Foundation Statement of Financial Position – August 31, 2014
- ECVTS Foundation Checks and Invoices from August 29 to September 25, 2014
- ECVTS Foundation Treasurer’s Report as of August 31, 2014

Moved for approval by Duda, with a second by Gourley
The motion is approved with an all "ayes" voice vote
(Copy of reports are filed with the official minutes)

Other Business

Operations Manager Report- Summer JAM

- Final Report to Erie Community Foundation

Finance Manager's Report
Career Street Executive Director Report
(Copies of these reports are filed with the official minutes)

Other Information-None

Adjournment

Moved by Lutz, with a second by Ogden to adjourn the meeting
Mr. Bucksbee, President, adjourned the meeting at 8:32 pm

Minutes prepared by,

Terri Birchard, Secretary
Erie County Vocational Technical School Foundation