Erie County Technical School

Meeting Agenda

Operating Committee

Thursday, July 9, 2008

Eagle's Nest

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

5:30 PM – Special Meeting

1. Call to Order
   - A. Moment of Reflection
   - B. Pledge of Allegiance
   - C. Introduction of **David Rodgers-representing North East School District** - "Welcome Back"
   - D. **Roll Call:** Foyle, Ogden, Heath, Bucksbee, Gainer, Kaliszewski, Scutella, Rodgers, Ring, Price, Duda

2. **Motion to accept the Minutes of the May 22, 2008 Meeting as presented.**

3. Introduction of Guests

4. Correspondence - Contract ratification – Charlie Lytle-AFT Local 1589

5. Business—Paul Fritz
   - A. Report - Business Manager
   - B. **Motion to approve the following reports, payments and invoices:**
     1. Revenue and Expenditure Reports, as presented:
        - 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; $ 902,474.04
        - b) Food Service Fund Checks and Invoices, as presented; $ 1,530.46
        - c) Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
     3. PNC/VISA procurement card payment, as presented; $ 47,821.30 + $35,012.45
     4. Treasurer's Report, as presented: May 2008 summary
     5. General Fund Budget transfers (none)
   - C. **Motion to approve the VISA procurement cardholders and spending limits for 2008-09, as presented**
   - D. **Motion to ratify the transfer of Special Education Transition Center Program funds of $111,000 to the Capital Reserve Fund designated for the program construction costs.**

6. Human and Quality Resources—Natalie Fatica

A. Report—Coordinator of Human and Quality Resources

B. **Motion to approve the administrative salaries and merit payments for 2008-2009 per the administrative compensation plans, as listed.**

C. **Motion to accept the resignation of Emelia Matthers, C-2 Custodian, effective June 6, 2008.**

D. **Motion to hire Robert Winslow and Michael Senger as part time custodians at the rate of $12.33 per hour (pending clearances).**

E. **Motion to hire Wes Byerly, Robert Pratt and Nathan Gilkinson as seasonal help at the rate of $8.00 per hour beginning on or after June 27, 2008 (pending clearances).**

F. **Approval of new Professional instructional staff job descriptions: Math-part time, and Literacy-part time.**

G. **Motion to approve Charles Lytle at Column D Step 18 of the Professional Unit contract salary schedule for the 2008-2009 school year.**

H. **Motion to approve the list of faculty and staff for curriculum development work, as presented.**

I. **Motion to ratify the Professional Unit contract tentative agreement.**

7. Operations

A. Administrative Reports

1. Superintendent's Report – Larry Kessler
2. Director's Report— Aldo Jackson
3. Solicitor's Report—Jennifer Gornall
4. High School Report— John Hansen
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) **NONE**

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

E. Other Operations

1. Motion to approve Paul Fritz as Erie County Technical School's Open-Records Officer effective January 1, 2009 (per Act 3 of 2007-Right to Know Law)

2. Motion to approve the lease agreement with Northwest Tri-County Intermediate Unit for a portion of the Regional Skill Center Building for use by the Regional Choice Initiative and the Erie County Academy of Collegiate and Advanced Studies at a rent amount of $40,000 from July 1, 2008 through June 30, 2009.

3. Discussion- Cosmetology and Health Assistant additional sections

8. Other Business

   A. Director's Evaluation-Executive Session

   B. **Discussion- time change for the July 24, 2008 Operating Committee meeting – 5:00 pm.**

9. Supplemental Information

   A. Board Attendance Report

   B. High School Enrollment Report

   C. Literacy Strategies

   D. Next meeting: **Thursday, July 24, 2008**

10. Adjournment – Operating Committee meeting

Erie County Technical School Foundation- Board of Directors
Meeting Agenda
Thursday, July 9, 2008
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

1. Call to Order
   A. Roll Call: Foyle, Ogden, Heath, Bucksbee, Gainer, Kaliszewski, Scutella, Rodgers, Ring, Price, Duda

2. **Motion to accept the Minutes of the May 22, 2008 Meeting, as presented**

3. Correspondence

4. **Motion to approve the following reports, payments and invoices:**
   A. ECTS Foundation Revenue and Expenditure Report
   B. ECTS Foundation Checks and Invoices, as presented; $ 12,549.93
   C. Treasurer's Report, as presented: May 2008

5. Other Business
   A. Future Foundation Board of Directors meetings to be scheduled as needed.

6. Other Information

7. Adjournment