Erie County Technical School
Meeting Minutes

Operating Committee

Thursday, August 27, 2009

Eagle's Nest

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

6:00 pm – Work Session

- Presentation and discussion of Annual Financial Statements and Audit Report by Felix & Gloekler, P.C. -Natalie Heberlein and Steve Falk
  (Copy of report is filed with the official minutes)

- Presentation and discussion of the 2009-2010 Priority Action Plans as developed at an administrative retreat –presented by Aldo Jackson

- Ad-hoc Campus Committees– 2009-2010 - presented by Aldo Jackson

Administrative Reports

- Superintendent's Report – Michele Campbell, Fort LeBoeuf School District
  - Reported a meeting of IU5 superintendents was held regarding the Commonwealth Budget stalemate and the resulting lack of district funding payment through July and August
  - Reported that the Transition Center is complete and ready for students.
    - The kitchen area is not equipped at this time and was not funded in the original budget but will be addressed as funding or donations become available.
    - An ad-hoc committee of superintendents is operating the Transition Center Project
- Director's Report— Aldo Jackson
  - Reported that the next PAC meeting will include a discussion of non-public school students attendance at ECTS
  - Reported that a meeting was held with Re-Think Erie regarding a proposed community college
- Solicitor's Report—Timothy Sennett
  - Reported that all districts have returned their Resolution Amending the Restated Articles of Agreement for Operation that revised the funding formula.
- High School 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 printed administrative report is filed with the official minutes)

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:	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
Michele Campbell	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 the July 23, 2009

Motion to accept the Minutes of the July 23, 2009 Meeting as presented.
Moved by Gainer with second by Foyle
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– no comments

Correspondence

- PSBA-Invitation to Select Voting Delegates for Legislative Policy Council Meeting
  (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:
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices, as presented:
  - General Fund Checks, Wire Transfers and Invoices: $ 391,522.50
  - Food Service Fund Checks and Invoices: $ 101.50
  - Capital Reserve Fund Checks and Invoices: $ 4,990.00
  - Student Activity Fund Checks and invoices: $ 0.00
- VISA procurement card payment, as presented: $ 31,192.90
- Treasurer's Report, as presented: July 2009 summary
- General Fund Budget transfers (none)

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)

Audited Financial Statements-6/30/09

Motion to accept the audited financial statements and audit report for the year ended June 30, 2009, as presented by Felix & Gloekler, P.C.
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy of audit report is 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)

Elaine Shaffer - Column E Step 21

Motion to move Elaine Shaffer to Column E Step 21 of the Professional Unit Bargaining Agreement at a prorated salary of $68,557 for 200 days effective with the 2009-2010 school year.
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote

Jane Boyd - part time Student Aide, SAA-2

Motion to hire Jane Boyd as a part time Student Aide, SAA-2 of the Classified Unit Bargaining Agreement at the probationary hourly rate of $12.86 beginning on August 31, 2009.
Moved by Foyle, with second by Kaliszewski
The motion is approved with an all "ayes" voice vote

Tammy Bright - part time Math Resource Coordinator - Column C Step 5

Motion to hire Tammy Bright as part time Math Resource Coordinator at Column C Step 5 of the Professional Unit Bargaining Agreement at a prorated salary of $19,085 for 90 days effective with the 2009-2010 school year.
Moved by Foyle, with second by Gainer
The motion is approved with an all “ayes” voice vote

Substitute instructors for 2009-2010

Motion to approve the high school substitute instructors for 2009-2010, as presented
Moved by Ring, with second by Kaliszewski
The motion is approved with an all “ayes” voice vote

RCTC Instructors for 2009-2010

Motion to approve the list of RCTC Instructors to be employed as needed for 2009-2010 at the prior approved rate of $25.00 per class hour.
Moved by Rodgers, with second by Duda
The motion is approved with an all “ayes” voice vote

Robert Craft -National Technical Honor Society

Motion to pay Robert Craft $500 for advising the National Technical Honor Society for school year 2009-2010 per the Professional Unit bargaining Agreement.
Moved by Ogden, with second by Foyle
The motion is approved with an all “ayes” voice vote

Nino Scutella - substitute custodian

Motion to hire Nino Scutella as a substitute custodian at the rate of $8.00 per hour effective August 28, 2009.
Moved by Duda, with second by Foyle
The motion is approved with an all “ayes” voice vote, with abstention-Scutella

Furlough - Britt Schumacher - New Choices/New Options

Motion to furlough Britt Schumacher as Counselor/Job Placement Coordinator in the New Choices/New Options program effective August 31, 2009, due to lack of an approved Commonwealth program budget.
Moved by Duda, with second by Ogden
The motion is approved with an all “ayes” voice vote

Job Descriptions

Motion to approve employee Job Descriptions, as presented
Moved by Gainer, with second by Duda
The motion is approved with an all “ayes” voice vote

Lisa Sorensen- up to 15 days supplemental

Motion to grant Lisa Sorensen, Admissions Coordinator a supplemental contract for up to 15 days at the per diem rate of $261.65 as needed.
Moved by Foyle, with second by Rodgers
The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports- (work session)

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

Jan Kennerknecht - Nashville - November 2009

Motion to approve Jan Kennerknecht to travel to the DACUM International Conference/ACTE National Convention in Nashville, TN on November 15-20 2009.
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote

Student Field Trips and Fundraising (Policy 121)

Motion to approve the following Student Field Trips and Fundraising:
- NWT-field trip to Erie Incubator @ Gannon- September 2009
- ELC, EET, FEN-field trip to NW Rural Electric Coop, Cambridge Springs, PA, 9/4/09

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

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

Other Operations

Bid Award-Advanced Technologies

Motion to approve the bid proposal from Advanced Technologies Consultants, Inc. for the purchase of an Industrial Wiring Training System as specified at a price of $48,504.76.
Moved by Rodgers, with second by Duda
The motion is approved with an all "ayes" voice vote

Donation - Lincoln Electric

Motion to accept a donation of supplies from Lincoln Electric for the RCTC welding program.
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote

ADS316-Fundamentals of Adobe Premiere

Motion to approve a new course, ADS316-Fundamentals of Adobe Premiere, for delivery beginning in school year 2009-2010 (Art & Design for Business)
Moved by Ring, with second by Ogden
The motion is approved with an all "ayes" voice vote

Donation-Steve Barrett

Motion to accept a donation of furniture and assessment materials from Steve Barrett and the Assessment Center, as listed.
Moved by Duda, 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
  (Copy of each is filed with the official minutes)

- Next meeting: Thursday, September 24, 2009

Adjournment – Operating Committee meeting

Moved by Ogden, with second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:45 pm

Minutes prepared by,

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