Erie County Technical School
Joint Operating Committee
Work Session and Regular Meeting
Thursday, June 27, 2002
Erie County Technical School Cafeteria
Minutes

Work Session

Chairperson, Mr. James Bucksbee, called the work Session to order at 6:00 p.m.

HR Discussion

Outsourcing Human and Quality Resources
Presentation and discussion by J. L. Nick Associates (David Stephany, John Nick, and Cecily Gingrich).

Superintendent's Report

Mr. Walter Blucas, Superintendent of Record, presented a verbal report

Director's Report

Dr. Aldo Jackson, Director, presented his Director's report (copy filed in official minutes book).

Chairperson Bucksbee announced that an executive session would be held at the end of the meeting agenda to discuss 2002-2003 Administrative Compensation Plans and the Director's evaluation.

Work Session adjourned at 7:15

Regular Meeting

Call to Order

Chairperson Mr. Bucksbee called the regular meeting to order at 7:25 pm.

Moment of Reflection

Pledge of Allegiance

Roll Call

Roll Call- Mr. Paul Fritz, Assistant Secretary, called the roll:

Mrs. Suzie Rosendahl	Fairview	present
Mr. Lewis Dove	Fort LeBoeuf	present
Mr. James Bucksbee	General McLane	present
Mrs. Marilyn Vargulich	Girard	present

Mr. James Sonney	Harbor Creek	present
Mr. Thomas Loftus	Iroquois	present
Dr. Joseph Cuzzola	Millcreek	present
Mr. Thomas Kelley	North East	present
Mr. James Mitchell	Northwestern	present
Mr. Jon Barnes	Union City	present
Mrs. Charlotte Kolesar	Wattsburg	present

Administrators Present

Mr. Walter Blucas, Superintendent of Record
Dr. Aldo Jackson, Director
Mr. Neil Donovan, Principal
Mr. Paul Fritz, Business Manager and Secretary
Mr. Steve Sceiford, Facilities Manager
Mr. Thomas Craig, Technology Manager
Mr. Timothy Sennett, Solicitor

Minutes May 23, 2002 Meeting

Resolution to accept the Minutes of the May 23, 2002 Work Session and Regular Meeting as presented.
Moved by Mr. Kelley, with second by Dr. Cuzzola.
Approved with all "ayes" voice vote.

Guests

Guests in attendance: David Michalak, Rosanne Gangemi, Eleanor Anderson

Correspondence

David Minnis, Executive Director, Intermediate Unit #5 Re: Skill Center Building usage (Copy filed in official minutes book)

After discussion of leasing building space to Intermediate Unit for storage, the Mr. Bucksbee concluded the discussion by authorizing the Director to offer $5.00 per square foot, (heat/electric extra) as the lease rental rate for the IU.

David Michalak, AFT Local President, Re: Summer work hours. (Copy filed in official minutes book)

Business
(Presented by Mr. Paul Fritz)

Business Manager's Report (Copy filed in official minutes book)

Resolution to approve the following business items:
Moved by Dr. Cuzzola, with second by Mr. Sonney
Approved with all "ayes" voice vote.

- Student Activities Report as presented.
- Food Service Fund Revenue and Expenditure Reports as presented.
- Food Service List of Invoices as presented.
- General Fund High School Revenue and Expenditure Reports as presented.
- General Fund RCTC Revenue and Expenditure Reports as presented.
- General Fund List of Invoices as presented.
- Capital Reserve Fund Revenue and Expenditure Reports as presented.
- Capital Reserve Fund list of invoices as presented.
- ECTS Foundation Report as presented.
- ECTS Foundation list of invoices as presented.
- Treasurer's Report as presented.
- 2002-2003 insurance renewal from SA Wagner Agency for the Commercial Package in the amount of $48,181, with Utica Insurance Company as the insurer, and the 2002-2003 Worker's Compensation insurance renewal from Wagner-Giblin in the amount of $25,314, with Old Republic-PSBA CREED program as the insurer.
- Accept the monetary donation to the ECTS Foundation in memory of Mr. Richard Henshaw, Sr. from Frank Knauer.

Citrix Bid

Resolution to reject all Citrix Networking System bids due to failure to meet bid specifications.
Moved by Mrs. Vargulich, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

Personnel
(Presented by Dr. Aldo Jackson)

Resolution to approve the following personnel items:
Moved by Mrs. Rosendahl, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

Alice Lyon

Approve a financial aid services contract with Alice Lyon, 474 Latonka Drive, Mercer, PA 16137 as follows:

- To provide financial aid counseling and application services to RCTC students
- To provide administrative services for PHEAA compliance and reporting
- The contracted services will be provided at $22.50 per hour for ten (10) hours per month July 1, 2002 through June 30, 2003.

Facilities and Technology Secretary S-1

Approve the job description for the Facilities & Technology Secretary as presented and authorize the administration to seek candidates. (Copy filed in the official minutes book)

James C. Hellman-intern

Approve James C. Hellman from Tri-State Business Institute to intern with Tom Craig effective June 28, 2002. (Resume copy filed in official minutes book)

Dale Will-tenure

Grant tenure status (Professional Employee) to Dale Will, Tool and Die Instructor, who has completed three years of satisfactory teaching at the Erie County Technical School.

Curriculum Development

Approve the following staff members for curriculum development time funded through the 2001-2002 Innovative Learning and Workforce Development Grant. Rate of pay for curriculum development, per the Professional Contract is $22.50 per hour. Staff members were required to look at mathematics instruction in their curriculum and national skill standards relevant to their program.

Staff Member	Hours	Payment
Borsukoff, Stephanie	25	$562.50
Carr, Sandy	25	562.50
Craft, Bob	25	562.50
Dunmire, Jennifer	25	562.50
Grossman, Janet	25	562.50
Hewitt, Roach	25	562.50
Hofmeister, Don	25	562.50
Kennerknecht, Jan	25	562.50
Massello, Tracy	25	562.50

Matthews, Suzanne	25	562.50
Michalak, David	45	1012.50
Mientkiewicz, Tim	25	562.50
Oakes, Curtis	25	562.50
Paparelli, Frank	25	562.50
Salorino, Joe	25	562.50
Shaffer, Elaine	25	562.50
Shreve, Bob	25	562.50
States, Sherry	25	562.50

Staff Changes-Bumping

Approve the following classified staff changes that have resulted through the seniority bumping process for the 2002-2003 school year, effective June 30, 2002. The administration affirms the qualifications of all cross-classification bumps.

1. Pat Kalinowski from S-1 High School Secretary to S-1 Business Office Secretary
2. Joan Sonnenberg from S-1 Business Office Secretary to S-2 High School Secretary
3. Pam Lasher from S-2 High School Secretary to SAA-1 Student Assistant Aide
4. Ursula Olsen-Gern bumped Mark Clickett (within classification)

Approve the furlough of Mark Clickett (SAA-1) effective July 30, 2002 that resulted from the seniority bumping process during the 2002-2003 school year.

Dr. David Smith, Superintendent of Record

Appoint Dr. David Smith, Superintendent, Harbor Creek School District, as the Superintendent of Record for the 2002-2003 school year with annual compensation of $1,800.

Mrs. Suzie Rosendahl left the meeting at 8:05 pm.

Operations Reports

- Solicitor's Report – Mr. Timothy M. Sennett, Esquire, presented verbal report
- High School Report – Mr. Neil Donovan, High School Principal (copy filed in official minutes book)
- Facilities Manager's Report – Mr. Steven Sceiford, Facilities Manager (copy filed in official minutes book)
- Technology Manager's Report – Mr. Thomas Craig, Technology Manager presented verbal report.

Crouch - Travel

Resolution to approve the following travel item:
Moved by Dr. Cuzzola, with second by Mr. Sonney
Approved with all "ayes" voice vote. Mrs. Rosendahl -absent

Approve the travel request from Julie Crouch to attend a Hair Show Convention, July 27 – 31, 2002, Las Vegas, NV, total expenses $740.95.

Asset Sales, Inc. Surplus equipment contract

Resolution to approve the following contract:
Moved by Mrs. Vargulich, with second by Mr. Sonney
Approved with all "ayes" voice vote. Mrs. Rosendahl -absent

Approve the contract for the sale of surplus equipment, including Exhibit A, Listing of Equipment, to Asset Sales, Inc., Indian Trail, NC in the amount of $233,000. (Copy of contract filed in official minutes book).

Other Information

ECTS Foundation-AFT Scholarship

Resolution to approve a Foundation scholarship as proposed by AFT Local 1589, but with the addition of an Operating Committee member and an administrator to the Scholarship Committee. (Copy of Scholarship Committee proposal filed in official minutes book).

Moved by Mr. Dove, with second by Mr. Loftus
Approved with all "ayes" voice vote.
Mrs. Rosendahl –absent

July 25, 2002 Meeting Time

Resolution to move the July 25, 2002 Operating Committee meeting time to 5:00 pm.

Moved by Dr. Cuzzola, with second by Mr. Mitchell
Approved with all "ayes" voice vote.
Mrs. Rosendahl –absent

Executive Session

Chairperson, Mr. Bucksbee called an executive session at 9:00 pm to discuss personnel issued including Director's evaluation and Administrative Compensation Plans and salaries.

Chairperson, Mr. Bucksbee reconvened the Regular meeting at 9:40 pm.

Administrative Salaries

Resolution to approve the following Administrative Compensation salaries for the 2002-2003 school year:

Moved by Mr. Kelley, with second by Dr. Cuzzola
Approved with all "ayes" voice vote.
Mrs. Rosendahl –absent

Paul Fritz	$67,527
Neil Donovan	73,822
Steve Sceiford	54,210
Tom Craig	39,501
Mary Ellen Camp	51,164
Britt Schumacher	26,864
Agnes Cermak	20,858
Aldo Jackson, PhD.	84,036

Supplemental payment as Operating Secretary
Paul Fritz 1,800

Informational items

- Board Attendance Sheet- (copy filed in official minutes book)
- New High School Brochure: Excellence in Career & Technical Studies (Copy filed in official minutes book).

Adjournment

Moved by Mr. Kelley, with second by Dr. Cuzzola to adjourn the meeting at 9:45 pm.

Prepared by,

Paul D. Fritz
Assistant Secretary
Erie County Technical School
Operating Committee