Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, January 28, 2010

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

Work Session

- 6:00 pm - Classified Contract negotiations update – Executive Session
- Presentation by Aldo Jackson: Issues Surrounding the Enrollment & Retention Debate

Regular Meeting

Call to Order

James Bucksbee, Chairperson, called the regular meeting to order at 7:05 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	
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 December 15, 2009

Motion to accept the minutes of the December 15, 2009 meeting as presented
Moved by Duda, with second by Ring
The motion is approved with an all “ayes” voice vote
(Copies are filed with the official minutes)

Guests and Comments

Guests signed in and present: Rosanne Gangemi, Charlie Lytle, Andrea Lucarotti, and Lisa Sorensen

Correspondence

- Letters from employees regarding intent to retire: Gangemi, Harpst, Hofmeister, Braddock, Kalinowski, Heubel, Donnell, Palloto (copies filed with the official minutes)

Business

Report –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: $ 608,070.59
    - Food Service Fund Checks and Invoices: $ 2,619.19
    - Capital Reserve Fund Checks and Invoices: $ 0.00
    - Student Activity Fund Checks and invoices: $ 0.00
- VISA procurement card payment, as presented: $ 29,416.15
- Treasurer's Report, as presented: December 2009 summary
- General Fund Budget transfers – as presented

All Business items moved by Heath, with second by Gainer
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 – by Natalie Fatica, Coordinator of Human and Quality Resources
(Copy filed with the official minutes)

Regular status- Humes

Motion to grant regular employment status to Heather Humes effective December 24, 2009 at the rate of $13.11 per hour, and

RCTC-Britton, Counasse, Brown

Motion to employ Jeremy Britton, Amanda Counasse and Timothy Brown at the rate of $25.00 per hour as RCTC instructors
Moved by Ring, with second by Gainer
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent's Report– Michele Campbell, Fort LeBoeuf School District
    - Presented information regarding Keystone exams regulations as published in the *Pennsylvania Bulletin*
- Director's Report — Aldo Jackson
- Solicitor's Report — Timothy Sennett
- 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 report is filed with the official minutes)

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

Motion to approve the following staff travel:

Salorino- Philadelphia

- Joe Salorino, Graphics Instructor, travel to On-Demand Industry Expo, Philadelphia, PA: 4/19/10-4/21-10, cost $800

Moved by Duda, with second by Heath
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 fund raising:

- CTE week exhibit in Harrisburg, PA: 2/8/10 - 2/10/10, cost $1,250
- DDE- Math & Science week at Cedar Point, Sandusky, OH: May 2010, $300
- CUA-Max & Erma’s & Old Country Buffet, Erie, PA: 4/26/10, cost $500
- THM-Lodging Management Program state competition, State College, PA: 3/10/10-3/14/10, cost $1,750
- COS-salon visits, Erie, PA: 3/08/10, cost $200
- TDI-Horse Power Ind., Erie, PA: 2/19/10, cost $200
- TRC-transition center students to Marriott, Erie, PA: 2/23/10
- MTF-heavy fab shop, Erie, PA: 2/23/10: cost $200
- GRA-Fundraising for Haiti earthquake victims-contributions will be given to Community of Caring and/or Hearts for the Hungry both are Erie organizations

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

Facility Use Requests – profit making organizations (Policy 707)

BSA- June 21, 22, 2010

Motion to approve the facilities use request by the Boy Scouts of America, French Creek Council, Washington Trail District for a day camp program from June 21 to 25 for the use of both facilities and grounds at no cost
Moved by Ring, with second by Heath
The motion is approved with an all “ayes” voice vote

Other Operations

Policy 201- Admission of Students

Motion to approve the second reading of Revised Policy 201- Admission of Students, as presented
Moved by Duda, with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy of revised policy is filed with the official minutes, Policy Book and Policy Book on the ECTS website)

National Assessment of Educational Progress

Motion to approve the participation of students in the National Assessment of Educational Progress as part of PDE Technical Assistance Program
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote

Surplus and auction

Motion to approve the list of equipment and supplies as surplus to be sold at public auction on February 20, 2010
Moved by Ring, with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy of surplus list is filed with the official minutes)

Other Business

Enrollment and retention plan

Motion to endorse the enrollment and retention plan and timeline, as presented
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy filed with the official minutes)

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
- Enrollment & Employment Analysis - Jackson
- PA Site Visit Agenda—ECTS - Jackson
- Statement of Financial Interests- 2009

    (Copy of each is filed with the official minutes)

- Next meeting: Thursday, February 25, 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