Erie County Technical School
Joint Operating Committee - Meeting Minutes

Eagle's Nest

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Thursday, March 26, 2009

6:00 PM - Work Session

- Reading and math strategies to prepare 11th grade ECTS students for the PSSA standardized tests that were given at the home schools, presented by:
    - Patrick Holland, Supervisor of Instructional Support Services
    - Instructors Robin Grimes and Tammy Bright

- Academics at ECTS - Aldo Jackson, Director
    - Presentation of survey results of student interest in attending ECTS on a full-time basis

Administrative Reports

- Superintendent Report – Larry Kessler- verbal comments
    - Reported on a meeting that was held March 25 of an adjunct committee of superintendents regarding the district funding formula, all superintendents were invited with seven attending. The next meeting is scheduled for April 3

- Director Report— Aldo Jackson

- Solicitor Report—Timothy Sennett-verbal comments
    - Reported that the school internet use policy is being reviewed to allow use for student websites
    - Reported that further research has determined that no district board members can be hired by ECTS, referring to last month's addition to the substitute instructor listing. That individual will therefore not be called

- 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)

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:

Committee members:	District:	Present	Absent
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	

Administration:	Position	Present	Absent
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 February 26, 2009

Motion to accept the Minutes of the February 26, 2009 Meeting as presented
Moved by Ring with second by Duda
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, Elaine Shaffer, Charlie Lytle – no comments

Correspondence

- ACTE-Achieve 100 Award
- Erie Community Foundation-informational sessions April 20 and 21
- Pennsylvania State Grange-support for vocational and technical training in agriculture
  (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: February 28, 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; $ 574,896.58
    - Food Service Fund Checks and Invoices, as presented; $ 1,407.36
    - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
    - Student Activity Fund Checks and Invoices, as presented; $ 138.00
- PNC/VISA procurement card purchases and payment, as presented; $ 54,404.85
- Treasurer's Report, as presented: February 2009 summary
- General Fund Budget transfers-none

All above items moved by Duda, with second by Kaliszewski
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)

Sub instructors-Jurkiewicz, Bigwood, Pluta, Chapman

Motion to approve the addition of David Jurkiewicz, Gary Bigwood, Ronald Pluta, and Kenneth Chapman to the substitute instructor list at the rate of pay of $75.00 per day
Moved by Duda, with second by Gainer
The motion is approved with an all "ayes" voice vote

RCTC instructors-Wilber, Huggler

Motion to employ Danielle Wilber and Glenn Huggler at the rate of $25.00 per hour as RCTC instructors
Moved by Ring, with second by Duda
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

Reports were presented during the work session preceding the regular meeting

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:

- **DDE**-Drafting & Design Contest & Technology Fair, at BC3, April 29, 2009
- **NTHS**- Fundraising request for National Technical Honor Society

Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote

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

Other Operations

Policy 118-Production and Service Work

Motion to adopt Second reading of Policy 118-Production and Service Work – revisions
Moved by Heath, with second by Duda
The motion is approved with an all "ayes" voice vote
(Copy of Policy 118 posted to webpage and filed in official board policy book)

Verizon cellular contract-Director

Motion to approve a cellular/data line addition to the current Verizon Wireless contract for use by the Director at a monthly cost of $35.99
Moved by Kalizewski, with second by Price
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
  (Copy of each is filed with the official minutes)
- Next meeting: Thursday, April 23, 2009

Adjournment – Operating Committee meeting

Moved by Duda to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:46 pm

Minutes prepared by,

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