

**Erie County Technical School
Operating Committee
Meeting Minutes**

Operating Committee

Tuesday, November 18, 2008

Eagle's Nest

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

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 6:00 pm

Moment of Reflection

Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
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

<u>Administration:</u>	<u>Position</u>	<u>Present</u>	<u>Absent</u>
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

Minutes of October 23, 2008

Motion to accept the Minutes of the October 23, 2008 Meeting as presented

Moved by Ring with second by Ogden

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 and Charlie Lytle – no comments

Correspondence

- Girard School District- thank you to Construction Trades for baseball dugouts (Copy 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: October 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; \$ 505,628.63
 - Food Service Fund Checks and Invoices, as presented; \$ 1,837.50
 - Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00
- PNC/VISA procurement card purchases and payment, as presented; \$ 49,902.64
- Treasurer's Report, as presented: October 2008 summary
- General Fund Budget transfers, as presented

All above items moved by Ogden, 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)

Human and Quality Services

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

RCTC – Massello and Azzato

- Motion to employ Tracy Massello and Steve Azzato at the rate of \$25.00 per hour as RCTC instructors, and

Resignation-Suzanne Matthews

- Motion to accept the resignation of Suzanne Matthews as Art and Design instructor, effective December 19, 2008, and

Employ-Tammy Bright

- Motion to hire Tammy Bright as a substitute Math Resource Coordinator at the rate of \$204.50 per day effective on or after November 19, 2008, and

Regular status-Tiffany Neely

- Motion to grant regular employment status to Tiffany Neely, S-2, RCTC Secretary, effective November 7, 2008 at the rate of \$14.79 per hour

Moved by Heath, with second by Ring

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

Operations

Administrative Reports

- Superintendent Report – Larry Kessler- reported that the superintendents and special education directors met to discuss the Transition Center program. Also, that the recent ECTS Open House was effective and well received.
- Director Report— Aldo Jackson (absent) (report presented by Larry Kessler)
- Solicitor Report—Timothy Sennett – reported that the policies presented for first reading are required and have been reviewed. Also regarding Policy 801-Public Records, the state office of open records is expected to promulgate administrative regulations prior to Act 3 effective date of January 1, 2009.
- High School Report- Joseph Tarasovitch
- RCTC Report—Mary Ellen Camp
- Facilities Manager Report—Steven Sceiford
- Technology Manager Report—Jeff Smith
- Instructional Support Services Report- Pat Holland and Jan Kennerknecht (absent)
(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)

Field trips and fundraising

Motion to approve student field trips and fundraising activities as requested:

- ADB-Carnegie Art Museum Class, Pittsburgh, PA, 12/4/08, 35 students with \$10 payment from each student and \$575 for a bus
- ADB-Erie Art Museum, Erie, PA, 11/20/08, 40 students in both AM and PM sessions with \$10 payment from each student and \$300 for 2 buses
- SkillsUSA District Leadership Conference, Marriott, Erie, PA 12/5/08, 30-40 students, \$25 each, school bus cost
- SkillsUSA District Competition, CTC contest sites, western PA, 1/16/09, 40-50 students, \$20 registration fee, school bus costs

Moved by Heath, with second by Ring

The motion is approved with an all “ayes” voice vote.

Facility Use Requests – profit making organizations (Policy 707) - None

Other Operations

Cincinnati press brake bid award

Motion to approve the bid proposal from Cincinnati Incorporated for the purchase of a hydraulic press brake in the amount of \$69,490.00 plus the additional costs incurred by the school for complete installation ready to use

Moved by Ring, with second by Rogers

The motion is approved with an all “ayes” voice vote.

Minolta Bizhub C253 digital copier

Motion to approve the purchase of a Minolta Bizhub C253 digital copier from Kubinski Business Systems for \$7,924.00 plus the service and supplies contract per the proposal dated October 31, 2008

Moved by Rogers, with second by Ogden

The motion is approved with an all “ayes” voice vote.

B&L Wholesale Supply-donations

Motion to accept donations of materials from B&L Wholesale Supply for use in the Construction Trades program as listed

Moved by Heath, with second by Foyle

The motion is approved with an all “ayes” voice vote.

Purchase-2009 Ford Taurus

Motion to approve the purchase of a 2009 Ford Taurus from Day Ford, Monroeville, PA for \$26,610 per their cooperative purchasing contract bid quote

Moved by Price, with second by Foyle

The motion is approved with an all “ayes” voice vote.

Policy 249 – Bullying/Cyber bullying

Policy 249 – Bullying/Cyber bullying – first reading (Copy filed with official minutes and posted to webpage)

Policy 801- Public Records

Policy 801- Public Records – revisions- first reading (Copy filed with official minutes and posted to webpage)

Other Business – None

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Business Partnership Contacts Report
- Work Experience Report
(Copy of each is filed with the official minutes)

- Next meeting: **Tuesday, December 16, 2008**

Adjournment – Operating Committee meeting

Moved by Ogden to adjourn the meeting

Mr. Bucksbee, Chairperson, adjourned the meeting at 6:50 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School