Erie County Technical School
Meeting Minutes

Operating Committee

Thursday, June 25, 2009

Eagle's Nest

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

6:00 pm – Work Session

- Lewis Dove, author, and Stephanie Young, Girard High School student team leader, presented a copy of the book entitled Elsie to each of the operating committee members. This book was a printing production project in collaboration with Graphic Arts-Joe Salorino, Instructor

- Natalie Heberlein and Jim Gloekler- Felix & Gloekler, P.C. local independent auditors discussed planning for the audit of the June 30, 2009 financial statements

- ISO- Operation and Management Staff Survey results review presented by Aldo Jackson (Copy is filed with the official minutes)

- Charlie Lytle, AFT Local 1589 President, presented a request for the operating committee to consider scheduling classified unit members to work 4, 10 hour days this summer. After some discussion Mr. Bucksbee suggested that more detail was needed earlier to have implemented this year but that this issue could be presented during formal contract negotiations set to begin no later than January 2010.

Regular Meeting

Call to Order

James Bucksbee, Chairperson, called the meeting to order at 7:00 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
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 May 28, 2009

Motion to accept the Minutes of the May 28, 2009 Meeting as presented
Moved by Foyle with second by Price
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: Charlie Lytle, Eleanor Anderson – no comments

Correspondence

- Erie-Crawford Co-op – requesting a program of agricultural and environmental education
- AFT Local 1589-request for classified unit members to work 4, 10 hour days this summer

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: $ 635,235.31
  - Food Service Fund Checks and Invoices: $ 547.22
  - Capital Reserve Fund Checks and Invoices: $ 10,563.00
  - Student Activity Fund Checks and invoices: $ 3,063.78
- VISA procurement card payment, as presented: $ 36,048.99
- Treasurer's Report, as presented: May 2009 summary
- General Fund Budget transfers (none)

All above items moved by Ogden, with second by Scutella
The motion is approved with an all "ayes" voice vote
(Copies of reports and payment lists are filed with the official minutes)

VISA limits for 2009-2010

Motion to approve the list of VISA procurement cardholders and spending limits for 2009-2010, as presented
Moved by Duda, with second by Gainer
The motion is approved with an all "ayes" voice vote
(List of cardholders and limits is filed with official minutes)

Human and Quality Services

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

Administrative salaries - 2009-2010

Motion to approve the administrative salaries and merit payments for 2009-2010 as presented
Moved by Gainer, with second by Ogden
The motion is approved with an all "ayes" voice vote
(List of salaries and merit payments is filed with the official minutes)

CTE Learn Academy

Motion to approve ECTS staff for CTE Learn Academy participation and payment as listed
Moved by Ogden, with second by Duda
The motion is approved with an all "ayes" voice vote
(List of staff payments is filed with the official minutes)

Leave of Absence for Nancy Yanosko

Motion to approve the Uncompensated Leave of Absence for Nancy Yanosko for the remainder of the 2009-2010 school year as needed
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote

Neiger and Sullivan as a seasonal employees

Motion to hire Richard Neiger and Kimberly Sullivan as a seasonal employees at the rate of $8.00 per hour beginning on or after June 26, 2009
Moved by Duda, with second by Foyle
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent's Report – Larry Kessler, Fairview School District thanked the operating committee members for the opportunity to have served as superintendent of record for 2008-09 and that this is his final meeting and also he will be retiring from Fairview in August. Mr. Bucksbee presented Mr. Kessler with a memento recognizing his service

- Director's Report— Aldo Jackson
  - Revised Articles of Agreement – update that ten (10) of the eleven (11) districts have approved the funding formula revision. Millcreek Township is to vote June 29, 2009. Mr. Scutella asked some questions regarding equal quotas and assignment of students as wells as the process for evaluating existing and new program offerings
  - Dr. Jackson commented on the performance evaluations of each the administrators

- Solicitor's Report—Timothy Sennett –reported that he had reviewed the contracts for approval with Sarah Reed (SARCC) and Intermediate Unit 5 and reminded the operating committee that the annual Erie Club picnic is scheduled for July 23, 2009 and that each will be receiving an invitation

July 23, 2009 meeting time change

Moved by Foyle, with second by Price to change the meeting time for the July 23, 2009 Operating Committee meeting to begin at 5:15 pm
The motion is approved with an all "ayes" voice vote

- 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 (absent)

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

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

Student Field Trips and Fundraising (Policy 121) –None

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

Other Operations

SARCC contract 2009-10

Motion to approve the 2009-10 service purchase contract with Sarah A Reed Children's Center, as presented
Moved by Foyle, with second by Duda
The motion is approved with an all "ayes" voice vote
(Copy of contract is filed with the official minutes)

Director- PSBA Board 2009-10

Motion to endorse the Director's participation with the PSBA Board of Directors for the 2009-2010 and 2010-2011 school years
Moved by Ogden, with second by Duda
The motion is approved with an all "ayes" voice vote

RCI lease with Intermediate Unit 2009-10

Motion to approve the lease agreement with Northwest Tri-County Intermediate Unit for a portion of the Regional Skill Center Building for use by the Regional Choice Initiative and the Erie County Academy of Collegiate and Advanced Studies at a rent amount of $40,000 from July 1, 2009 through June 30, 2010
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy of lease is filed with the official minutes)

New courses and textbooks-2009-10

Motion to approve the new courses for delivery beginning 2009-2010 as listed, and
Motion to approve the student textbooks beginning 2009-2010 as listed
Moved by Duda, with second by Price
The motion is approved with an all "ayes" voice vote
(List is filed with the official minutes)

Other Business

Aldo Jackson reviewed the policy that home school or cyber school students attending ECTS is the responsibility and decision of each student's home school district of residence

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Disabled Student Populations- District & Program
  (Copy of each is filed with the official minutes)

- Next meeting: Thursday, July 23, 2009

Executive Session

Mr. Bucksbee, Chairperson called an executive session of the committee at 8:08 pm to discuss the Director's evaluation and 2009-10 salary. The executive session ended at 8:20 pm.

Director salary and merit payment 2009-10

Motion to approve the annual salary and merit payment for Aldo Jackson, Director as discussed in the Executive Session
Moved by Duda, with second by Foyle
The motion is approved with an all "ayes" voice vote.
(Copy of salary and merit pay is filed with the official minutes)

Adjournment – Operating Committee meeting

Moved by Ogden, with second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:25 pm

Minutes prepared by,

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