Erie County Technical School	**Joint Operating Committee Meeting Minutes** **Thursday, February 26, 2015** 8500 Oliver Road, Erie, PA 16509

Work Session – 6:03 pm

- The Erie County Vocational Technical School Foundation Meeting took place during the work session
- Del VonVolkenburg, ECTS Facilities Director, reviewed photos of the damage to the HVAC systems which occurred during the recent Penelec electrical outage. Wm. T. Spaeder Company has had several workers on-site for the past several days to get the heating systems back up to normal operating levels and the school's insurance carrier has assigned a claims adjuster to our case. The efforts to respond to this situation required significant levels of coordination and cooperation from of all areas of the school's personnel ranging from administrative to staff to faculty. Mr. Lutz commented that everyone should be commended for pulling together so well that only one student attendance day was missed from this incident.
- Administrative reports were also reviewed during the work session

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:03 pm.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board 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 (Late arrival after roll call)	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
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 January 22, 2015

Motion to accept the minutes of the January 22, 2015 meeting as presented
Moved for approval by Duda, 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 Relating to the agenda - none

Guests signed in and present: Rosanne Gangemi, Gary Bigwood, Kyle Baxter, Paige Newcomb, Tanisha Henderson, Kim Newcomb, Amanda Plymire, Vern Plymire

Guest and Public Comment – Open to General Matters

Guests signed in and present: Rosanne Gangemi, Gary Bigwood, Kyle Baxter, Paige Newcomb, Tanisha Henderson, Kim Newcomb, Amanda Plymire, Vern Plymire

Several of the guests were given five minutes each to address the JOC members with their comments on the Hospitality Management program.

Correspondence

- Shirley Braddock, Instructional Aide, letter regarding notice of intent to retire during 2015-2016
- Curtis Oakes, Culinary Arts Instructor, letter regarding notice of intent to retire during 2015-2016
- Mark Cyphert, Metal Fabrication Instructor, letter regarding notice of intent to retire during 2015-2016
- Denise Cochran, Maintenance Custodian, letter regarding notice of intent to retire during 2015-2016
- January is School Director Recognition Month - Thank you from ECTS
- Review of thank you letter from Make-A-Wish
- Review of thank you letter from SafeNet

Business

Report - Business Manager Report — Terri Birchard
(Copy filed with the official minutes)

<u>Financial Reports, Transfers, Payments and Invoices</u>

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: January 2015
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $249,651.32
  - Invoices Payable: $99,569.53
  - Food Service Fund
  - Checks and Wire Transfers: $2,230.87
  - Invoices Payable: $2,977.00
  - Capital Projects Fund Checks and Invoices: None
  - Student Activity Fund Checks and Invoices: $4,532.04
- VISA procurement card payment:
  - January -$66,603.69
- Treasurer's Reports: January 2015
- General Fund – Budget Transfers –None

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

<u>Human and Quality Resources</u>

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

Resignation - Frawley

Motion to accept the resignation of Tabitha Frawley, Technology Technician, effective February 27, 2015

Regular Employee Status - Marzka

Motion to grant regular employment status to Bruce Marzka effective January 29, 3015 at $16.54 per hour

Uncompensated Leave of Absence – Fenner

Motion to approve the extension of Uncompensated Leave of Absence for Jessica Fenner for the remainder of the 2014-2015 school year

Resignation – Mysnyk

Motion to accept the resignation of Christine Mysnyk effective March 6, 2015

All motions were moved for approval by Rial, with a second by Lutz
The motions are approved with an all "ayes" voice vote

Operations

Administrative Reports – presented during the work session

- Superintendent Report– Karen Downie
- Director Report — Aldo Jackson
- Solicitor Report —Mark Wassell attending for Tim Sennett – no report
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports – Pat Holland

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

Staff Travel >400 miles (Polices: 331,431,531) – none

Field Trip Requests

Motion to approve the following Field Trip requests:

- Field Trip Request – Hershey Lodge; SkillsUSA State Competition; 4/7 – 4/10/2015
- Field Trip Request – Ambassador Hotel and Hilton Garden Inn; ECTS Admissions office; 3/25/15
- Field Trip Request – Brevellier Village; Transition Center; March 11, 2015
- Field Trip Request – Printing Concepts and Erie Zoo; Graphic Arts and Art Design; May 12, 2015
- Fund Raising Request – Early Childhood Education; March of Dimes; March to May 2015

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

Facility Use Requests — Profit Making Organizations (Policy 707) — none

Other Operations

Motion to approve the 2015-2016 School Calendar as presented

Moved for approval by Rial, with a second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Other Business

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

Supplemental Reports & Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center & Career Alternative Education Enrollment Report
- Disabled Population by District
- Disabled Population by Program
- Process Writing
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- 2nd Quarter Distinguished Student, Honor Roll and Perfect Attendance Report
- Statement of Financial Interests - Due by May 1, 2015
- Statement of Financial Interests – electronic version – Due by May 1, 2015
- 2015 CTC Directors Salary Survey Report
- District Contributions-Per-Pupil Comparison
- Capital Projects Fund – Purchase Review Report
- Next meeting: Thursday, March 26, 2015

Adjournment

Moved by Ogden, with a second by Duda to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:58pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee