Erie County Technical School
Meeting Minutes
Operating Committee
Thursday, August 28, 2008
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Work Session

- Natalie Heberlein accompanied by Steve Falk from Felix & Gloekler, P.C. reviewed the Audited Annual Financial Statements for the year ended June 30, 2008.

- Mr. Bucksbee, Chairperson called for an Executive Session to discuss personnel matters and the Director annual evaluation and salary recommendation

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
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	
David Rodgers	North East	x	
Sam Ring	Northwestern	x	
Loretta Price	Union City	x	
Eric Duda	Wattsburg		x

Administration:	Position	Present	Absent
Larry Kessler	Superintendent of Record	x	
Aldo Jackson	Director	x	
Jennifer Gornall	Solicitor	x	
Vacant	Principal		
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 July 24, 2008

Motion to accept the Minutes of the July 24, 2008 Meeting as presented.
Moved by Ogden with second by Heath
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. Also Joe Tarasovitch made brief remarks regarding his background as the High School Principal candidate.

Correspondence

- PDE- Technical Assistance- Zahorchak & Castlebuono
- Strategic Plan—Final Approval Letter – Wendy Reisinger, Regional Director
  (copy of each is filed with the 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: July 31, 2008
  - 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; $ 426,683.19
  - Food Service Fund Checks and Invoices, as presented; $ 175.29
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 39,889.34
- Treasurer's Report, as presented: July 2008 summary
- General Fund Budget transfers (none)

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

Audited financial statements-6/30/08

Motion to accept the audited financial statements for the year ended June 30, 2008, as presented by Felix & Gloekler, P.C.
Moved by Ogden, with second by Price
The motion is approved with an all "ayes" voice vote.
(Copy of report 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).

2008-09 Advisors – SkillsUSA and NVHS

Motion to pay Donna Erdman and Sandra Carr $1,000 each for advising Skills USA and Robert Craft $500 for advising the National Vocational Honor Society for school year 2008-09.
Moved by Heath, with second by Ogden
The motion is approved with an all "ayes" voice vote.

Robin Grimes - part time Reading Coach

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
Moved by Gainer, with second by Heath
The motion is approved with an all "ayes" voice vote.

Joseph Tarasovitch - Principal

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

RCTC instructors -Term I

Motion to approve the RCTC instructors for Term I, as listed
Moved by Heath, with second by Ring
The motion is approved with an all "ayes" voice vote.

Kuhar, Infantino, and Palloto - Substitute Principals

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

Director salary -2008-09

Motion to increase the annual salary for Aldo Jackson, Director and to pay a merit amount as discussed in the Executive Session preceding this meeting
Moved by Ring, with second by Ogden
The motion is approved with an all "ayes" voice vote.
(Copy of salary and merit pay is filed with the official minutes)

Operations

Administrative Reports

- Superintendent Report – Larry Kessler-no report
- Director Report— Aldo Jackson
- Solicitor Report—Jennifer Gornall-verbally reported that the sale of unused property to Summit Township has been closed and the transaction has been finalized.
- High School Report- no report
- RCTC Report—Mary Ellen Camp
- Facilities Manager Report—Steven Sceiford
- Technology Manager Report—Jeff Smith

- Instructional Support Services Report- Pat Holland and Jan Kennerknecht

(Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) **NONE**

Student Field Trips and Fundraising (Policy 121)

ADB to TREC -9/18/08

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

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

Other Operations

Tarasovitch – VISA card

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.
Moved by Price, with second by Kalizewski
The motion is approved with an all "ayes" voice vote.

CNT-Little League project

Motion to approve an off-site construction project for the Construction Trades program to build two dugouts for the Edinboro Little League
Moved by Gainer, with second by Heath
The motion is approved with an all "ayes" voice vote.

Other Business

Mr. Bucksbee asked for discussion regarding last month's presentations for land use requests from Erie County for a Community College and PA State Police for troop headquarters. Aldo Jackson presented a map sketch of the ECTS property for possible facility locations.

- PA State Police – concern for possible loss of police presence in areas served by the Lawrence Park and Girard facilities, if closed.
- Community College – agreement that much more information is needed but the concept seems appropriate.
- Strategic Planning- planning for the long term property needs and uses to be considered
- District superintendents will stay informed and relay information to district boards.

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- PSSA Results-Class of 2008
- Operations & Management Survey-2007-2008
- Priority Action Plans-2008-2009
  (Copy of each is filed with the official minutes)

- Next meeting: Thursday, September 25, 2008

Adjournment – Operating Committee meeting

Move by Ogden to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:12 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School