Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, June 24, 2010

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

Work Session - 6:00 pm

- Auditors Planning Discussion - Felix & Gloekler, P.C. - Natalie Heberlein, CPA
- Electrical Construction Lighting Upgrade Project Bids- Chris Coughlin, HRL Architects
- Operation & Management Survey Results Review- Aldo Jackson
- Marketing Plan Review- Aldo Jackson

Regular Meeting

Call to Order

James Bucksbee, Chairperson, called the regular meeting to order at 7:40 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	
John DiPlacido	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	
Mark Wassell	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 May 27, 2010 meeting

Motion to accept the minutes of the May 27, 2010 meeting as presented
Moved by Duda, with second by Ogden
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, Patricia Palo, Rosann Barker, Ken Balsiger, Mark Clickett, Mariea Sargent, Jerry Sargent – no comments. Tim Mientkiewicz thanked the committee for the lunch provided on the last day and for the compensated time to participate in the planning retreat along with Ken Balsiger and Donna Erdman

Correspondence

- Roach Hewitt, CIS Instructor- letter from faculty and support staff regarding presentations at the May JOC meeting
- Rosanne Gangemi-letter acknowledging 'status quo' working conditions under the Classified Unit bargaining agreement

  (Copies of each filed with official minutes)

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: $ 637,139.21, $3,355.32, $12,197.52
  - Food Service Fund Checks and Invoices: $ 1,168.63, $253.00
  - Capital Reserve Fund Checks and Invoices: $ 871.00
  - Student Activity Fund Checks and invoices: $ 3,120.91

Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote
(Copies of reports and payment lists are filed with the official minutes)

VISA card payment

Motion to approve the VISA procurement card payment, as presented: $ 43,447.00
Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote
(Copy of report is filed with the official minutes)

Treasurer Report

Motion to approve Treasurer's Report, as presented: May 2010 summary
Moved by Ring, with second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy of report is filed with the official minutes)

VISA card holders - limits

Motion to approve the VISA card holders and spending limits effective July 1, 2010, as presented
Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote
(Copy of list is filed with the official minutes)

Human and Quality Resources

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

Administrative salaries 2010-2011

Motion to approve the administrative salaries and merit payments for 2010-2011 as presented
Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote
(Copy of list and amounts is filed with the official minutes)

Operations

Administrative Reports

- Superintendent Report– Michele Campbell, Fort LeBoeuf School District, verbally reported there are new superintendents at Northwestern and General McLane and that the PAC will be interested in taking tours of the program labs at ECTS as part of the communication priority action plan
- Director Report — Aldo Jackson
- Solicitor Report — Tim Sennett- reported that the annual Erie Club picnic is scheduled for July 22, 2010 and that JOC members will be receiving invitations

July 22, 2010 JOC meeting – 5:15 pm

Motion to reschedule the starting time for the July 22, 2010 Joint Operating Committee regular meeting to 5:15 pm
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote

- 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)

<u>Staff Travel >400 miles (Polices: 331,431,531) - None</u>

<u>Student Field Trips and Fundraising (Policy 121) – None</u>

<u>Facility Use Requests – profit making organizations (Policy 707) – None</u>

<u>Other Operations</u>

Insurance quotes

Motion to accept the insurance quotes effective July 1, 2010 as presented:

- Property, Liability, Auto: Wagner Giblin-PSBA, $ 42,718
- Worker Compensation: Wagner-Giblin-PSBA $ 19,566

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

Premier Power Solutions, LLC

Motion to approve the agreement with Premier Power Solutions, LLC to provide electric energy purchasing consulting services including information, assistance, and recommendations related to electric energy purchases and manage all aspects of the purchasing process
Moved by Kaliszewski, with second by Ring
The motion is approved with an all "ayes" voice vote

Electrical construction contract-Electrical & Mechanical Systems

Motion to award the electrical construction contract to Electrical & Mechanical Systems for $213,259.00 per the bid specifications, contingent upon receiving approval of the Act 129 First Energy rebate
Moved by Duda, with second by Kaliszewski

Motion to amend

Motion to amend the resolution to award the electrical construction contract to Electrical & Mechanical Systems for $213,259.00 per the bid specifications
(Deleted: contingent upon receiving approval of the Act 129 First Energy rebate)
Moved by Duda, with second by Kaliszewski
The motion to amend the original motion is approved with an all "ayes" voice vote
The amended motion is approved with an all "ayes" voice vote

RCI lease agreement

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, 2010 through June 30, 2011
Moved by Kaliszewski, with second by Duda
The motion is approved with an all "ayes" voice vote

Revised-2010-2011 school calendar

Motion to approve a revision in the 2010-2011 school calendar that moves the first in-service day to Thursday, August 26, 2010, as presented
Moved by Rodgers, with second by Ogden
The motion is approved with an all "ayes" voice vote

Patty Palo-PA School Counselors Association

Motion to approve the appointment of Patty Palo, ECTS Guidance Counselor, to the board of the PA School Counselors Association as the PINS-Professional Interest Network representative, July 1, 2010 through June 30, 2011
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote

Policy 213- Assessment of Student Progress - Revision

Policy 213- Assessment of Student Progress - Revision- First Reading
Motion to waive second reading and to adopt Policy 213, as presented
Moved by Ogden, with second by Ring
The motion is approved with an all “ayes” voice vote
(Copy of Revised Policy 213 is filed in the minutes, and distributed according to policy)

Other Business

Enrollment Review committee

Mr. Buckbee appointed Mr. Rodgers and Mr. Ring to serve on the committee for the Enrollment Review corrective action

Solar panel site assessment

Mr. Ogden requested that ECTS administration investigate having a site assessment completed for the possible installation of a solar panel array as a way to use technology to further environmental sustainability

Supplemental Information

- Board Attendance Report
- High School Enrollment Report-Tarasovitch
- Admissions Coordinator Report-Sorensen
- ECTS-Perfect Attendance-Tarasovitch
- ECTS-Honor Roll-Tarasovitch
- ECTS-Distinguished Student-Tarasovitch
- Planning Retreat Document and Rank of Priority Issues-Jackson
- Operation & Management Survey-Fatica
- Priority Actions Plans – 2010-2011-Jackson
- Tools for Schools Marketing Plan-Jackson
  (Copy of each is filed with the official minutes)
- Next meeting: Thursday, July 22, 2010

Executive Session

Mr. Bucksbee called for a executive session of the committee following the adjournment of the regular meeting to discuss confidential personnel matters involving the classified bargaining unit contract negotiations. There was no other business following the executive session that concluded at 9:16 pm

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the regular meeting at 8:45 pm

Minutes prepared by,

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