

Erie County Technical School

Meeting Minutes

Joint Operating Committee

Thursday, July 23, 2009

Transition Center- Skill Center Building

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

Regular Meeting

Call to Order

James Bucksbee, Chairperson, called the meeting to order at 5:15 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>
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 June 25, 2009

Motion to approve of the Minutes of the June 25, 2009 Meeting as presented

Moved by Foyle with second by Rodgers

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: Mariea Sargent– no comments

Correspondence

- Letter to Erie Crawford Cooperative
- Letter from Department of Education regarding technical assistance plan
(Copies are 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: (pre- audit reports-6-30-09)
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices, as presented:
 - General Fund Checks, Wire transfers and Invoices: \$ 252,079.40
 - Food Service Fund Checks and Invoices: \$ 84.50
 - Capital Reserve Fund Checks and Invoices: \$ 8,984.00
 - Student Activity Fund Checks and invoices: \$ 0.00
- VISA procurement card payment, as presented: \$ 43,658.28
- Treasurer's Report, as presented: June 2009 summary
- General Fund Budget transfers (none)

All above items moved by Scutella, with second by Foyle

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)

Scalise-Transition Program Instructor (E-19)

Motion to employ Lesa Scalise as the Transition/Occupational Skills Special Education Teacher beginning August 31, 2009 (teacher in-service day), per the Professional Unit bargaining agreement on Column E Step 19 salary of \$51,624

Moved by Ogden, with second by Gainer

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

Nichilo-Transition Program Aide (SAA-2)

Motion to employ Amy Nichilo as the Transition Program Paraprofessional beginning September 2, 2009 (students' first day) per the Classified Unit bargaining agreement classification SAA-2, part time at an hourly rate of \$13.11

Moved by Ogden, with second by Foyle

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

Cochran-leave of absence (C-2)

Motion to approve an Uncompensated Leave of Absence for Denise Cochran beginning July 24, 2009 as needed

Moved by Price, with second by Ogden

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

Operations

Administrative Reports

- Superintendent's Report –Michele Campbell, Fort LeBoeuf School District
 - 21st Century Council looking for replacements for retiring superintendents Judy Miller, North East and Larry Kessler, Fairview
 - Transition Center program is ready and the ten participating districts are preparing to start the program in 2009-10. The Instructor and one aide are selected and the curriculum materials are ordered.
- Director's Report—Aldo Jackson (Copy of report is filed with the official minutes)

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

Student Field Trips and Fundraising (Policy 121)

DDE-Arizona/Nevada-May 2010

Motion to approve student field trip and fundraising, as requested

- Drafting & Design – Travel to Nevada and Arizona, May 6-9, 2010

Moved by Foyle, 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

Tuition rates - 2009-2010

Motion to set the tuition rates for school year 2009-2010 as follows:

- Secondary Program: high school and adult students - \$16.71 per hour
- Career Alternative Education - \$65.00 per day enrolled

Moved by Ogden, with second by Foyle

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

2009-2010 Student Handbook

Motion to approve the 2009-2010 Student Handbook, as presented

Moved by Ogden, with second by Scutella

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

(Copy filed with official minutes)

Other Business-none

Supplemental Information

- Board Attendance Report
- Priority Action Plans- 2009-2010
- Campus Committees
(Copy of each is filed with the official minutes)
- Next meeting: Thursday, August 27, 2009

Adjournment – Operating Committee meeting

Moved by Ogden, with second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 5:35 pm

Minutes prepared by,

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