Erie County Technical School

Joint Operating Committee - Meeting Minutes

Thursday, August 26, 2010

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

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:00 pm

Moment of Reflection and 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	
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 July 22, 2010

Motion to accept the minutes of the July 22, 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

June 30, 2010 audited financial statements

- Natalie Heberlein and Steve Falk, Felix & Gloekler, P.C. presented the June 30, 2010 audited financial statements (Copy filed with official minutes)

- Other Guests signed in and present with no comments: Rosanne Gangemi, Patty Palo, Elaine Shaffer, David Yanosko

Community College Facility Usage

- Erie County Executive Barry Grossman along with Dr. Robert Oliver, special assistant for the community college, made a presentation regarding the county's application to sponsor a community college and requested the proposed community college be granted use of Erie County Technical School facilities for classroom and lab space. The committee members discussed the request and the Director clarified that the available space would be 15,000 square feet in the Regional Skill Center building and available labs and classrooms at the ECTS building after 3:00 pm. The committee members discussed that participating districts could make an in-kind contribution of the available space but not incur additional expense.

Community College Resolution

Motion to provide 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 Erie County
Moved by Ring, with second by Foyle
Mr. Bucksbee called for a roll call vote:
Foyle, Ogden, Bucksbee, Gainer, Kaliszewski, Rodgers, Ring, Price and Duda voting "aye"
Scutella voting 'no', and Heath-absent
The motion is approved with nine (9) "ayes", one (1) 'no', and one (1) absent

Correspondence

- Letter from Lisa Rice- RCTC instructor – (copy 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: $ 425,883.59
    - Food Service Fund Checks and Invoices: $ 168.00
    - Capital Reserve Fund Checks and Invoices: $ 112,364.32
    - Student Activity Fund Checks and invoices: $ 0.00
- VISA procurement card payment, as presented: $ 32,809.52
- Treasurer's Report, as presented: July 2010 summary
- General Fund – Budget Transfers – None

Moved by Duda, 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 card -Tiffany Neely- RCTC Secretary

Motion to approve issuing a VISA procurement card to Tiffany Neely, RCTC Secretary, with a $10,000 monthly spending limit
Moved by Ring, with second by Gainer
The motion is approved with an all "ayes" voice vote

Financial statements for the year ended June 30, 2010

Motion to accept the audited financial statements for the year ended June 30, 2010, as presented by Felix & Gloekler, P.C.
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy of statements is filed with official minutes)

<u>Human and Quality Resources</u>

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

Ratify the 2010-2015 Classified Unit bargaining agreement

Motion to ratify the Classified Unit bargaining agreement as presented by the negotiating committee
Moved by Foyle, with second by Price
The motion is approved with an all "ayes" voice vote
(Copy of agreement is filed with official minutes)

Peter Craven - substitute Technology Technician

Motion to employ Peter Craven as a substitute Technology Technician on August 30, 2010 at the rate of pay of $10.00 per hour
Moved by Duda, with second by Gainer
The motion is approved with an all “ayes” voice vote

Tim Mientkiewicz - Column “C” step 17

Motion to move Tim Mientkiewicz to Column “C” step 17 of the professional bargaining unit agreement salary schedule at the rate of $48,656.00 effective for the 2010-2011 school year
Moved by Ogden, with second by Foyle
The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports

- Superintendent Report– Michele Campbell, Fort LeBoeuf School District-verbally reported that the school and county would issue a joint press release regarding the community college resolution to approve space usage and also that the county executive agreed to meet with the Professional Advisory Committee at their next meeting on September 3.
- 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)

Priority Action Plans

- 2010-2011 Priority Action Plans- for review (Copy filed with official minutes)

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

Student Field Trips and Fundraising (Policy 121)

Motion to approve the following field trips:

AUT- field trip to Summit Motor Sports Park

- AUT- field trip to Summit Motor Sports Park, Norwalk, OH, 9/10/10

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

Motion to approve the request by the contractor, EMSI, of a 40 day extension to complete the lighting construction project due to back ordered materials and fixtures
Moved by Ring, with second by Duda
The motion is approved with an all "ayes" voice vote

Other Business - None

Supplemental Information

- Board Attendance Report
- Enrollment Report
- Admissions Coordinator Report-Sorensen
- Enrollment Review Corrective Action - diagram
  (Copy of each is filed with the official minutes)

- Next meeting: Thursday, September 23, 2010

Executive Session

Mr. Bucksbee called for a executive session of the committee at 9:40 pm to discuss the director's performance review and salary recommendation.
Mr. Bucksbee called the regular meeting back in session at 10:25 pm

2010-2011 Salary - Aldo Jackson, Director

Motion to approve a 1.5% merit lump sum payment and a 1.73% salary increase for Aldo Jackson, Director for the 2010-2011 school year, effective July 1, 2010.
Moved by Ring, with second by Duda
The motion is approved with an all "ayes" voice vote

Adjournment-Joint Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the regular meeting at 10:25 pm

Minutes prepared by,

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