Erie County Technical School
Meeting Agenda
Operating Committee
Tuesday, December 18, 2007
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM - Organizational Meeting

1. Temporary Chairperson-Solicitor acts as Temporary Chairperson
2. Call to Order
3. Moment of Reflection
4. Pledge of Allegiance

5. Motion to accept the following list of district appointed committee members for terms per the Articles of Agreement:
   A. **Andrew Foyle, Fairview:** 3 year term 2007-2010
   B. **Terry Scutella, Millcreek**: 3 year term 2007-2010
   C. **Maryann Frontino, North East**: 3 year term 2007-2010
   D. **William Kaliszewski, Iroquois**: 1 year term 2007-2008 (remainder of 3 year term)

6. Roll Call: Foyle, Ogden, Heath, Bucksbee, McGahen, Kaliszewski, Scutella, Frontino, Ring, Price, Duda

7. Call for nominations and election of Chairperson
8. Motion to close nominations for Chairperson
9. Vote on nominations for Chairperson

10. Temporary Chairperson turns gavel over to the newly elected Chairperson

11. Call for nominations and election of Vice-Chairperson
12. Motion to close nominations for Vice-Chairperson
13. Vote on nominations for Vice-Chairperson

14. Motion to approve dates, time, and place of Committee meetings for 2008, as listed.

15. **Motion to accept the Minutes of the November 20, 2007 Meeting, as presented**

16. Introduction of Guests

17. Correspondence -
   A. Letter from Art and Design –field trip thank you

18. 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) Student Activities Report
2. Checks and Invoices, as presented:
   a) General Fund Checks, Wire transfers and Invoices, as presented; $ 461,622.00
   b) Food Service Fund Checks and Invoices, as presented; $ 1,278.97
   c) Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
3. PNC/VISA procurement card payment, as presented; $ 60,069.89
4. Treasurer's Report, as presented: November 2007 summary
5. General Fund Budget transfers, none this month.

C. **2008-09 Proposed General Fund Budget – for review- Dr. Jackson**

19. Human and Quality Resources—Natalie Fatica

A. Report—Coordinator of Human and Quality Resources

B. **Motion to approve the instructors for RCTC Term III, as listed**

C. **Motion to approve the addition of LeAnn Mead to the substitute instructor list at the approved sub pay rate.**

D. **Motion to approve payment of $350 (fourteen hours @ $25 per hour) to Patricia Mayer for computer instruction at Millcreek Community Hospital.**

20. 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

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 the PM Metal Fabrication students to Roger Brothers' Trailers on April 4, 2008. The only cost to ECTS will be $175 to cover the use of a school bus.

b) Field trip for the CUA students to The Olive Garden and Old Country Buffet on Monday, April 14th, 2007 to cost $175 for the use of a school bus, and $200 to cover ½ the cost of each student's lunch.

c) Field trip to the Greater Pittsburgh Automotive Dealers Student Auto Skills Competition for four Auto Technologies students on January 23, 2008 accompanied by Dave Michalak and the cost of the trip will be school car use mileage and a sub instructor.

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

E. Other Operations

1. Appointment of (*Committee member*) to serve as NOREBT Trustee and to appoint (*Committee member)* to serve as NOREBT Alternate Trustee.
(2007-08 meetings: 3/11/08 @ 4:00 pm, 6/10/08 @1:00 pm-at IU5)

21. Other Business

22. Supplemental Information

A. Board Attendance Report

B. High School Enrollment Report

C. Work Experience Report

D. Business Contacts Report

E. Erie Regional Chamber and Growth Partnership Magazine: December 2007-Tool & Die Program equipment grants

F. 2008-2009 Preliminary budget

G. Next meeting: **Thursday, January 24, 2008**

23. Adjournment – Operating Committee meeting

Erie County Technical School Foundation- Board of Directors

Meeting Agenda

Tuesday, December 20, 2007

Eagle's Nest

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

1. Call to Order
    A. Roll Call: Foyle, Ogden, Heath, Bucksbee, McGahen, Kaliszewski, Scutella, Frontino, Ring, Price, Duda

2. **Motion to approve ECTS Operating Committee officers as Erie County Vocational-Technical Foundation officers for one year terms per the Corporation Bylaws:**
    A. JOC Chairperson as Foundation President - ___________
    B. JOC Vice-Chairperson as Foundation Vice President - __________
    C. JOC Secretary as Foundation Secretary – Paul Fritz
    D. JOC Treasurer as Foundation Treasurer-John Ogden

3. **Motion to approve the calendar of JOC meeting dates for 2008 as Foundation Board of Directors meeting dates.**

4. **Motion to accept the Minutes of the November 20, 2007 Meeting, as presented**

5. **Motion to approve the following reports, payments and invoices:**
    A. ECTS Foundation Revenue and Expenditure Report
    B. ECTS Foundation Checks and Invoices, as presented; $ 0.00
    C. Treasurer's Report, as presented: November 2007 summary

6. Other Business
    A. Skills USA request for funding assistance

7. Other Information

8. Adjournment