Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 28, 2014

Work session - 6:00pm

- Annual Audited Financial Statements – Ms. Natalie Heberlein, CPA of Felix & Gloekler, PC presented the annual audited financial statement for the year ending June 30, 2014. Ms. Heberlein reviewed the statements and noted that there were no findings and the audit opinion letter was unqualified.
- Building Renovation Plans – Mr. Chris Coughlin, RA of Hallgren, Restifo, Loop & Coughlin Architects presented information regarding a multi-year building construction renovation and expansion project. Mr. Coughlin noted that a new building code may be forthcoming in 2015; however this code, even if not adopted by Pennsylvania in 2015, will become federally mandated in 2018. Mr. David Kuretich of The Tower Group accompanied Mr. Coughlin to address questions regarding the timing and availability of certain state programs for construction funding.

The work session concluded at 6:47 pm

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:09 pm.

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	

Tim Sennett	Solicitor	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 Instructional Support Services	x
Jan Kennerknecht	Supervisor of Instructional Support Services	x

Meeting Minutes

Minutes of June 26, 2014

Motion to accept the minutes of the June 26, 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: Mariea Sargent and Rosanne Gangemi – no comments

Correspondence - Letter and Certificate of Excellence from PennDOT

A letter and certificate of Excellence received from PennDOT were reviewed.
(Copy is filed with the official minutes)

Business

Report – Business Manager – presented by Terri Birchard
(Copy of report is filed with the official minutes)

During the audit exit interview meeting with Felix and Gloekler, Ms. Heberlein had discussed with Ms. Birchard that the June 30, 2014 audit was the end of their multi-year audit engagement term. After brief discussion, the JOC determined that an RFP for audit services should be developed and forwarded to several CPA firms, including the current audit firm.

Financial Reports, Payments and Invoices

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

- Revenue and Expenditure Reports: June and July 2014
    - General Fund
    - Food Service Fund
    - Capital Projects Fund
    - Student Activities Report

- Checks and Invoices:
  - o General Fund Checks and Wire Transfers: $304,253.24
  - o Invoices Payable: $118,247.85
  - o Food Service Fund Checks and Wire Transfers: $3,142.69
  - o Invoices Payable: $10,500.00
  - o Capital Projects Fund Checks and Invoices: $65,210.31
  - o Student Activity Fund Checks and invoices: None

- VISA procurement card payment:
  - o June 2014: $15,726.91
  - o July 2014: $25,326.89

- Treasurer's Report: June and July 2014
- General Fund – Budget Transfers –None

Moved for approval of all business items and reports by DiPlacido, with second by Foyle
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)

Approval of RCTC Instructors and Supervisors for 2014-2015

Motion to approve the list of RCTC instructors and supervisors for 2014-2015 as presented

First Aid Attendant - States

Motion to approve Sherry States serving as First Aid Attendant for 2014-2015 with a stipend of $1,800.00

Substitute Instructors for 2014-2015

Motion to approve the list of substitute instructors as presented

NVTHS Advisor - Craft

Motion to approve Bob Craft as NVTHS Advisor for 2014-2015 and to be paid a stipend of $500.00

SkillsUSA Advisors – Carr and Shaffer

Motion to approve Elaine Shaffer and Sandy Carr as SkillsUSA Advisors for 2014-2015 and to be paid a stipend of $1,000.00

Resignation - Lyle

Motion to approve the resignation of Robert Lyle effective August 31, 2014

Part-time Math Resources Coordinator - Eggleston

Motion to approve the hiring of Robert Eggleston as the part-time Math Resource Coordinator for 2014-2015 at the rate of $23,232.77

Regular Employee Status - King

Motion to grant regular employee status to Bobbie Sue King effective June 28, 2014 at $14.44 per hour

Regular Employee Status - Mello

Motion to grant regular employee status to Tim Mello effective July 24, 2014 at $16.64 per hour

Regular Employee Status - Yochim

Motion to grant regular employee status to Lori Yochim effective July 28, 2014 at $16.65 per hour

Electrical Engineering Instructor – TBD

Motion to allow ECTS Administration to hire the most qualified candidate for the Electrical Engineering Instructor position

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

Operations

Administrative Reports

- Superintendent Report – Karen Downie, Northwestern School District – no report
- Director Report – Aldo Jackson
- Solicitor Report – Timothy Sennett – no report
- Principal Report – Joe Tarasovitch
- Facilities Report – Del VonVolkenburg
- Technology Report – Jeff Smith
- Instructional Support Services Report – Jan Kennerknecht and Pat Holland
  (Copies are filed with the official minutes)

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

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

Motion to approve the following Field Trips and Fundraising/Community Service Activities:
- Field Trip Request – Drafting and Design; September 17, 2014; Rectenwald’s or AJ Grack
- Field Trip Request – Drafting and Design; October 2, 2014; American Turned Products
- Field Trip Request – Early Childhood Education; September 4, 2014; Mercyhurst Child Learning Center
- Field Trip Request – Cosmetology; October 6, 2014; Angelo’s Salon Development
- Fundraising Request – SkillsUSA; 2014-2015 school year; Various

All moved for approval by Duda, with a second by Lutz
The motions are approved with an all “ayes” voice vote

Facility Use Requests – Profit Making Organizations (Policy 707)

Facility Request – Advantage Auto

Motion to approve the facility use request of Advantage Auto for September 30, 2014
Moved for approval by Rial, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Other Operations

2014-2015 Student Handbook

Motion to approve the 2014-2015 Student Handbook as presented
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

2014-2015 Faculty & Staff Handbook

Motion to approve the 2014-2015 Faculty & Staff Handbook as presented
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Administrative Procedure 412

Dr. Jackson discussed the proposed Administrative Procedure 412 – Evaluation of Professional and Temporary Professional Employees. This procedure will combine a variety of weighted assessment ratings and will allow for the identification of areas for internal development. This is the first reading of this procedure and comments are welcomed.

New Program Development Discussion

Dr. Jackson noted that new programs involving health careers would provide a variety of family sustaining wage opportunities and would offer great flexibility in employment settings and be attractive to non-traditional students; however space limitations would make the pursuit of these new programs prohibitive.

Other Business

- Board Action Items – log presented for review
  The schedule will be updated to reflect the completion of new program discussions and investigating upgrade alternatives to the HVAC and other infrastructure systems. Additionally, it was requested that two new items be added regarding researching potential energy savings from a building renovation project and a bond issue study relating to the renovation.
  (Copy of log filed with official minutes)

Early Childhood Education program Crime and Violence Prevention Course

Motion to approve the Early Childhood Education program course Crime and Violence Prevention beginning Fall 2014
Moved for approval by Foyle, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Supplemental Information

- JOC Member Attendance Report – prior 12 months
- Secondary Program Enrollment Report
- Disabled Population by District – none
- Disabled Population by Program – none
- Business Partnership Coordinator Report – Elaine Shaffer
- Work Experience Report – Elaine Shaffer
- Admissions Coordinator Report – Lisa Sorensen
- Career Planning Coordinator Report – none
  (Copies of supplemental information reports are filed with the official minutes)
- Next meeting: Thursday, September 25, 2014

Adjournment

Moved by Ogden, with a second by Lutz to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:19 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee