

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

Joint Operating Committee

Thursday, September 25, 2008

Eagle's Nest

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

6:00 PM – Work Session

- Feasibility Study review – Chris Coughlin – Hallgren Restifo Loop and Coughlin Architects, led a discussion with the JOC for member input into the facilities feasibility study for potential renovations and additions at ECTS. The study report is expected to be complete by November or December 2008.
- Mr. Bucksbee convened a meeting of the Erie County Vocational Technical Foundation Board of Directors at 6.50 pm

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:10 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 August 28, 2008

Motion to accept the Minutes of the August 28, 2008 Meeting as presented
Moved by Gainer with second by Ogden
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, and Elaine Shaffer.

PA State Police

- PA State Police: Cpl. Mark Zaleski, Public Information Officer for Troop E and Les Brightbill, Facility Manager for the Pennsylvania State Police (PSP) discussed the potential use of 10 acres for the construction of a new barracks for Troop E. Questions and concerns were addressed from the JOC members after they had presented the issues at their local school board meetings. Concerns expressed included police response after the closure of the Lawrence Park and Girard stations, as well as local traffic issues around a new facility, and others.

PA State Police - sale of unused land

Motion to authorize ECTS administrative staff and solicitor to proceed with discussion and negotiation with PA State Police for the sale of unused land
Moved by Gainer with second by Ogden
The motion is approved with an all “ayes” voice vote

Correspondence

- ISO 9000:2001 Renewal Surveillance Audit Report (copy filed with the 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: August 31, 2008
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices, as presented:
 - General Fund Checks, Wire transfers and Invoices, as presented; \$ 346,206.94
 - Food Service Fund Checks and Invoices, as presented; \$ 1,488.75
 - Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00
- PNC/VISA procurement card payment, as presented; \$59,557.43
- Treasurer's Report, as presented: August 2008 summary
- General Fund Budget transfers (none)

All above items moved by Ring, with second by Ogden
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 – presented by Natalie Fatica, Coordinator of Human and Quality Resources
(Copy filed with the official minutes).

Bonitatibus and Newell - substitute instructors

Motion to approve the addition of Dominic Bonitatibus and Darlene Newell to the substitute instructor list at Erie County Technical School effective September 25th 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.

Operations

Administrative Reports

- Superintendent Report – Larry Kessler- reported that the superintendents have formed a 21st Century Committee investigating class rank issues, and a committee investigating AYP issues with special needs students
- Director Report— Aldo Jackson
- Solicitor Report—Timothy Sennett -discussed the need to have an updated property appraisal completed for the land sale negotiations with the State Police. The JOC members agreed to have the updated appraisal.
- High School Report- Joseph Tarasovitch
- RCTC Report—Mary Ellen Camp
- Facilities Manager Report—Steven Sceiford
- Technology Manager Report—Jeff Smith
- Instructional Support Services Report- Pat Holland and Jan Kennerknecht
(Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) **NONE**

Student Field Trips and Fundraising (Policy 121)

Field trips and fundraising

Motion to approve student field trips and fundraising as requested:

- GRA-Field trip to Gohrs Printing, Erie - 11/5/08 – cost: bus-\$100.00
- GRA- Field trip to Team Dispatch, Erie - 12/10/08 – cost: bus \$100.00
- EET, ELC, FMT Field trip to –Northwest Rural Electric Coop-Cambridge Springs -10/20/08-cost: bus
- ADS-Field trip to Albright Knox Gallery & Darwin Martin complex – Buffalo, NY-10/9/08 cost: bus \$535
- SkillsUSA Fund raising activities for 2008-09, as presented

Moved by Duda, with second by Price

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

Facility Use Requests – profit making organizations (Policy 707) – **NONE**

Other Operations

OAC list for 2008-09

Motion to approve the OAC (Occupational Advisory Committee) list for 2008-09, as presented

Moved by Ring, with second by Duda

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

Donation from Northwest Intermediate Unit 5

Motion to accept donation of computer furniture from Northwest Intermediate Unit 5

Moved by Duda, with second by Ring

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

VISA procurement card -Robin Grimes

Motion to approve issuance of a VISA procurement card to Robin Grimes, Literacy Instructor, as permitted by policy and procedure, with a \$5,000 annual spending limit

Moved by Duda, with second by Ring

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, October 23, 2008**

Adjournment – Operating Committee meeting

Move by Ogden to adjourn the meeting.

Mr. Bucksbee, Chairperson, adjourned the meeting at 8:30 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School