Erie County Technical School
Meeting Minutes

Operating Committee

Tuesday, December 18, 2007

Eagle's Nest

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

Organizational Meeting

Jennifer Gornall-Rouch, Solicitor acting as Temporary Chairperson, called the meeting to order at 6:00 pm.

Moment of Reflection
Pledge of Allegiance

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

- Andrew Foyle, Fairview: 3 year term 2007-2010
- Terry Scutella, Millcreek: 3 year term 2007-2010
- Maryann Frontino, North East: 3 year term 2007-2010
- William Kaliszewski, Iroquois: 1 year term 2007-2008 (remainder of 3 year term)

Moved by Mr. Ring with second by Mr. Ogden
The motion is approved with an all "ayes" voice vote.

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:	District:	Present	Absent
Mr. Andrew Foyle	Fairview	x	
Mr. John Ogden	Fort LeBoeuf	x	
Mr. Robert Heath	Girard	x	
Mr. James Bucksbee	General McLane	x	
Mr. Rob McGahen	Harbor Creek		x
Mr. William Kaliszewski	Iroquois		x
Mr. Terry Scutella	Millcreek		x
Mrs. Maryann Frontino	North East	x	
Mr. Sam Ring	Northwestern	x	
Mrs. Loretta Price	Union City		x
Mr. Eric Duda	Wattsburg		x

Administration:	Position	Present	Absent
Mrs. Sandra Myers	Superintendent of Record, UCASD	x	
Dr. Aldo Jackson	Director	x	
Mrs. Jennifer Gornall-Rouch	Solicitor	x	
Mr. John Hansen	Principal	x	
Mr. Paul Fritz	Business Manager & Board Secretary	x	
Ms. Natalie Fatica	Human & Quality Resources Coord.	x	
Mrs. Mary Ellen Camp	RCTC Manager	x	
Mr. Steve Sceiford	Facilities Manager	x	
Mr. Jeff Smith	Technology Manager	x	
Mrs. Janet Kennerknecht	Supervisor of Student Services	x	
Mr. Patrick Holland	Supervisor of Student Services		x

Chairperson election- Mr. Bucksbee

Mr. Foyle nominated Mr. Bucksbee to be chairperson for 2008.
Mr. Ogden seconded the nomination.

Mr. Ring moved to close the nominations for chairperson.
Mr. Ogden seconded the motion to close nominations.
Motion to close nominations approved with an all "ayes" voice vote.

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

Temporary Chairperson Gornall-Rouch turned the gavel over to newly elected Chairperson, Mr. Bucksbee.

Vice-Chairperson election- Mr. Ogden

Mr. Ring nominated Mr. Ogden to be vice-chairperson for 2008.
Mrs. Frontino seconded the nomination for vice-chairperson.

Mr. Foyle moved to close the nominations for vice-chairperson.
Mr. Heath seconded the motion to close nominations.
Motion to close nominations approved with an all "ayes" voice vote.

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

Committee meeting schedule- 2008

Motion to approve dates, time, and place of Committee meetings for 2008 at Erie County Technical School with work sessions at 6:00 pm and regular meetings following at 7:00 pm, dates as listed:

- Thursday, January 24, 2008
- Thursday, February 28, 2008
- Thursday, March 27, 2008
- Thursday, April 24, 2008
- Thursday, May 22, 2008
- Thursday, June 26, 2008
- Thursday, July 24, 2008
- Thursday, August 28, 2008
- Thursday, September 25, 2008
- Thursday, October 23, 2008
- Tuesday, November 18, 2008
- Tuesday, December 16, 2008

Moved by Mr. Ring, with second by Mr. Heath.
Motion is approved with an all "ayes" voice vote.

Regular Meeting

Minutes of November 20, 2007

Motion to accept the Minutes of the November 20, 2007 Meeting, as presented
The minutes are approved, as presented, with an all "ayes' voice vote
(Copy is filed with the official minutes records)

Guests and Comments

Guests signed in and present: Rosanne Gangemi - no comments.

Correspondence

- Letter from Art & Design-field trip thank you (Copy filed with official minutes)

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; $ 461,622.00
  - Food Service Fund Checks and Invoices, as presented; $ 1,278.97
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 60,069.89
- Treasurer's Report, as presented: November 2007 summary
- General Fund Budget transfers, none this month.

All above items moved by Mr. Foyle, with second by Mr. Heath
The motion is approved with an all "ayes" voice vote.
(Copies of reports and payment lists are filed with the official minutes)

2008-09 Proposed General Fund Budget

Dr. Aldo Jackson reviewed the 2008-09 Proposed General Fund Budget that was presented to the Professional Advisory Council. Committee members were asked to discuss the budget with their superintendent before considering a recommended budget at a later Committee meeting.
(Copy of proposed budget filed with the official minutes)

Human and Quality Resources

Report – presented by Natalie Fatica, Coordinator of Human and Quality Resources
(Copy filed with the official minutes).

RCTC Term III-instructors

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

Mead-substitute

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

Mayer- RCTC

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

The above items moved by Mr. Ring, with second by Mr. Heath.
The motion is approved with an all "ayes" voice vote.

Operations

Administrative Reports

- Superintendent's Report - Sandra Myers-Union City Area School District
- Directors Report— Aldo Jackson
- Solicitor's Report—Jennifer Gornall-Rouch verbally reported that Summit Township Supervisors have agreed to purchase the 10 acre vacant parcel on Hamot Road. All eleven participating districts have been sent a resolution that will need to be adopted as the next step in the sale process.
- High School Report— John Hansen
- RCTC Report—Mary Ellen Camp
- Facilities Manager's Report—Steven Sceiford
- Technology Manager's Report—Jeff Smith
- Instructional Support Services Report- Pat Holland (absent) 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:

PM Metal Fabrication - Roger Brothers' Trailers

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, **and**

CUA students - Olive Garden, Old Country Buffet

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, **and**

Auto Tech – Pittsburgh- Skills Competition

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.

The above items moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

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

Other Operations

Mr. Bucksbee requested committee member volunteers to serve as NOREBT Trustee and Alternate Trustee. The appointments will be made at a later meeting.
(NOREBT- Northwest Employee Regional Benefit Trust)

Other Business-none

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Work Experience Report
- Business Contacts Report
- Erie Regional Chamber and Growth Partnership Magazine: December 2007-Tool & Die Program equipment grants
- 2008-2009 Preliminary budget
  (Copy of each item is filed with the official minutes)

- Next meeting: **Thursday, January 24, 2008**

Adjournment

Moved by Mr. Ogden, with second by Mr. Ring to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:45 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School

Erie County Technical School Foundation- Board of Directors
Meeting Minutes

Tuesday, December 18, 2007

Eagle's Nest

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

Mr. Bucksbee, Chairperson, called the meeting to order at 7:45 pm

Roll Call

Paul Fritz, Secretary, called the roll:

Board members:	District:	Present	Absent
Mr. Andrew Foyle	Fairview	x	
Mr. John Ogden	Fort LeBoeuf	x	
Mr. Robert Heath	Girard	x	
Mr. James Bucksbee	General McLane	x	
Mr. Rob McGahen	Harbor Creek		x
Mr. William Kaliszewski	Iroquois		x
Mr. Terry Scutella	Millcreek		x
Mrs. Maryann Frontino	North East	x	
Mr. Sam Ring	Northwestern	x	
Mrs. Loretta Price	Union City		x
Mr. Eric Duda	Wattsburg		x

President- Mr. Bucksbee

Motion to approve JOC Chairperson, Mr. Bucksbee as President of Erie County Vocational-Technical Foundation per the Corporation Bylaws.

Moved by Mr. Foyle, with second by Mr. Ogden
Motion is approved with an all "ayes" voice vote.

Vice-President- Mr. Ogden

Motion to approve JOC Vice-Chairperson, Mr. Ogden as Vice-President of Erie County Vocational-Technical Foundation per the Corporation Bylaws.

Moved by Mr. Foyle, with second by Mr. Heath
Motion is approved with an all "ayes" voice vote.

Secretary- Mr. Fritz

Motion to approve JOC Secretary, Mr. Fritz as Secretary of Erie County Vocational-Technical Foundation per the Corporation Bylaws.

Moved by Mr. Ring, with second by Mr. Ogden
Motion is approved with an all "ayes" voice vote.

Treasurer- Mr. Ogden

Motion to approve JOC Treasurer, Mr. Ogden as Treasurer of Erie County Vocational-Technical Foundation per the Corporation Bylaws.

Moved by Mr. Heath, with second by Mr. Ring
Motion is approved with an all "ayes" voice vote.

Board Meeting dates

Motion to approve dates, time, and place of Board of Directors meetings for 2008 at Erie County Technical School following the Operating Committee meeting on dates as listed:

- Thursday, January 24, 2008
- Thursday, February 28, 2008
- Thursday, March 27, 2008
- Thursday, April 24, 2008
- Thursday, May 22, 2008
- Thursday, June 26, 2008
- Thursday, July 24, 2008
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Moved by Mr. Foyle, with second by Mr. Ogden.
Motion is approved with an all "ayes" voice vote.

Minutes of November 20, 2007

Motion to accept the Minutes of the November 20, 2007 Meeting, as presented
Moved by Mr. Ogden, with second by Mr. Heath
Motion is approved with a n all "ayes" voice vote.

Motion to approve the following reports, payments and invoices:

- ECTS Foundation Revenue and Expenditure Report
- ECTS Foundation Checks and Invoices, as presented; $ 0.00
- Treasurer's Report, as presented: November 2007 summary

All above items moved by Mr. Foyle, with second by Mr. Ring
The motion is approved with an all "ayes" voice vote.
(Copies of reports and payment lists are filed with the official minutes)

<u>Other Business</u>

<u>SkillsUSA</u>

Donna Erdman, Skills USA Advisor, in a letter to the Foundation requested funding assistance of $5,000 to help with operating costs of ECTS SkillsUSA. Fund raising activities have been able to raise some funds but additional is needed for state and national events. The board will consider the request.

<u>Adjournment</u>

Moved by Mr. Ogden, with second by Mr. Foyle to adjourn the meeting.
Mr. Bucksbee, President, adjourned the meeting at 8:00 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School Foundation