

Erie County Technical School
Meeting Minutes

Operating Committee

Tuesday, December 15, 2009

Eagle's Nest

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

Organizational Meeting

Mr. Timothy Sennett, Solicitor, acting as Temporary Chairperson called the meeting to order at 6:00 pm.

Moment of Reflection

Pledge of Allegiance

District Appointed Members

Motion to accept the following list of district appointed committee members for their terms per the Articles of Agreement:

- James Bucksbee, General McLane- 3 year term 2009-2012
- Sam Ring, Northwestern- 3 year term 2009-2012
- Loretta Price, Union City- 3 year term 2009-2012
- Eric Duda, Wattsburg- 3 year term 2009-2012

Moved by Ogden, with second by Heath

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

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	*	
(*entered at 6:12 pm)			
Terry Scutella	Millcreek	x	
David Rodgers	North East	x	
Sam Ring	Northwestern	x	
Loretta Price	Union City		x
Eric Duda	Wattsburg	x	

<u>Administration:</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 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	

Chairperson election- Bucksbee

Mr. Ring nominated Mr. Bucksbee as Chairperson for 2010
Mr. Heath seconded the nomination

Mr. Duda moved to close the nominations for Chairperson
Mr. Foyle seconded the motion to close nominations
Motion to close nominations was approved with an all "ayes" voice vote

The motion to elect Mr. Bucksbee as Chairperson for 2010 was approved with an all "ayes" voice vote

Temporary Chairperson, Mr. Sennett, turned the gavel over to elected Chairperson Mr. Bucksbee

Vice-Chairperson election- Ogden

Mr. Foyle nominated Mr. Ogden as Vice-Chairperson for 2010
Mr. Ring seconded the nomination

Mr. Duda moved to close the nominations for Vice-Chairperson
Mrs. Gainer seconded the motion to close nominations
Motion to close nominations was approved with an all "ayes" voice vote

The motion to elect Mr. Ogden as Vice-Chairperson for 2010 was approved with an all "ayes" voice vote

Committee meeting schedule-2010

Motion to approve the dates, time, and place of Committee meetings for 2010; the work sessions begin at 6:00 pm and the regular meetings begin at 7:00 pm at Erie County Technical School, as follows:

- Thursday, **January 28**, 2010
- Thursday, **February 25**, 2010
- Thursday, **March 25**, 2010
- Thursday, **April 22**, 2010
- Thursday, **May 27**, 2010
- Thursday, **June 24**, 2010
- Thursday, **July 22**, 2010
- Thursday, **August 26**, 2010
- Thursday, **September 23**, 2010
- Thursday, **October 28**, 2010
- Tuesday, **November 16**, 2010
- Tuesday, **December 14**, 2010

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

Minutes of November 17, 2009

Motion to accept the minutes of the November 17, 2009 meeting as presented
Moved by Ogden, with second by Foyle
The motion is approved with an all "ayes" voice vote

Guests and Comments

Guests signed in and present: Rosanne Gangemi. No comments.

Correspondence

- Mary Ellen Camp-Letter of intent to retire 2010-2011 (copy filed with official minutes)

Business

Report – prepared by Paul Fritz, Business Manager (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: \$ 729,883.12
 - Food Service Fund Checks and Invoices: \$ 846.70
 - Capital Reserve Fund Checks and Invoices: \$ 0.00
 - Student Activity Fund Checks and invoices: \$ 0.00
- VISA procurement card payment, as presented: \$ 57,357.66
- Treasurer's Report, as presented: November 2009 summary
- General Fund Budget transfers, as presented

All Business items moved by Duda, with second by Heath
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 – by Natalie Fatica, Coordinator of Human and Quality Resources
(Copy filed with the official minutes)

Regular status-Nichilo and Boyd

Motion to grant regular employment status per the Classified Unit contract to Amy Nichilo and Jane Boyd effective December 1, 2009 at the SAA-2 pay rate of \$13.11 per hour
Moved by Ogden, with second by Foyle
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent's Report– Michele Campbell, Fort LeBoeuf School District
 - The superintendents meeting focused on the 2010-2011 budget that will be presented later in the meeting agenda
- Director's Report — Aldo Jackson
- Solicitor's Report — Timothy Sennett
 - No report – but will comment on the revised Policy 201-Admission of Students that will be presented later in the meeting agenda
- High School Report — Joe Tarasovitch
- RCTC Report — Mary Ellen Camp
- Facilities Report — Steven Sceiford
 - The report included a copy of a quote for secured door access by swipe card/key tag and the committee requested additional quotes and a recommendation at the January meeting

- 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 the following field trip requests:

NWT- Erie Institute of Technology

- NWT- Travel to Erie Institute of Technology, AM session on 12/15/09, PM session on 12/17/09-
cost of bus estimate \$400

Moved by Ring, with second by Ogden

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

Facility Use Requests – profit making organizations (Policy 707)-none

Other Operations

Auditor General - Performance Audit Report

Motion to adopt the response and corrective action plan to the Performance Audit Report issued by the Office of the Auditor General for the years ended June 30, 2008 and 2007, as presented

Moved by Foyle, with second by Gainer

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

(Copy is filed with the official minutes)

Revised Board Policy 201 – Admission of Students – first reading

Mr. Sennett presented a proposed policy revision as recommended by the district superintendents. After much discussion the policy was referred back to Mr. Sennett for a revision to allow students/parents paying tuition to attend.

2010-2011 General Fund Budget

Dr. Jackson presented the 2010-2011 General Fund Budget to the Committee for consideration as recommended by the district superintendents. After discussion the Secondary Budgetary Reserve account was increased by \$43,750 to \$93,750. The proposed budget includes total expenditures of \$6,164,647 with total District Contributions of \$3,815,770.

Motion to approve the proposed General Fund Budget and recommend adoption by the participating school districts, as presented and revised to include a \$93,750 Secondary Budgetary Reserve, with total expenditures of \$6,164,647 and total District Contributions of \$3,815,770

Moved by Ring, with second by Foyle

The motion is approved with eight (8) "Yes" votes (Foyle, Ogden, Bucksbee, Heath, Gainer, Kaliszewski, Rodgers and Ring) and two (2) "No" votes (Scutella and Duda). Absent (1) (Price)

(Copy of budget is filed with the official minutes)

Other Business - none

Supplemental Information

- Board Attendance Report
- High School Enrollment Report-Tarasovitch
- Student Co-op Work Experience Report-Shaffer
- Business Partnership Contacts-Shaffer
- Auditor General Performance Audit Report 6/30/2008 and 2007
(Copy of each is filed with the official minutes)

- Next meeting: Thursday, January 28, 2010

Adjournment – Joint Operating Committee meeting

Moved by Ogden, with second by Duda to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:55 pm

Minutes prepared by,

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