Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, October 28, 2010

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

Work Session – 6:00 pm

Community College discussion- Mr. Barry Grossman, Erie County Executive

County Executive Barry Grossman, along with Dr. Bob Oliver (special assistant to the County Executive) and Jim Dible (President of the Erie Regional Chamber), made an appeal to the JOC to change their in-kind contribution to include a community college sponsorship by the City of Erie School District. As a whole, the committee did not take action on Mr. Grossman's appeal. Most committee members wanted additional time to talk with their home school board members before making any commitment.

Mr. Grossman offered to send a 'community college team' to any district that needs information about the college, sponsorship or an in-kind contribution before the JOC meets again in November. JOC members received his office telephone number.

Risk Analysis – Aldo Jackson

Aldo Jackson, Director, reviewed the presentation titled "Coming Together for ECTS" and encouraged discussion regarding the factors identified as challenges facing the school organization. The presentation has been made to the district superintendents and to the ECTS employee groups.

Regular Meeting

<u>Call to Order</u>

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:40 pm

<u>Moment of Reflection and Pledge of Allegiance</u>

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	

Administrative staff

Administrator:	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 September 23, 2010

Motion to accept the minutes of the September 23, 2010 meeting as presented
Moved by Duda with second by Ring
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, Carol Buckleitner, Dean Maynard, Elaine Shaffer, Mariea Sargent, Andrea Lucarotti, Patty Palo, Joe Salorino, David Yanosko, Susan Tatalone, Eleanore Anderson, Tim Mientkiewicz, Michael Senger, Elaine Cross, Bob Winslow, Patricia Hodas, Patti Heubel, Charlie Lytle, Lisa Sorensen, John Rzepka, Dr. James Tracy

Correspondence

- Regional Center for Workforce Excellence--Annual Dinner Sponsorship Thank You letter
- School District Board Meetings hosted at ECTS--Thank You letters
  (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: $ 529,089.73 + $4,716.00
  - Food Service Fund Checks and Invoices: $ 1,581.84
  - Capital Projects Fund Checks and Invoices: $ 0.00
  - Student Activity Fund Checks and invoices: $ 0.00
- VISA procurement card payment, as presented: $ 65,724.62
- Treasurer's Report, as presented: September 2010 summary
- General Fund – Budget Transfers – None

Moved by Heath, with second by Gainer
The motion is approved with an all "ayes" voice vote
(Copy of each item is filed with the official minutes)

VISA procurement card - Sam Steever

Motion to approve issuing a VISA procurement card to Sam Steever, AUT instructor, with a 2010-2011 annual spending limit of $8,700
Moved by Ogden, with second by Ring
The motion is approved with an all "ayes" voice vote

Human and Quality Resources

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

Secretarial position job descriptions

Motion to approve secretarial position job descriptions, as presented, for classifications S1, S2, and S3
Moved by Foyle, with second by Gainer
The motion is approved with an all "ayes" voice vote

Ursula Olson-Gern an uncompensated leave

Motion to grant Ursula Olson-Gern an uncompensated leave in accordance with Board Policy 539
Moved by Rodgers, with second by Foyle
The motion is approved with an all "ayes" voice vote

Cree and Fenner - substitute Student Aides

Motion to approve Analee Cree and Jessica Fenner as substitute Student Aides and at the rate of pay of $13.12 per hour pending clearances and add them to the substitute instructor list at the rate of pay of 75.00 per day
Moved by Duda, 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, reported:
    - Introduced Dr. James Tracy, Girard School District, who will be the ECTS Superintendent of Record beginning January 2011
    - October PAC meeting
        - Reviewed the Risk Analysis-Coming Together for ECTS
        - Toured educational programs at ECTS
        - Discussion of converting students to workforce through the ErieTogether consortium
        - An ad hoc committee is studying the effects and pro active steps to take regarding the possible withdrawal of Millcreek from ECTS
        - The new superintendent at Northwestern is looking into joining the operation of the Transition Center
- 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)

Priority Action Plans

2010-2011 Priority Action Plans- update **–**Aldo Jackson will provide information at the next meeting

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

Student Field Trips and Fundraising (Policy 121)

Field Trips and Fundraising

Motion to approve all of the following Field Trips and Fundraising**:**

- Professional Skills-travel to Second Harvest Food Bank, school car mileage cost
- CIS & HEA- travel to Edinboro University, 11/12/10 PM, cost of bus rental-$125
- Transition Center-travel to Courtyard by Marriott, 11/23/10 AM & PM, shared bus with THM-no cost
- DDE-travel and fundraising for trip to Cedar Point, OH for Math & Science week, May 2011-no cost to ECTS. Funded by students and fundraising
- DDE-travel to Erie city area, Architectural Scavenger Hunt, 11/2010-AM & PM, cost of bus rental-$250
- EET, ELC-travel to Urick Foundry, Erie- 11/5/10 AM & PM, cost of bus rental-$250
- EET, ELC, FMT- travel to Northwest Rural Coop, Cambridge Springs-11/24/10 AM, cost of bus rental-$125

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

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

Other Operations

Donation of manuals- Roth Cadillac

Motion to accept a donation of auto service manuals from Roth Cadillac for use in the Automotive Technologies program
Moved by Gainer, with second by Ogden
The motion is approved with an all “ayes” voice vote

Snow plowing contract-Yardmaster

Motion to accept the snowing plowing proposal from Yardmaster of Pennsylvania for the 2010-2011 winter season for a total cost of $9,450, billed in 5 monthly payments November through March
Moved by Ogden, with second by Kaliszewski
The motion is approved with an all “ayes” voice vote

Energy audit - Premier Power Solutions, LLC

Motion to approve the performance of an energy audit by Premier Power Solutions, LLC in accordance with the guidelines prescribed in Act 129-PA Energy Efficiency and Conservation Program as approved by FirstEnergy
Moved by Heath, with second by Ogden
The motion is approved with an all "ayes" voice vote

Other Business - None

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
- SRI-Quality System Registrar- renewal audit report- Natalie Fatica

(Copy of each is filed with the official minutes)

- Next meeting: **Tuesday, November 23, 2010**

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the regular meeting at 8:30 pm

Minutes prepared by,

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