Erie County Technical School
Meeting Minutes

Operating Committee

Thursday, May 22, 2008

Eagle's Nest

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

6:00 PM – Work Session

- Executive Session
  - Dismissal information- Classified Unit employee
  - Professional Unit contract negotiations update
  - Real estate sale update
- Drafting & Design- Nevada/Arizona trip review - Mariea Sargent, Instructor, and students Jacob Palo and Jason DiOrazio

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:30 pm

Moment of Reflection
Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the roll:

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

Administration:	Position	Present	Absent
Sandra Myers	Superintendent of Record (UCASD)	x	
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
John Hansen	Principal	x	
Paul Fritz	Business Manager & Board Secretary	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	
Mary Ellen Camp	RCTC Manager		x
Steve Sceiford	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Pat Holland	Supervisor of Student Services		x
Jan Kennerknecht	Supervisor of Student Services	x	

Minutes of April 24, 2008

Motion to accept the Minutes of the April 24, 2008 Meeting as presented**.**
Moved by Ogden with second by 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: Larry Kessler, Rosanne Gangemi, Charlie Lytle, Patty Palo
Sandra Myers introduced Larry Kessler as the next Superintendent of Record beginning July 1, 2008 recommended by the Professional Advisory Council (district superintendents).

Correspondence - none

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; $ 484,256.82
  - Food Service Fund Checks and Invoices, as presented; $ 836.48
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 35,221.16
- Treasurer's Report, as presented: April 2008 summary
- General Fund Budget transfers (none)

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

Depositories- 2008-09

Motion to approve PNC Bank and PSDLAF and PLGIT as depositories of school funds for 2008-09.
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote.

Newspaper-2008-09

Motion to designate Erie Times News as newspaper of general circulation for 2008-09.
Moved by Duda, with second by Ring
The motion is approved with an all "ayes" voice vote.

Secretary/Treasurer Bonds-2008-09

Motion to purchase public official bonds for the Secretary and Treasurer for school year 2008-09 in the amount of $50,000 each.
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote.

Ogden- Treasurer-2008-09

Moved by Ring to nominate John Ogden as Treasurer for a one year term beginning July 2008.
Motion by Duda to close nominations.
The motion to appoint John Ogden as Treasurer is approved with an all "ayes" voice vote.

Human and Quality Services

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

Kessler-Superintendent of Record 2008-09

Motion to appoint Larry Kessler, Superintendent of the Fairview School District, as the Superintendent of Record for the 2008-09 school year, July 1, 2008 through June 30, 2009, and to be compensated $3,000.
Moved by Duda, with second by Foyle
The motion is approved with an all "ayes" voice vote.

Gnacinski-dismissal

Motion to dismiss Mark Gnacinski (C-2) classified unit employee effective May 22, 2008.
Moved by Ogden, with second by Ring
The motion is approved with an all "ayes" voice vote.

Neely-RCTC secretary

Motion to employ Tiffany Neely as an S-2 Secretary in RCTC per the Classified Unit contract, effective on or after June 1, 2008 at the current probationary hourly rate of $14.25.
Moved by Heath, with second by Foyle
The motion is approved with an all "ayes" voice vote.

Summer Curriculum Development

Motion to approve the list of ECTS staff for summer curriculum development hours completed to be paid at the contractual hourly rate, as presented.
Moved by Duda, with second by Ogden
The motion is approved with an all "ayes" voice vote.

Operations

Administrative Reports

- Superintendent of Record Report - Sandra Myers
  - Chairperson Mr. Bucksbee presented Mrs. Myers with a memento of appreciation for her two years of service as ECTS Superintendent of Record.
- Director Report— Aldo Jackson
- Solicitor Report—Timothy Sennett verbally reported that the land sale to Summit Township is proceeding to court for approval after having received the second property appraisal.
- High School Report— John Hansen
- RCTC Report—Mary Ellen Camp (absent) reported by Aldo Jackson
- Facilities Report—Steven Sceiford
- Technology 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)

Fritz-ASBO Conference

Motion to approve Paul Fritz, Business Manager, to attend the ASBO annual conference in Denver, Co November 7-10, 2008.
Moved by Ring, with second by Ogden
The motion is approved with an all "ayes" voice vote.

<u>Student Field Trips and Fundraising (Policy 121) – **NONE**</u>

<u>Facility Use Requests – profit making organizations (Policy 707)- **NONE**</u>

<u>Other Operations</u>

Policy 804-School Day, revised – Admin Procedure

Motion to adopt revised Policy 804-School Day –Administrative Procedure (2nd reading)
Moved by Ogden, with second by Heath
The motion is approved with an all "ayes" voice vote.
(Copy of policy is filed with Secretary, Director, and posted on ECTS webpage)

Response-Auditor General Report

Motion to adopt the response and corrective action plan to the Performance Audit Report issued by the Office of the Auditor General for the years ended June 30, 2006 and 2005 and in certain areas extending beyond June 30, 2006, as presented.
Paul Fritz, Business Manager, reviewed the response and corrective action plan details.
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote.

Other Business - none

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Enrollment Review – Admissions Analysis 2008-09
  - Aldo Jackson reviewed the program enrollment projection- 2008-09
    - NWT- 9 Total enrollment – PAC recommended continuing 08-09
    - HEA, COS, ECE – wait list – PAC recommended and Administration is looking at expanding the number of sections for these programs.
- Work Experience Report
- Business Contacts Report
- Equipment additions report
- Pennsylvania's Spirit of Hospitality 2008 Awards Program-Robert Craft-Teacher of the Year
  (copy of each is filed with the official minutes)

- Next meeting: **Thursday, June 26, 2008**

Adjournment – Operating Committee meeting

Move by Ogden with second by Foyle to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:25 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School