Erie County Technical School

Meeting Agenda

Operating Committee

Thursday, February 28, 2008

Eagle's Nest

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

6:00 PM – Work Session

Introduction of newly appointed operating committee members:

Barbara Gainer representing Harbor Creek School District

William Kaliszewski representing Iroquois School District

Terry Scutella representing Millcreek Township School District

1. CTE Week Celebration in Harrisburg presentation by Elaine Shaffer
2. Construction Trades presentation and tour – Instructors Charlie Lytle and Dave Yanosko
3. Electronics presentation and tour-Tim Mientkiewicz

7:00 PM - Regular Meeting

1. Call to Order
   A. Moment of Reflection
   B. Pledge of Allegiance
   C. **Roll Call:** Foyle, Ogden, Heath, Bucksbee, Gainer, Kaliszewski, Scutella, Frontino, Ring, Price, Duda
2. **Motion to accept the Minutes of the December 18, 2007 Meeting, as presented.**
   (The January 24, 2008 meeting was canceled due to weather)
3. Introduction of Guests
4. Correspondence
   A. Letters of intent to retire per bargaining agreements: Donnell, Harpst, Heubel, Kalinowski, Palloto, Gangemi, and Drake
5. 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; $ 1,194,554.39
         b) Food Service Fund Checks and Invoices, as presented; $ 2,601.52
         c) Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
      3. PNC/VISA procurement card payment, as presented; $ 44,307.00, and $51,270.70
      4. Treasurer's Report, as presented: December 2007 & January 2008 summary
      5. General Fund Budget transfers, none this month.

6. **Motion to recommend the 2008-2009 General Fund Budget to the participating school districts for adoption in the amount of $5,962,115 of total expenditures with Secondary Program District Contributions, per the funding formula, in the total amount of $3,364,834.**

6. Human and Quality Resources—Natalie Fatica

A. Report—Coordinator of Human and Quality Resources

B. **Motion to accept the resignation of Mark Milford effective January 11, 2008**

C. **Motion to grant regular employment status to Andrew Hough, a T-1, Technology Technician, effective November 27, 2007 at the rate of $16.00 per hour.**

D. **Motion to employ Emelia Matthers as part time C-2 Custodian at the probationary rate of $12.33 per hour beginning January 25, 2008 pending receipt of clearances.**

E. **Motion to employ Becky Yovich and Robert Winslow as substitute custodians at $8.00 per hour beginning February 29, 2008 pending receipt of clearances.**

F. **Motion to approve curriculum development work by faculty, as listed and funded by the Committed to Excellence grant.**

G. **Motion to employ Bryan Kerr, John Szymecki and Richard Powers as RCTC instructors for Term 3.**

H. **Motion to employ RCTC instructors for Term 4, as listed.**

7. Operations

A. Administrative Reports

1. Superintendent's Report - Sandra Myers-Union City Area School District
2. Director's 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)

1. **Motion to approve a conference request for Joseph Salorino, Graphics Instructor, to attend an "On Demand" conference and exposition from Monday, March 3 through Wednesday, March 5, 2008 in Boston MA.**
2. **Motion to approve a conference request for John Hansen, Patrick Holland, Lisa Sorensen, Andrea Lucarotti, Tim Mientkiewicz, Phylis Zimmerman, and Stephanie Hamilton to attend a High Schools That Work Conference in Atlanta, GA, March 12-14, 2008.**

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 AM Metal Fabrication students to Roger Brothers' Trailers on March 15, 2008. The only cost to ECTS will be $175 to cover the use of a school bus.

b) Field trip to the Career and Technical Education Week, 2/11-2/13/2008 for three ECTS students at a cost which will be partially reimbursed by the state.

c) Field trip for four Tourism and Hospitality Management students to the Tourism and Lodging Association's Annual competition which is held in State College, PA from Wednesday through Saturday, March 5 - 8, 2008.

d) Field trip for 30 SkillsUSA students to travel to Erie SD Central Tech on Friday, February 1, 2008. The costs will be for a substitute instructor and a bus, which will be covered by the student activity account.

e) Field trip for the level 3 Cosmetology students to travel to the Cleveland hair Show on Monday, May 5, 2008.

f) Field trip for the Art and Design students to attend High School Art Day at Edinboro University on Wednesday, April 2, 2008.

g) Bus trip for 15 ECTS students to take part in the SkillsUSA State Competition to be held in Hershey, from April 1-April4, 2008. The cost of the trip will be covered by the SkillsUSA account.

h) Lottery fund raiser for SkillsUSA based on the May daily number. Tickets will be sold for $5.00 each.

i) SkillsUSA selling personal ads to be displayed in the Senior Night Awards Program. Proceeds will be used to benefit this year' senior class.

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

E. Other Operations

1. Appointment of Operating Committee members to be NOREBT Trustee and Alternate Trustee.
   (2007-08 meetings: 3/11/08 @ 4:00 pm, 6/10/08 @1:00 pm-at IU5)

2. First Reading - Policy 712- Use of School Vehicles by Staff

3. First Reading - Policy 717- Use of School Cell Phones and devices

4. **Motion to approve the Verizon wireless services quote for cell phones for use by school employees for school use, as proposed: 5 phones with 700 shared minutes for $89.16 a month, $1,069.92 per year**

5. **Motion to approve the donation of tools from Reed Supply Company for use by the students at ECTS, as listed.**

6. **Motion to approve the detailed list of property and supplies as surplus and available for disposition.**

7. **Motion to reject all bid proposals received February 20, 2008 for a Patient Simulator due to the cost exceeding the amount budgeted.**

8. **Motion to approve the 2008-2009 School Calendar, as presented.**

8. Other Business

9. Supplemental Information

A. Board Attendance Report

B. High School Enrollment Report

C. Work Experience Report

D. Business Contacts Report

E. 2008-2009 General Fund Budget

F. Admissions Analysis 2008-2009

G. PSSA results 2003-2007

H. Textbook reading levels-Frye Readability Formula

I. SkillsUSA District competitors

J. 2008-2009 School Calendar

K. Next meeting: **Thursday, March 27, 2008**

10. Adjournment – Operating Committee meeting

Erie County Technical School Foundation- Board of Directors
Meeting Agenda
Thursday, February 28, 2008
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

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

2. **Motion to accept the Minutes of the December 18, 2007 Meeting, as presented**

3. Correspondence- Letter from Erie Community Foundation

4. **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: December 2007 and January 2008

5. Other Business
    A. Motion to approve the plan for fiscal year spending as presented.

6. Other Information

7. Adjournment