**Erie County Technical School**

**Meeting Minutes**

**Operating Committee**

**Thursday, February 28, 2008**

**Eagle's Nest**

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

**6:00 PM – Work Session**

**New Operating Committee members**

Mr. Bucksbee, Chairperson introduced new members of the Operating Committee:
Barbara Gainer- Harbor Creek School District, William Kaliszewski - Iroquois School District, Terry Scutella - Millcreek Township School District.

**Career and Technical Education week-Harrisburg**

- CTE Week Celebration in Harrisburg presentation by Elaine Shaffer and Health Assistant student Andrea Adams.

**Program tours**

- Construction Trades presentation and tour – Instructors Charlie Lytle and Dave Yanosko
- Electronics presentation and tour-Tim Mientkiewicz

**Regular Meeting**

Mr. Bucksbee, Chairperson, called the meeting to order at 7:10 pm

Moment of Reflection
Pledge of Allegiance

**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 | |
| Mrs. Barbard Gainer | 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 | |
| Mr. Timothy Sennett | 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 | |

**Minutes of December 18, 2007**

Motion to accept the Minutes of the December 18, 2007 Meeting, as presented
Moved by Mr. Ogden, with second by Mr, Ring.
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, Elaine Shaffer

## Correspondence

- Letters of intent to retire per bargaining agreements: Donnell, Harpst, Heubel, Kalinowski, Palloto, Gangemi, and Drake (copies filed with the official minutes)

- Erie County Council-Community College Resolution & Committee Request – County Council has established a steering committee for the planning and implementation of the Northwest Pennsylvania Community College and is requesting a representative for ECTS serve on a sub-committee for Educational Strategies.
 (Copy of letter filed with the official minutes)

**Jackson-Community College Steering Committee**

Motion for Aldo Jackson to represent Erie County Technical School on the Northwest Pennsylvania Community College Steering Committee as established by Erie County Council.
Moved by Mr. Ogden, with second by Mr. Duda
The motion is approved with an all 'ayes' voice vote.

## 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; $ 1,194,554.39
  - Food Service Fund Checks and Invoices, as presented; $ 2,601.52
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 44,307.00, and $51,270.70
- Treasurer's Report, as presented: December 2007 & January 2008 summary
- General Fund Budget transfers, none this month.

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

**2008-2009 General Fund Budget**

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.
Moved by Mr. Ogden, with second by Mrs. Price
The motion is approved with an all "ayes" voice vote.
(Copy of budget is 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).

**Resignation of Mark Milford, C-2**

Motion to accept the resignation of Mark Milford effective January 11, 2008
Moved by Mr. Ogden, with second by Mr. Foyle
The motion is approved with an all "ayes" voice vote.

**Regular status- Andrew Hough, T-1**

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

**Employ Emilia Matthers, C-2 Custodian**

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

**Yovich and Winslow- substitute custodians**

Motion to employ Becky Yovich and Robert Winslow as substitute custodians at $8.00 per hour beginning February 29, 2008 pending receipt of clearances.
Moved by Mr. Duda, with second by Mr. Ogden
The motion is approved with an all "ayes" voice vote.

**Curriculum development**

Motion to approve curriculum development work by faculty as listed and funded by the Committed to Excellence grant.
Moved by Mr. Ogden, with second by Mrs. Price
The motion is approved with an all "ayes" voice vote.

**RCTC Term 3**
**RCTC Term 4**

Motion to employ Bryan Kerr, John Szymecki and Richard Powers as RCTC instructors for Term 3, and to employ RCTC instructors for Term 4, as listed.
Moved by Mr. Ogden, with second by Mr. Duda
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 reviewed supplemental information relating to:
  - Admissions Analysis 2008-2009
  - PSSA results 2003-2007
- Solicitor's Report—Timothy Sennett verbally reported that all school districts have approved the sale of the ten acre land parcel to Summit Township and the next step is to file a petition for court approval and then to finalize the closing of the sale.
- 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 and Jan Kennerknecht (absent)
  (Copies of all reports are filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531)

**Salorino – Boston, MA**

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, **and**

**High Schools That Work Conference in Atlanta, GA**

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.

Moved by Mr. Ogden, with second by Mr. Ring
The motions are approved with an all "ayes" voice vote.

Student Field Trips and Fundraising (Policy 121)

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

**AM Metal Fabrication - Roger Brothers' Trailers**

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, **and**

**Career and Technical Education Week**

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, **and**

**Tourism and Lodging Association's Annual competition**

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, **and**

**SkillsUSA students- Erie SD Central Tech**

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, **and**

**Cosmetology students - Cleveland hair Show**

Field trip for the level 3 Cosmetology students to travel to the Cleveland hair Show on Monday, May 5, 2008.
Field trip for the Art and Design students to attend High School Art Day at Edinboro University on Wednesday, April 2, 2008, **and**

**SkillsUSA State Competition – Hershey**

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, **and**

**SkillsUSA selling personal ads**

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

All moved by Mrs. Frontino, with second by Mr. Duda
The motions are approved with an all "ayes" voice vote.

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

**Other Operations**

**NOREBT trustees**

Appointments: Mr. Duda agreed to serve as the Trustee and Mr. Bucksbee agreed to serve as the Alternate Trustee to represent the ECTS Operating Committee a Northwest Region Employee Benefit Trust (NOREBT)
(2007-08 meetings: 3/11/08 @ 4:00 pm, 6/10/08 @1:00 pm-at IU5).

**Policy 712 and Policy 717**

First Reading - Policy 712- Use of School Vehicles by Staff, as presented, **and**
First Reading - Policy 717- Use of School Cell Phones and devices by Staff, as presented.

Motion to waive the second reading of Policy 712 and Policy 717 and to adopt the policies as presented.
Moved by Mr. Ogden, with second by Mr. Duda.
The policies are approved with an all "ayes" voice vote.
(Copies are filed in accordance with Policy 007-Distribution)

**Verizon cell phones- employees**

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

**Donation- Reed Supply**

Motion to approve the donation of tools from Reed Supply Company for use by the students at ECTS, as listed.
Moved by Mr. Ogden, with second by Mr. Duda.
The motion is approved with an all "ayes" voice vote.

**Surplus property**

Motion to approve the detailed list of property and supplies as surplus and available for disposition.
Moved by Mr. Duda, with second by Mr. Ogden.
The motion is approved with an all "ayes" voice vote.

**Bid award- Laerdal-patient simulator**

Motion to accept the bid proposal from Laerdal Medical for a patient simulator for a base bid of $34,325.00, as specified, without optional items.
Moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

**2008-2009 School Calendar**

Motion to approve the 2008-2009 School Calendar, as presented.
Moved by Mr. Ring, with second by Mrs. Price.
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
- 2008-2009 General Fund Budget
- Admissions Analysis 2008-2009
- PSSA results 2003-2007
- Textbook reading levels-Frye Readability Formula
- SkillsUSA District competitors
- 2008-2009 School Calendar

(Copy of each is filed with the official minutes)

- Next meeting: **Thursday, March 27, 2008**

## Adjournment

Moved by Mr. Duda, with second by Mr. Ring to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:55 pm.

**Executive Session**

Mr. Bucksbee called an executive session of the Operating Committee to discuss personnel matters regarding the Professional Unit contract. The executive session was held after the ECTS Foundation board meeting adjourned.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School

**Erie County Technical School Foundation- Board of Directors**
**Meeting Minutes**

**Thursday, February 28, 2008**

**Eagle's Nest**

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

Mr. Bucksbee, Chairperson, called the meeting to order at 8:55 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 | |
| Mrs. Barbara Gainer | 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 | |

**Minutes of December 18, 2007**

Motion to accept the Minutes of the December 18, 2007 Meeting, as presented
Moved by Mr. Ring, with second by Mr. Ogden
Motion is approved with a n all "ayes" voice vote.

## Correspondence

Letter from Erie Community Foundation regarding the $200,000 Erie County Technical School Endowment Fund that was established at the end of December 2007.

## Business

**Financial reports, payments and invoices**

**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: December 2007 and January 2008

All above items moved by Mr. Ogden, 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)

## Other Business

**Spending Plan**

Motion to approve the plan for fiscal year spending as presented.
Moved by Mr. Ring, with second by Mr. Ogden
The motion is approved with an all "ayes" voice vote.

**Other Information-** none

## **Adjournment**

Moved by Mr. Ogden, with second by Mr. Ring to adjourn the meeting.
Mr. Bucksbee, President, adjourned the meeting at 9:17 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
**Erie County Technical School Foundation**