Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, April 22, 2010

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

Work Session-6:00 pm

Aldo Jackson, Director, presented the Admissions Analysis for 2010-2011

Regular Meeting

Call to Order

James Bucksbee, Chairperson, called the regular meeting to order at 7:10 pm

Moment of Reflection

Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

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	

Others Present:

Administration:	Position	Present	Absent
Michele Campbell	Superintendent of Record	x	
Aldo Jackson	Director	x	
Jennifer Gornall	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

Meeting Minutes

Minutes of March 25, 2010

Motion to accept the minutes of the March 25, 2010 meeting as presented
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote
(Copy is are filed with the official minutes)

Guests and Comments

Guests signed in and present: Rosanne Gangemi, no comments

Correspondence – None

Business

Report - Business Manager, Paul Fritz
(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:
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices, as presented:
  - General Fund Checks, Wire Transfers and Invoices: $ 500,999.09
  - Food Service Fund Checks and Invoices: $ 1,092.87
  - Capital Reserve Fund Checks and Invoices: $ 4,369.70
  - Student Activity Fund Checks and invoices: $ 408.54
- VISA procurement card payment, as presented: $ 49,540.76
- Treasurer's Report, as presented: March 2010 summary
- General Fund Budget transfers – as presented

All Business items moved by Ogden, 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 Resources

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

Nathan Gilkinson - seasonal help

Motion to hire Nathan Gilkinson as seasonal help at the rate of $8.00 per hour beginning on or after May 1, 2010
Moved by Heath, with second by Ring
The motion is approved with an all "ayes" voice vote

Dr. Michele Campbell, Dr. James Tracy
Superintendents of Record-2010-2011

Motion to appoint Dr. Michele Campbell, as Superintendent of Record for the first semester of the 2010-2011 school year, and Dr. James Tracy as Superintendent of Record during the second semester. Both individuals would be compensated for their service at one-half the regular rate of $3,000 of a full-term Superintendent of Record
Moved by Ogden, with second by Scutella
The motion is approved with an all "ayes" voice vote

Lasher-uncompensated leave request

Motion to approve Dan Lasher, M-2-Maintenance employee, for intermittent uncompensated leave of absence per Board Policy #539 from 4/22/10 through 6/30/10, as requested
Moved by Duda, with second by Gainer

Executive Session- personnel

Mr. Bucksbee, Chairperson, called for an executive session to discuss personnel matters at 7:25 pm.

Regular meeting called back to order

Mr. Bucksbee called the regular meeting back to order at 7:40 pm.

Lasher-uncompensated leave request denied

Mr. Bucksbee called for further discussion on the motion to approve the request of Dan Lasher, M-2-Maintenance for intermittent uncompensated leave of absence.
The Committee verified that the administration has explained FMLA to this employee who is entitled to FMLA, if all eligibility factors are met. The Committee discussed that disciplinary procedures would commence should any employee miss work that does not have benefit time or an approved leave and that the Committee and Administration will always assist employees access the benefit time and leaves of absence to which they are entitled.

Mr. Bucksbee called for the vote on the motion
The motion is denied with an all "no" voice vote of all seven Committee members in attendance.

Planning retreat- per diem compensation

Motion to approve compensation for up to three faculty members, at the per diem rate, to participate in the annual planning retreat to be held June 14 and 16
Moved by Gainer, with second by Ring
The motion is approved with an all "ayes" voice vote

D'Antonio - substitute teacher

Motion to approve Jodi D'Antonio as a substitute teacher at the rate of pay of $75.00 per day
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– Michele Campbell, Fort LeBoeuf School District, verbally reported that at the superintendents' meeting they discussed
    - The enrollment and admission analysis for 2010-2011
    - The building feasibility study and the need to continue its' discussion
    - PA State Police program using dogs in drug searches
    - The ECTS visitation to home schools to welcome next year's new students

- Director Report — Aldo Jackson
- Solicitor Report — Jennifer Gornall- no report
- High School Principal Report — Joe Tarasovitch
- RCTC Report — Mary Ellen Camp
- Facilities Report — Steven Sceiford
- Technology Report — Jeff Smith
- Instructional Support Services Report - Pat Holland and Jan Kennerknecht

  (Copy of each report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531)

Fritz-ASBO conference Sept 2010

Motion to approve Paul Fritz, Business Manager, to attend the ASBO annual conference in Orlando, Florida, September 24-27, 2010, as requested
Moved by Heath, with second by Scutella
The motion is approved with an all "ayes" voice vote

Student Field Trips and Fundraising (Policy 121)

Student field trips

Motion to approve the following student field trips, community service, and/or fund- raising:

- GRA, ADS- Travel to Pittsburgh Technical Institute, Pittsburgh, PA, 5/5/10, cost: $1,200 for buses, and

- ECTS- Overnighter at Glenwood YMCA, Erie, PA, 5/14/10, w/ Staff chaperones, approx 35 students, cost: $500 approved at March JOC meeting

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

Facility Use Requests – profit making organizations (Policy 707)-none

Other Operations

Pitney Bowes – lease agreement

Motion to approve attached lease agreement with Pitney Bowes for a digital meter mailing system at $128.14 per month for 60 months
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote

Other Business - none

Supplemental Information

- Board Attendance Report
- High School Enrollment Report-Tarasovitch
- Career and Alternative Education Enrollment Report-Tarasovitch
- Student Co-op Work Experience Report-Shaffer
- Business Partnership Contacts-Shaffer
- Admissions Coordinator Report-Sorensen
- Admissions Letter-2010
- NOCTI and NRCCTE Case Study

(Copy of each is filed with the official minutes)

- Next meeting: Thursday, May 27, 2010

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:15 pm

Minutes prepared by,

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