



## **Joint Operating Committee - Meeting Minutes**

**Thursday, November 23, 2010**

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

**Work Session – 6:00 pm**

### Community College discussion

Mr. Bucksbee, JOC Chairperson, introduced Mr. James McDonald, Jr. of the McDonald Group LP as Special Counsel to represent ECTS in matters regarding the community college.

Mr. Bucksbee also reported that County Executive Barry Grossman has requested that the JOC not vote at this meeting on the resolution granting an in-kind contribution of space for the community college due to the consideration that Corry Area School District may sponsor, or co-sponsor the college.

The JOC members discussed their concerns, pro and con, regarding the contribution of space for use of the community college and the votes that have taken place at their board of directors meetings. A majority of the members said they were directed by resolution of their school district boards to vote against granting space.

### Guests and Comments

Mr. Bucksbee asked for comments from the public concerning the community college. Keith Farnham, Fairview School District resident, commented to the committee in regards to his opposition to the community college and its use of space as an in-kind contribution from ECTS.

### Administrative Reports

- Superintendent Report– Michele Campbell, Fort LeBoeuf School District, verbally reported the November PAC meeting included:
  - RCI program update and review
  - ECTS program lab tours
  - Community College discussion regarding use of contributed space
  - Tentative 2011-12 budget presentation including preliminary ADM formula data
  - Discussion of a possible Millcreek district withdrawal from ECTS
  - Ginny Burger, supervisor from the PA Office of Auditor General advised that the districts review submission of their PIMS data for child accounting membership for 2009-10 relating to CTC and Transition Center enrollment
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
- High School Principal Report — Joe Tarasovitch
- RCTC Report — Mary Ellen Camp

- Facilities Report — Steve Sceiford
- Technology Report — Jeff Smith
- Instructional Support Services Report – Pat Holland and Jan Kennerknecht  
(Copy of each report is filed with the official minutes)

### Regular Meeting

#### Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:17 pm

#### Moment of Reflection and Pledge of Allegiance

#### Roll Call

Paul Fritz, Secretary, called the roll:

| <u>Committee members:</u> | <u>District:</u> | <u>Present</u> | <u>Absent</u> |
|---------------------------|------------------|----------------|---------------|
| 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              |               |

#### Administrative staff

| <u>Administrator:</u> | <u>Position</u>                          | <u>Present</u> | <u>Absent</u> |
|-----------------------|------------------------------------------|----------------|---------------|
| 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<br>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 October 28, 2010**

Motion to accept the minutes of the October 28, 2010 meeting as presented

Moved by Duda with second by Foyle

The motion is approved with an all "ayes" voice vote

(Copy is filed with the official minutes)

### Guests and Comments

Guests signed in and present: Rosanne Gangemi, Mariea Sargent, Joe Walko, Elaine Shaffer, Dave Yanosko, Donna Erdman, Dr. James Tracy, Dr. Richard Lansbury, and Carol Bucklin.

### Correspondence

- Letter-Knox McLaughlin Gornall & Sennett, P.C. regarding conflict of interest in matters with regard to Millcreek Township School District
- E-mail- Jack Schultz- Community College
- Linda Harpst- note of thanks on retirement as High School Secretary  
(Copy of each filed with the 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: \$454,930.87
  - Food Service Fund Checks and Invoices: \$ 866.06
  - Capital Projects Fund Checks and Invoices: \$ 0.00
  - Student Activity Fund Checks and invoices: \$ 1,512.00
- VISA procurement card payment, as presented: \$ 58,832.08
- Treasurer's Report, as presented: October 2010 summary
- General Fund – Budget Transfers – None

Moved by Gainer, with second by Ogden

The motion is approved with an all "ayes" voice vote

(Copy of each item 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)

**Rutkowski - substitute**

Motion to approve the addition of Denise Rutkowski to the substitute list at the rate of pay of \$75.00 per day, pending clearances

Moved by Duda, with second by Ring

The motion is approved with an all “ayes” voice vote

**Operations**

**Priority Action Plans**

2010-2011 Priority Action Plans –Aldo Jackson presented a status update report  
(Copy is filed with the official minutes)

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

**Student Field Trips and Fundraising (Policy 121)**

**Field Trips and Fundraising**

Motion to approve the following Field Trips and Fundraising:

- CIS-travel to Erie County 911 Center, AM & PM, December 2010, dates to be determined
- SkillsUSA-Leadership skills conference, Marriot Ambassador Erie, December 2, 2010, cost to students of \$25 each, and cost of bus-\$250, paid from Student Activity Fund
- Transition Center- travel to Ambassador Hotel with THM students, no additional cost for this trip

Moved by Gainer, with second by Ring

The motion is approved with an all “ayes” voice vote

**Facility Use Requests – Profit Making Organizations (Policy 707) – None**

**Other Operations**

**Bid award- Industrial Robot-FANUC**

Motion to approve the bid proposal from FANUC Robotics America Corp for the purchase of an Industrial Robot as specified at a price of \$24,218.00

Moved by Ogden, with second by Foyle

The motion is approved with an all “ayes” voice vote

**Tabled – tractor purchase**

Moved by Ring, with second by Foyle to table the motion to purchase a John Deere 3720 tractor with two-stage snow blower from Z&M Ag and Turf for a total COSTARS price of \$25,718.20

The motion is tabled with an all “ayes” voice vote

JOC discussion directed administration to investigate the use of a contractor to clear snow in lieu of purchasing a replacement tractor and to report at the next meeting scheduled in December

**Roth Cadillac donation**

Motion to accept the donation of an all-wheel drive transfer case unit from a Cadillac SUV and a transaxle unit from a Cadillac CTS from Roth Cadillac for instructional purposes in the AUT lab

Moved by Duda, with second by Kaliszewski

The motion is approved with an all “ayes” voice vote

**CNT surplus textbooks**

Motion to declare as surplus the Construction Trades textbooks, Residential Construction Academy Carpentry, 1<sup>st</sup> edition, and that the books may be given to CNT students

Moved by Ring, with second by Foyle

The motion is approved with an all “ayes” voice vote

**Other Business**

**McDonald- Special Counsel**

Motion to appoint Mr. James D. McDonald, Jr. of the McDonald Group, LLP, as special counsel for all advisory and legal matters related to the community college and the Millcreek Township School District withdrawal from the Erie County Technical School

Moved by Duda, with second by Ogden

The motion is approved with ten (10) “aye” voice votes, and one (1) “no” voice vote

Voting “yea”-Foyle, Ogden, Heath, Bucksbee, Gainer, Kaliszewski, Rodgers, Ring, Price, Duda

Voting “no” - Scutella

**Tabled- In-kind contribution of space-Community College**

Moved by Ogden, with second by Foyle to table the motion to order an in-kind contribution of all available space at the Regional Skill Center and the Erie County Technical School for the Community College sponsored by the School District of the City of Erie

The motion to table is approved with ten (10) “aye” voice votes, and one (1) “no” voice vote

Voting “yea”-Foyle, Ogden, Heath, Bucksbee, Gainer, Kaliszewski, Rodgers, Ring, Price, Duda

Voting “no” – Scutella

**Supplemental Information**

- Board Attendance Report
- High School Program Enrollment Report-Joe Tarasovitch
- CAEP-Career and Alternative Education Program enrollment- Joe Tarasovitch
- Business Partnership Contacts – Elaine Shaffer
- Work Experience Report-Elaine Shaffer
- Admissions Coordinator Report-Lisa Sorensen

(Copy of each is filed with the official minutes)

- Next meeting: Tuesday, December 21, 2010

**Adjournment-Joint Operating Committee meeting**

Moved by Ogden to adjourn the meeting

Mr. Bucksbee, Chairperson, adjourned the regular meeting at 7:50 pm

Minutes prepared by,

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