

Erie County Technical School
Meeting Agenda
AVTS Operating Committee and
ECTS Foundation Board of Directors

Thursday, August 23, 2007

Eagle's Nest

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

6:00 PM – Work Session

1. Presentation of June 30, 2007 audited financial statements - Jim Gloekler and Natalie Heberlein
2. ECTS Foundation—Discussion: Investment and Distribution of Funds
 - A. Planning committee: Bucksbee, Ogden, (Wood)

7:00 PM - Regular Meeting

1. Call to Order
2. Moment of Reflection
3. Pledge of Allegiance

Introduction of Rob McGahen representing Harbor Creek School District.

4. Roll Call: Foyle, Ogden, Heath, Bucksbee, McGahen, Loftus, Sullivan, Boyd, Ring, Price, Duda
5. **Motion to accept the Minutes of the July 26, 2007 Meeting, as presented**
6. Introduction of Guests
7. Correspondence

B. EasyProcure- purchasing card rebate-\$2,397.96

C. Mandate Waiver Denial Letter--PDE

8. Business—Paul Fritz

A. Report - Business Manager

B. **Motion to approve the following reports, payments and invoices:**

1. Revenue and Expenditure Reports, as presented:

- a) General Fund
- b) Food Service Fund
- c) Capital Reserve Fund
- d) ECTS Foundation Report
- e) Student Activities Report

2. Checks and Invoices, as presented:

- a) General Fund Checks, Wire transfers and Invoices, as presented; \$ 251,796.15
- b) Food Service Fund Checks and Invoices, as presented; \$ 75.00
- c) Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00
- d) ECTS Foundation Checks and Invoices, as presented; \$ 0.00

3. PNC/VISA procurement card payment, as presented; \$ 21,635.68

4. Treasurer's Report, as presented: July 2007 summary

- 5. General Fund Budget Transfers (none this month)

C. Motion to accept the audited financial statements for the year ended June 30, 2007, as presented by Felix & Gloekler, P.C.

9. Human and Quality Resources—Natalie Fatica

- A. Report—Coordinator of Human and Quality Resources
- B. **Motion to approve the employment of the instructors for RCTC Term 1 at \$25.00 per hour, as listed**
- C. **Motion to approve substitute instructors for the 2007-2008 school year**
- D. **Motion to employ Andrew Hough as Technology Technician on or after August 27, 2007 pending clearances at the rate of pay of \$16.00 per hour per the Classified Unit bargaining agreement.**
- E. **Motion to approve Donna Erdman as the SkillsUSA Advisor and Bob Craft as the National Vocational Technical Honor Society Advisor for 2007-2008 at the pay rates set in the Professional Unit bargaining agreement**

10. Operations

- A. Administrative Reports
 - 1. Superintendent's Report - Sandra Myers-Union City Area School District
 - 2. Directors Report—Aldo Jackson
 - 3. Solicitor's Report—Timothy M. Sennett
 - 4. High School Report—John Hansen
 - 5. RCTC Report—Mary Ellen Camp
 - 6. Facilities Manager's Report—Steven Sceiford
 - 7. Technology Manager's Report—Jeff Smith
 - 8. Instructional Support Services Report- Pat Holland and Jan Kennerknecht
- B. Staff Travel >400 miles (Polices: 331,431,531) –None this month

C. Student Field Trips and Fundraising (Policy 121)

1. **Motion to approve or ratify student field trips and fund raising as presented**

- a) Field trip for four Tourism and Hospitality Management students to attend the Tourism and Lodging Association's Annual Conference in Hershey, PA, September 6 and 7, 2007.
- b) Field trip for 40 Health Assistant and Art and Design students to travel to the Carnegie Art Museum and Science Center in Pittsburgh on Thursday, October 11, 2007.

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

E. Other Operations

1. **Motion to approve the 2007-2008 Erie County Technical School Student Handbook, as presented**

2. **Motion to set Food Service prices as follows, effective August 29, 2007:**

- a) Student breakfast -----\$1.25
- b) Student reduced breakfast---- \$.30
- c) Student lunch-----\$1.85
- d) Student reduced lunch----- \$.40
- e) Adult breakfast-----\$2.00
- f) Adult lunch-----\$3.50

3. **Motion to set the tuition rates for 2007-2008 school year as follows:**

- a) Secondary high school and adult students: \$8.25 per hour
- b) Alternative Education: \$60.00 per day enrolled

4. **Motion to approve a financial aid services agreement with Alice Lyon as follows:**

- a) Financial aid administrative services to RCTC
- b) Financial aid counseling and application services to RCTC students
- c) Contractual services rate of \$25.00 per billed hour effective August 1, 2007

5. **Motion to approve the purchase of an Advance Rider Adhancer hard-floor maintenance system from Janitor's Supply, Inc. for \$13,990.00 under state contract #4600008826.**

6. **Motion to approve the purchase of a John Deere X540 tractor from Gallup & Tenhaken Company for \$5,624.25 under state contract #2420-01.**

11. Other Business

12. Supplemental Information

- A. Board Attendance Report
- B. High School Enrollment Report
- C. 2007-2008 Administrative Priorities—Action Plans
- D. Next meeting: Thursday, September 27, 2007

13. Adjournment