

**Erie County Technical School
Joint Operating Committee - Meeting Minutes**

Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509
Thursday, April 23, 2009

6:00 PM - Work Session

- Community College report- Judith Fagin, project manager for REthink Erie, made a presentation to the committee regarding the results of the community survey on the need for a community college. The Clements Group of Salt Lake City, Utah conducted the survey. The final report for the survey encourages the county to pursue the development of a community college.
- Drafting & Design- Mariea Sargent – Instructor gave a tour and presentation to the Committee in the lab regarding student projects

Regular Meeting

Call to Order

James Bucksbee, Chairperson, called the meeting to order at 7:30 pm

Moment of Reflection

Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Andrew Foyle	Fairview	x	
John Ogden	Fort LeBoeuf	x	
Robert Heath	Girard		x
James Bucksbee	General McLane	x	
Barbara Gainer	Harbor Creek	x	
William Kaliszewski	Iroquois	x	
Terry Scutella	Millcreek		x
David Rodgers	North East	x	
Sam Ring	Northwestern	x	
Loretta Price	Union City	x	
Eric Duda	Wattsburg	x	

<u>Administration:</u>	<u>Position</u>	<u>Present</u>	<u>Absent</u>
Larry Kessler	Superintendent of Record	x	
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Paul Fritz	Business Manager & Board Secretary	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	
Mary Ellen Camp	RCTC Manager	x	
Steve Sceiford	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Pat Holland	Supervisor of Student Services	x	
Jan Kennerknecht	Supervisor of Student Services		x

Minutes of March 26, 2009

Motion to accept the Minutes of the March 26, 2009 Meeting as presented

Moved by Duda with second by Price

The minutes are approved, as presented, with an all "ayes" voice vote

(Copy is filed with the official minutes)

Guests and Comments

Guests signed in and present: Rosanne Gangemi, Charlie Lytle – no comments

Correspondence

- NATEF- Collision Repair recertification and applied academics recognition
- Auditor General- audit review conference April 27, 2009
- The Erie Community Foundation- income available notice
(Copies of letters filed with official minutes)

Business

Report – presented by Paul Fritz, Business Manager (Copy filed with the official minutes)

Financial Reports, Payments and Invoices

Motion to approve the following reports, payments and invoices:

- Revenue and Expenditure Reports, as presented: March 31, 2009
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices, as presented:
 - General Fund Checks, Wires and Invoices, as presented; \$ 547,716.67
 - Food Service Fund Checks and Invoices, as presented; \$ 1,257.66
 - Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00
 - Student Activity Fund Checks and Invoices, as presented; \$ 344.00
- PNC/VISA procurement card purchases and payment, as presented; \$ 51,678.03
- Treasurer's Report, as presented: March 2009 summary
- General Fund Budget transfers-as presented

All above items moved by Ring, with second by Duda

The motion is approved with an all "ayes" voice vote

(Copies of reports and payment lists are filed with the official minutes)

Human and Quality Services

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

Summer curriculum development

Motion to approve ECTS staff for summer curriculum development payment and AYES supervision of students as listed, **and**

Rohan-RCTC instructor

Motion to employ Charmaine Rohan at the rate of \$25.00 per hour as an RCTC instructor, **and**

Transition Center Job Descriptions

Motion to approve Transition Center Job Descriptions, as presented:

- Special Education teacher- Professional Unit
- Paraprofessional- Classified Unit – SAA-2 (part time)

All above items moved by Duda, with second by Gainer

The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports

- Superintendent Report – Larry Kessler- verbal comments
 - Reported that the funding formula sub committee of superintendents has met and will make a recommendation to the Professional Advisory Council on May 1
 - Reported that the 21st Century Committee concluded with no recommendation for class rank
 - Announced his retirement as Fairview superintendent at the end of August
- Director Report— Aldo Jackson
- Solicitor Report—Timothy Sennett-reminded the Committee of the Municipal law Symposium to be held April 28
- Principal Report-Joe Tarasovitch
- RCTC Report—Mary Ellen Camp
- Facilities Manager Report—Steven Sceiford
- Technology Manager Report—Jeff Smith
- Instructional Support Services Report- Pat Holland (absent) and Jan Kennerknecht
(Copy of each printed administrative report is filed with the official minutes)

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

Student Field Trips and Fundraising (Policy 121)

Student Field Trips, fundraising

Motion to approve student field trips and fundraising activities as requested:

- **FMT-** field trip to Zurn Specifications Drainage, Erie, PA - demonstration of PEX tubing, PM session, cost of the bus (\$150)(date to be determined)
- **COS-** field trip to Cleveland OH, Convention Center for hair show, 5/4/09, bus cost \$700
- **CIS-** field trip to Dickinson College, Carlisle, PA, 5/18/09-5/19/09, State Competition, Cost \$500
- **DDE-** field trip to Cedar Point Math & Science week, 5/18/09, cost of bus (\$800)
- **DDE-** fundraiser- t-shirt sale to offset Cedar Point field trip

Moved by Duda, with second by Kaliszewski

The motion is approved with an all “ayes” voice vote

Facility Use Requests – profit making organizations (Policy 707) – None

Other Operations

Donation – Cody Associates, Inc.

Motion to accept a donation of junction boxes from Cody Associates, Inc.

Moved by Ring, with second by Duda

The motion is approved with an all “ayes” voice vote

Other Business – None

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Business Partnership Contacts Report
- Work Experience Report
- Student Attendance and Honor Roll List by District
- Next meeting: Thursday, May 28, 2009
(Copy of each is filed with the official minutes)

- Adjournment – Operating Committee meeting

Moved by Ogden to adjourn the meeting

Mr. Bucksbee, Chairperson, adjourned the meeting at 8:25 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Joint Operating Committee
Erie County Technical School