Erie County Technical School

Meeting Minutes

Operating Committee

Tuesday, December 16, 2008

Eagle's Nest

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

Organizational meeting

Mr. Timothy Sennett, Solicitor, acting as temporary chairperson called the meeting to order at 6:00 pm.

Moment of Reflection

Pledge of Allegiance

Motion to accept the following list of district appointed committee members for their terms per the Articles of Agreement:

- John Ogden, Fort LeBoeuf: 3 year term 2008-2011
- Robert Heath, Girard: 3 year term 2008-2011
- Barbara Gainer, Harbor Creek: 3 year term 2008-2011
- William Kaliszewski, Iroquois: 3 year term 2008-2011

Moved by Duda with second by Ring

The motion is approved with an all "ayes" voice vote

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 (entered @ 6:06 pm)	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	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	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	

Chairperson election-Bucksbee

Mr. Ring nominated Mr. Bucksbee to continue as chairperson for 2009
Mr. Duda seconded the nomination

Mr. Duda moved to close nominations for chairperson
Mr. Foyle seconded the motion to close nominations
Motion to close nominations for chairperson was approved with an all "ayes" voice vote

The motion to elect Mr. Bucksbee as chairperson was approved with an all "ayes" voice vote
(Mr. Bucksbee abstained from voting)

Temporary chairperson, Mr. Sennett, turned the gavel over to the newly elected chairperson, Mr. Bucksbee

Vice-Chairperson election- Ogden

Mr. Ring nominated Mr. Ogden to continue as vice-chairperson for 2009
Mr. Duda seconded the nomination

Mr. Heath moved to close nominations for vice-chairperson
Mr. Duda seconded the motion to close nominations
Motion to close nominations for vice-chairperson was approved with an all "ayes" voice vote

The motion to elect Mr. Ogden as vice-chairperson was approved with an all "ayes" voice vote

Committee meeting schedule-2009

Motion to approve dates, time, and place of Committee meetings for 2009, work sessions begin at 6:00 pm and the regular meetings begin at 7:00 pm at Erie County Technical School, as follows:

- Thursday, **January 22**, 2009
- Thursday, **February 26**, 2009
- Thursday, **March 26**, 2009
- Thursday, **April 23**, 2009
- Thursday, **May 28**, 2009
- Thursday, **June 25**, 2009
- Thursday, **July 23**, 2009
- Thursday, **August 27**, 2009
- Thursday, **September 24**, 2009
- Thursday, **October 22**, 2009
- Tuesday, **November 17**, 2009
- Tuesday, **December 15**, 2009

Moved by Heath with second by Price
The motion is approved with an all "ayes" voice

Minutes of November 18, 2008

Motion to accept the minutes of the November 18, 2008 meeting, as presented
Moved by Gainer with second by Duda
The minutes are approved, as presented, with an all "ayes" voice vote.
(Copy is filed with the official minutes)

<u>Guests and Comments</u>

Guests signed in and present: Rosanne Gangemi – no comments

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; $ 547,847.91
  - Food Service Fund Checks and Invoices, as presented; $ 1,111.54
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 73,036.39
- Treasurer's Report, as presented: November 2008 summary
- General Fund Budget transfers, none this month.

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

Human and Quality Services

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

Wilber- ADS instructor

Motion to hire Danielle Wilber as Art & Design for Business program instructor at Column A/B step 3 at the salary of $36,708.00, prorated for the remaining days in the year.
Moved by Duda with second by Gainer
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report – Larry Kessler- made remarks regarding a recent Erie Times report about PSSA science scores being inaccurate and about his efforts to get a corrected report printed, and that he participated in an interview with the consultant hired by Erie County for the community college project.
- Director Report— Aldo Jackson
- Solicitor Report—Timothy Sennett verbally reported that Tim Wachter is working with the technology staff at ECTS in developing an electronic document handling plan regarding record retention, format, and access.
- 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) –none

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

Other Operations

Policy 249 – Bullying/Cyber bullying

Motion to adopt Policy 249 – Bullying/Cyber bullying, as presented
Moved by Ring with second by Foyle
The motion is approved with eight “ayes” voice votes, and one “no” voice vote (Bucksbee)
(Policy is filed with the official minutes and posted to ECTS webpage)

Policy 801- Public Records

Motion to adopt Policy 801- Public Records, as presented
Moved by Heath with second by Gainer
The motion is approved with an all “ayes” voice vote
(Policy is filed with the official minutes and posted to ECTS webpage)

Other Business - none

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Work Experience Report
- Business Contacts Report
- Develop a Career Portfolio Learning Guide
- Rethink Erie
- Clements Group
  (Copy of each is filed with the official minutes)
- Next meeting: Thursday, January 22, 2009

Adjournment – Operating Committee meeting

Moved by Ring, with second by Foyle to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 6:35 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School