Erie County Technical School

Meeting Minutes

Operating Committee

Thursday, October 22, 2009

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

Work Session- 6:00 pm

- Exemplary Student Recognition- presented by Joe Tarasovitch, Principal

- Grievance Hearing
    - Charlie Lytle, President of AFT Local 1589 stated that the contention for the grievance is that "Make-A –Difference (MAD)" meetings held on Wednesdays during the school day are staff meetings and thus a violation of the Professional Contract Article 5 Section 6.

Executive Session

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    - Mr. Bucksbee, JOC Chairperson, called an Executive Session of the Committee to further discuss the grievance presented. This Executive Session concluded at 6:40 pm.

    - Mr. Bucksbee, called the work session back to order and Mr. Sennett, Solicitor, asked clarifying questions of Mr. Lytle.

Executive Session

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    - Mr. Bucksbee, JOC Chairperson, called another Executive Session of the Committee to further discuss the grievance presented. The Executive Session concluded at 6:50 pm.

- District Enrollment projections 2011 to 2016 presented by Aldo Jackson, Director

Call to Order

James Bucksbee, Chairperson, called the regular meeting to order at 7:12 pm

Moment of Reflection

Pledge of Allegiance

Roll Call

Natalie Fatica, Assistant 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
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 September 24, 2009

Minutes of the September 24, 2009 Meeting will be presented for approval at the November 17, 2009 meeting.

Guests and Comments

Guests signed in and present: Rosanne Gangemi, Charlie Lytle, Mark Cyphert, and David Michalak. Also present was David Yanosko. No comments.

Correspondence

- Contract Negotiations request from the Classified Unit, AFT Local 1589
  (Copy is filed with the official minutes)
  - Mr. Bucksbee, JOC Chairperson, asked for Committee members to serve on an early-bird negotiations sub-committee and the following members will serve: Bucksbee, Duda, Ogden

Business

Report – prepared by Paul Fritz, Business Manager (absent), presented by Aldo Jackson (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: $ 458,634.74
  - Food Service Fund Checks and Invoices: $ 1,330.92
  - Capital Reserve Fund Checks and Invoices: $ 40,075.47
  - Student Activity Fund Checks and invoices: $ 0.00
- VISA procurement card payment, as presented: $ 81,680.65
- Treasurer's Report, as presented: September 2009 summary
- General Fund Budget transfers (none)

All above items moved by Duda, with second by Ogden
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)

Operations

Administrative Reports

- Superintendent's Report– Michele Campbell, Fort LeBoeuf School District
  - Reported on the items at the PAC meeting: District Boards of Directors could send letters to legislators asking for support for the proposed community college, and Influenza Type A H1N1 discussion
  - Reported that the Transition Center kitchen sub-committee will be meeting regarding needed kitchen equipment and materials
- Director's Report — Aldo Jackson
- Solicitor's Report — Timothy Sennett – no report
- High School Report — Joe Tarasovitch
- RCTC Report — Mary Ellen Camp
- Facilities Report — Steven Sceiford
  - Mr. Rodgers asked that a recognition letter be sent to staff for the successful county health department inspections over the past several years. (Copy of letter is filed with the official minutes).
- Technology Report — Jeff Smith (Absent) presented by Aldo Jackson
- Instructional Support Services Report - Pat Holland and Jan Kennerknecht

(A copy of each administrative 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)</u>

GRA- McCarty Printing
MTF-Ridg-U-Rak
SkillsUSA fund raising

Motion to approve the following student field trips and fund raising:

- GRA- McCarty Printing, Erie, PA, 11/18/09-PM, Cost of bus $120
- MTF-Ridg-U-Rak, North East, PA 11/11/09-AM, Cost of bus $120
- SkillsUSA fund raising activities as presented.

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

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

<u>Other Operations</u>

THM and NWT- program sequence change

Motion to approve a revision in the Tourism & Hospitality Management and Networking Technologies programs from a one-year sequence to a two-year sequence for implementation starting with the 2010-2011 academic year.
Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote

Carr/Shaffer-Co-Chairs of the SkillsUSA

Motion to appoint Sandy Carr and Elaine Shaffer as Co-Chairs of the SkillsUSA student organization for the 2009-10 School Year, with no compensation.
Moved by Ogden, with second by Heath
The motion is approved with an all "ayes" voice vote

JJ Wurst- snowplowing

Motion to accept the snowing plowing proposal from JJ Wurst Landscaping Contractor for the 2009-2010 winter season for a total cost of $11,950, billed in 5 monthly payments November through March.
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote

Donations- Scott Enterprises

Motion to accept the donation from Scott Enterprises of materials for use in the Transition Center program
Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote

<u>Other Business- none</u>

Supplemental Information

- Board Attendance Report
- High School Enrollment Report-Tarasovitch
- Student Co-op Work Experience Report-Shaffer
- Business Partnership Contacts-Shaffer
- ISO 9000:2001 Surveillance Audit No: 8 Report as audited by SRI Quality System Registrar
- OAC-Occupational Advisory Committee meeting list of companies that attended
  (Copy of each is filed with the official minutes)

- Next meeting: Tuesday, November 17, 2009

Adjournment – Joint Operating Committee meeting

Moved by Ogden, with second by Gainer to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:50 pm

Minutes prepared by,

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

(Minutes recorded by Natalie Fatica, Assistant Secretary)