

Erie County Technical School

Meeting Agenda

Operating Committee

Thursday, August 28, 2008

Eagle's Nest

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

6:00 PM – Work Session

1. Annual Financial Statements- presentation- Natalie Heberlein- Felix & Gloekler, PC
2. Director's Evaluation-Executive Session

7: 00 PM – Regular Meeting

3. Call to Order
 - A. Moment of Reflection
 - B. Pledge of Allegiance
 - C. **Roll Call:** Foyle, Ogden, Heath, Bucksbee, Gainer, Kaliszewski, Scutella, Rodgers, Ring, Price, Duda

4. **Motion to accept the Minutes of the July 24, 2008 Meeting as presented.**

5. Introduction of Guests

6. Correspondence

- A. PDE- Technical Assistance- Zahorchak & Castlebuono

7. Business—Paul Fritz

- A. Report - Business Manager

- B. **Motion to approve the following reports, payments and invoices:**

1. Revenue and Expenditure Reports, as presented: July 31, 2008
 - 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; \$ 426,683.19
 - b) Food Service Fund Checks and Invoices, as presented; \$ 175.29
 - c) Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00
 3. PNC/VISA procurement card payment, as presented; \$ 39,889.34
 4. Treasurer's Report, as presented: July 2008 summary
 5. General Fund Budget transfers (none)

- C. **Motion to accept the audited financial statements for the year ended June 30, 2008, as presented by Felix & Gloekler, P.C.**

8. Human and Quality Resources—Natalie Fatica

- A. **Motion to pay Donna Erdman \$1,000 for advising Skills USA and Robert Craft \$500 for advising the National Vocational Technical Honor Society for school year 2008-09**
 - B. **Motion to hire Robin Grimes as part time Reading Coach on column D step 7 at the salary of \$40,649.00 prorated for the part time position at \$20,214.64**

- C. **Motion to approve the appointment of Joseph Tarasovitch as Principal at the annual salary of \$85,000 beginning on or after September 2, 2008 pending the receipt of updated clearances**
- D. **Motion to approve the RCTC instructors for Term I, as listed**
- E. **Motion to approve Ed Kuhar, James Infantino, and Leroy Palloto as Substitute Principals with compensation of \$300 per day for the 2008-09 school year**

9. Operations

- A. Administrative Reports
 - 1. Superintendent's Report – Larry Kessler
 - 2. Director's Report— Aldo Jackson
 - 3. Solicitor's Report—Timothy Sennett
 - 4. High School Report
 - 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 a field trip request for the Art & Design for Business students to travel to the Tom Ridge Environmental Center on September 18, 2008, afternoon session only**
- D. Facility Use Requests – profit making organizations (Policy 707) - **NONE**
- E. Other Operations
 - 1. **Motion to approve issuance of a VISA procurement card to Joseph Tarasovitch, Principal, as permitted by policy and procedure, with a \$10,000 monthly spending limit.**
 - 2. **Motion to approve an off-site construction project for the Construction Trades program to build two dugouts for the Edinboro Little League**

10. Other Business

- 1. Discussion regarding land use requests- Erie County & PA State Police

11. Supplemental Information

- A. Board Attendance Report
- B. High School Enrollment Report
- C. PSSA Results-Class of 2008
- D. Operations & Management Survey-2007-2008
- E. Priority Action Plans-2008-2009
- F. Next meeting: **Thursday, September 25, 2008**

12. Adjournment – Operating Committee meeting