Erie County Technical School
Meeting Minutes

Operating Committee

Thursday, April 24, 2008
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Work Session

- Mr. Bucksbee, Chairperson, called for an Executive Session of the Operating Committee from 5:30 pm to 6:40 pm to discuss Professional contract negotiations.

- Drafting and Design- Mariea Sargent, Instructor, gave a presentation in the lab and classroom.

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:09 pm

Moment of Reflection
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 *(Kaliszewski attended the executive session)*		x
Terry Scutella	Millcreek	x	
Maryann Frontino	North East		x
Sam Ring	Northwestern	x	
Loretta Price	Union City	x	
Eric Duda	Wattsburg	x	

Administration:	Position	Present	Absent
Sandra Myers	Superintendent of Record (UCASD)		x
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
John Hansen	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 March 27, 2008

Motion to accept the Minutes of the March 27, 2008 meeting, as presented.
Moved by Price, with second by Ogden.
The minutes are approved, as presented, with an all "ayes" voice vote.
(Copy is filed with the official minutes)

Guests and Comments

Guests signed in and present: Rosanne Gangemi, Charlie Lytle, Phylis Zimmermann

Correspondence - none

Business

Report – presented 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, as presented; $ 451,605.58
  - Food Service Fund Checks and Invoices, as presented; $ 1,167.66
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 46,399.16
- Treasurer’s Report, as presented: March 2008 summary
- General Fund Budget transfers as presented.

All above items moved by Gainer, with second by Ring
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 – presented by Natalie Fatica, Coordinator of Human and Quality Resources
(Copy filed with the official minutes).

RCTC Term V

Motion to approve instructors for RCTC Term V as listed.
Moved by Ring, with second by Heath
The motion is approved with an all “ayes” voice vote.

Ursula Olson-Gern (SAA) - uncompensated leave

Motion to grant Ursula Olson-Gern (SAA) an uncompensated leave in accordance with Board Policy 539.
Moved by Duda, with second by Price
The motion is approved with an all “ayes” voice vote.

Operations

Administrative Reports

- Superintendent of Record Report - Sandra Myers-(UCASD) –absent-no report
- Director Report— Aldo Jackson
- Solicitor Report—Timothy Sennett
  - Reported that the closing of the land sale to Summit Township is pending receipt of the second property appraisal.
  - Reported that Attorney David Mosier has issued a letter to schools regarding the changes taking place with 403(b) retirement plans.
- High School Report— John Hansen
- RCTC Report—Mary Ellen Camp
- Facilities Report—Steven Sceiford
- Technology Report—Jeff Smith
- Instructional Support Services Report- Pat Holland and Jan Kennerknecht
  (Copies of all reports are filed with the official minutes)

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

Student Field Trips and Fundraising (Policy 121)

Motion to approve or ratify student field trips and fund raising as presented:

ELC, EET, FMT-to Moses Hydro Facility-NY

Field trip for the Electronics, Electrical Engineering, and Facility Maintenance students to travel to the Robert Moses Hydroelectric Generating Facility in Lewiston, NY, on Monday, May 19, 2008, **and**

DDE-to BC3

Field trip for the Drafting and Design students to a drafting competition at Butler County Community College on Wednesday, April 30, 2008, **and**

ADS, HEA – to downtown Erie and Zoo

Field trip for the Art and Design and Health Assistant students to downtown Erie and the Erie Zoo on Monday, May 19, 2008 , **and**

Sean Peters- SkillsUSA-national-Kansas City, KS

Field trip for Tim Mientkiewicz and Sean Peters to Kansas City in June to attend the SkillsUSA National Competition, **and**

ELE, EET, ADS – to TREC and Erie Coast Guard

Field trip for AM Electronics, Electrical Engineering, and Art and Design students to travel to the TREC and Coast Guard Station on Tuesday, May 27, 2008.

All items moved by Duda with second by Ogden
The motion is approved with an all "ayes" voice vote.

Facility Use Requests – profit making organizations (Policy 707)

Family First Sports Park-soccer use

Motion to approve the use of facilities request from Family First Sports Park to use the front lawn area for soccer tournaments at the use fee of $20.00 per hour for a total of $1,150.00.
Moved by Ogden with second by Price
The motion is approved with an all "ayes" voice vote.

Other Operations

2008-2009 Applications and Admissions

2008-2009 Applications and Admissions- Aldo Jackson reviewed the admissions analysis regarding applications and program enrollments for 2008-09 per Policy 126 –Quotas and Administrative Procedure 126-AP.

Policy 706-Property Records- Revision-adoption

Motion to approve the revision to Policy 706-Property Records that deletes "Property records of consumable supplies shall be maintained on a continuous basis" as presented and to waive Policy 009 –Policy Formulation guidelines for a second reading.
Moved by Ogden with second by Duda
The motion is approved with an all "ayes" voice vote.
(Copy of revised policy posted to webpage and filed in official minutes)

Policy 804-School Day – Add: Administrative Procedure

First reading - Policy 804-School Day – Add: Administrative Procedure for campus closure if circumstances arise that warrants the cancellation of programs or events beyond the regularly scheduled high school day, as presented.
(Copy of policy and administrative procedure is filed with official minutes)

Lord Corporation- tech equipment donation

Motion to accept the donation of 6 servers and cat 5 cable from Lord Corporation for use by the students in the Networking Program, as listed.
Moved by Duda with second by Gainer
The motion is approved with an all "ayes" voice vote.

Other Business - none

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Work Experience Report
- Business Contacts Report
- SkillsUSA competitors and results
  (copy of each is filed with the official minutes)

- Next meeting: **Thursday, May 22, 2008**

Adjournment – Operating Committee meeting

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

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School