Erie County Technical School

**Joint Operating Committee - Meeting Minutes**

**Thursday, March 25, 2010**

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

**Work Session-6:00 pm**

**Building Renovation and Expansion Feasibility Study - follow up discussion**

- The feasibility study was presented at the February 25, 2010 JOC meeting by Chris Coughlin, HRLC Architects (Copy of that study is posted to ECTS webpage and filed with meeting minutes)

- Mr. Bucksbee asked members to report from discussions with their district superintendents and boards
  - Most members reported that there is no support to move forward with an ECTS construction project at this time. Home school projects take the priority given the current economic turndown.
  - Dr. Campbell suggested looking at a smaller project that would address needed maintenance items such as the roof, boilers, etc.
  - Mr. Ogden urged the JOC, administration and superintendents to continue to work with the feasibility study in a proactive way in collaboration with all effected parties including ReThink Erie and the proposed Community College planning.

**Lighting systems project presentation**

- Steve Sceiford, Facilities Manager, presented a project to replace or retrofit lighting fixtures, bulbs and ballasts throughout the campus buildings.

  - The project would reduce energy consumption and costs especially with rate caps coming off Penelec rates in January 2011
  - Reduction of lighting electrical load from 267.4 kilo-watts to 149.1 kilo-watts per year
  - Potential electric cost reduction at current rates of $21,000 annually
  - Estimated total contract cost of $115,000 including labor and materials
  - Contract with HRLC Architects for an a lighting study and bidding documents
  - File grant application with First Energy (Penelec) for a non-standard lighting incentive estimated at $90,000

**Regular Meeting**

Call to Order

James Bucksbee, Chairperson, called the regular meeting to order at 7:30 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 | |

## Meeting Minutes

**Minutes of February 25, 2010**

Motion to accept the minutes of the February 25, 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, Elaine Shaffer, and Roach Hewitt

- Mr. Hewitt verbally requested $500 to help cover the costs of an overnight student sleepover tentatively at the Glenwood YMCA that is being planned by ECTS staff for the purpose of helping with student retention and camaraderie. The exact location and date is still to be determined.

## Correspondence - None

## 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: $ 515,188.42
  - Food Service Fund Checks and Invoices: $ 783.96
  - Capital Reserve Fund Checks and Invoices: $ 11,091.19
  - Student Activity Fund Checks and invoices: $ 4,647.50

- VISA procurement card payment, as presented: $ 49,157.31
- Treasurer's Report, as presented: February 2010 summary
- General Fund Budget transfers – none

All Business items moved by Ogden, 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 Resources

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

**Greg Nye -Substitute Technology Technician**

Motion to hire Greg Nye as a substitute Technology Technician at the rate of pay of $10.00 per hour
Moved by Ogden, with second by Gainer
The motion is approved with an all “ayes” voice vote

**Olsen-Gern - Uncompensated leave**

Motion to grant Ursula Olsen-Gern (SAA-1) an uncompensated leave (as needed) in accordance with Policy 539
Moved by Heath, with second by Gainer
The motion is approved with an all “ayes” voice vote

## Operations

Administrative Reports

- Superintendent Report– Michele Campbell, Fort LeBoeuf School District- no report
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett- no report
- 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)

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

Student Field Trips and Fundraising (Policy 121)

**Motion to approve all of the following student field trips, community service, and fund-raising, as listed:**

- ELC, NTW, CIS, EET – Travel to PSU-Behrend for Engineering Dept tour- cost of bus: $200 (estimate), date to be determined, and

- ELC, NTW, CIS, EET – Travel to Gannon University for Electrical & Computer Engineering Day, cost of bus $200 (estimate), 4/30/10, and

- CNT – Travel to Carpenter Training Center, Pittsburgh, PA, to see training through carpenters' union, cost of bus $400 (estimate), 5/14/10, and
- AUT- Travel to Summit Motor Sports Park, Norwalk, OH, for races and to learn about motor sports opportunities, Cost: includes bus $1850, entry tickets and snacks with a Student share of $45 each to offset costs, and
- ELC, DDE, TDI, EET, FMT-Travel to Washington DC, 5/7/10 – 5/8/10, cost of buses of $6,200 (General Fund various travel and consumable budgets + Perkins grant funding + student share of $20 each), and
- ECE-Community Service - Walk for Autism, 4/24/10, raising funds and sale of team t-shirts, and
- Skills USA-Fundraising- sales of beef jerky 4/1/10-5/15/10, and
- ECE-Travel to Erie Zoo, May 2010, cost of bus $120, and
- ECE-Travel to Penn State Coop Extension, Celebrate the Family, 4/23/10, cost of bus $120, and
- ABR-Travel to Lake City API Paint & Supply, 5/7/10 am & pm, cost of buses $240.

Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote

Facility Use Requests – profit making organizations (Policy 707)

**Family First Academy - rent classrooms-not approved**

Motion to approve the request of Family First Academy to rent classrooms in the Skill Center building for the 2011-2012 academic year
Moved by Ogden, with second by Duda
The motion is not approved with an all "no" voice vote

Other Operations

**Donation from Eriez Manufacturing Co**

Motion to accept a donation from Eriez Manufacturing Co. of $200 for the purchase of 25 calculators for student use in the Transition Center
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote

**Donation from Lincoln Electric**

Motion to accept a donation from Lincoln Electric to RCTC welding program
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote

**Donation from General Motors Corporation**

Motion to accept a donation from General Motors Corporation of a 2004 Saturn Vue for use in the Auto Technologies program
Moved by Gainer, with second by Duda
The motion is approved with an all "ayes" voice vote

**Tower Engineering/HRLC Architects-lighting project**

Motion to contract with Tower Engineering/HRLC Architects to review and complete a study for the lighting retrofit project under the First Energy incentive program
Moved by Ogden, with second by Foyle
Mr. Bucksbee requested a roll call vote:
The motion is approved with eight (8) voting "Yes": Foyle, Ogden, Bucksbee, Gainer, Kaliszewski, Scutella, Rodgers, Price and two (2) voting "No": Heath, Duda, with one (1) absent: Ring

**PDE-3074 Self-Certification-lighting project**

Motion to approve and submit the PDE-3074 Self-Certification application for non-reimbursable construction project for the lighting retrofit upgrade
Moved by Price, with second by Gainer
Mr. Bucksbee requested a roll call vote:
The motion is approved with eight (8) voting "Yes": Foyle, Ogden, Bucksbee, Gainer, Kaliszewski, Scutella, Rodgers, Price and two (2) voting "No": Heath, Duda, with one (1) absent: Ring

## Other Business

**$500 - Overnight Student Event**

Motion to approve payment of $500 toward the cost of an overnight student event, as requested by Roach Hewitt, CIS Instructor, during the guest comment portion of the meeting
Moved by Ogden, with second by Duda
The motion is approved with an all "ayes" voice vote

## 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
- Admissions Coordinator Report-Sorensen
- List of companies represented at the Occupational Advisory Committee meeting 3/9/10

- Statement of Financial Interests- 2009 – Due May 1, 2010
  (Copy of each is filed with the official minutes)
- Chester County Technical College High School Video- posted to ECTS webpage

- Next meeting: Thursday, April 22, 2010

## Adjournment-Joint Operating Committee meeting

Moved by Ogden 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