Erie County Technical School
Meeting Minutes

Operating Committee

Thursday, July 24, 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 5.15 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	
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 July 9, 2008

Motion to accept the Minutes of the July 9, 2008 Meeting as presented.
Moved by Heath with second by Gainer
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, Rosann Barker, Mark Zaleski, Lester Brightbill, Mark DiVecchio

PA State Police- land use proposal

Cpl. Mark Zaleski, Public Information Officer for Troop E and Les Brightbill, Facility Management for the Pennsylvania State Police (PSP) discussed the potential use of 10 acres for the construction of a new barracks for Troop E. The PSP is asking the participating school districts to indicate their interest in selling land for the barracks construction so they can move forward in their project planning. JOC members were requested to survey the interest in their districts and provide a response at the August JOC meeting.

County Executive – Community College

County Executive Mark DiVecchio talked with the JOC about locating the proposed community college at the Frantz complex. He initially sees the need for 40 acres to build the main college building (classrooms and offices). He also hopes to utilize the Public Safety Building, ECTS and the Skill Center for program delivery. Mr. DiVecchio indicated there could be the need for additional acreage as the proposed community college grows. JOC members were requested to survey the interest in their districts.

HRL Architects –facilities feasibility study proposal

Chris Coughlin of Hallgren, Restifo, Loop & Coughlin Architects, presented a proposal to conduct a facilities feasibility study for potential renovations and additions at ECTS. In the light of enrollment increases in some programs, the interest of the superintendents and operating committee to expand programming, the lack of additional space and the need for improvements or renovations of some infrastructure, a feasibility study was made part of the strategic plan for 2008-2009. It is anticipated to take 90 to 120 days to complete the study and issue a report and recommendations.

Correspondence

- National Multiple Sclerosis Society – 2008 Bike MS: Escape to the Lake Ride – thank you
- Belle Valley Grange No. 1294- regarding agriculture classes
- Easy Procure- rebate for 07-08 purchases – VISA program
  (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: June 30, 2008 (pending audit review)
  - 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; $ 240,903.90
  - Food Service Fund Checks and Invoices, as presented; $ 0.00
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00

- PNC/VISA procurement card payment, as presented; $ 0.00
- Treasurer's Report, as presented: June 2008 summary
- General Fund Budget transfers (none)

All above items moved by Price, 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)

Human and Quality Services

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

Resignation of Hansen as Principal

Motion to accept the resignation of John Hansen as ECTS Principal effective July 31, 2008, **and**

2008-2009 substitutes

Motion to approve the 2008-2009 high school program substitute instructors, as listed

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

Operations

Administrative Reports

- Superintendent of Record Report – Larry Kessler- no report
- Director Report— Aldo Jackson (copy of report filed with official minutes)
- Administrative Reports- no reports

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

403(b) Plan Documents

Motion to approve the resolution adopting the 403(b) Plan Documents and agreements, as presented
Moved by Price, with second by Foyle
The motion is approved with an all "ayes" voice vote.

HVAC contract - RE North Company - $29,000

Motion to award the HVAC contract for the Transition Center to RE North Company for $29,000 per the bid proposal and bid specifications, as recommended by HRL Architects
Moved by Gainer, with second by Ogden
The motion is approved with an all "ayes" voice vote.

2008-2009 Student Handbook

Motion to approve the 2008-2009 Student Handbook, as presented
Moved by Ogden, with second by Foyle
The motion is approved with an all "ayes" voice vote.

Facilities feasibility study by HRL Architects

Motion to approve a facilities feasibility study by HRL Architects, as proposed
Moved by Ogden, with second by Gainer
The motion is approved with an all "ayes" voice vote.

Tuition rates for 2008-2009

Motion to set the tuition rates for 2008-2009 school year as follows:

- Secondary Program $ 8.85 per hour
- Career and Alternative Education $62.50 per day enrolled

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

Contract with Tools for Schools

Motion to approve a marketing contract with Tools for Schools, as proposed
Moved by Gainer, with second by Price
The motion is approved with an all "ayes" voice vote.

2008-2009 contract - Sarah A Reed Children's Center

Motion to approve 2008-2009 contract with Sarah A Reed Children's Center for the Career and Alternative Education Program, as presented
Moved by Heath, with second by Foyle
The motion is approved with an all "ayes" voice vote.

Other Business

Director's Evaluation-Executive Session- Mr. Bucksbee rescheduled this for the August meeting work session

Supplemental Information

- Board Attendance Report
- CTC Technical Assistance
  (Copy of each is filed with the official minutes)

- Next meeting: **Thursday, August 28, 2008**

Adjournment – Operating Committee meeting

Move by Ogden with second by Gainer to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 6:25 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School