Erie County Technical School
Meeting Minutes

Operating Committee

Thursday, July 9, 2008

Eagle's Nest

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

Special Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 5.30 pm

Moment of Reflection
Pledge of Allegiance

Mr. Bucksbee advised the committee that David Rodgers is the current representative from North East School District

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	
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 May 22, 2008

Motion to accept the Minutes of the May 22, 2008 Meeting as presented.
Moved by Duda 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

Correspondence

- Note regarding Professional Unit Contract ratification – Charlie Lytle-AFT Local 1589

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; $ 902,474.04
  - Food Service Fund Checks and Invoices, as presented; $ 1,530.46
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
  - PNC/VISA procurement card payment, as presented; $ 47,821.30 + $35,012.45
  - Treasurer's Report, as presented: May 2008 summary
  - General Fund Budget transfers (none)

(Copies of reports and payment lists are filed with the official minutes)

All above items moved by Heath, 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)

VISA cardholders 08-09

Motion to approve the VISA procurement cardholders and spending limits for 2008-09, as presented.
Moved by Duda, with second by Heath
The motion is approved with an all "ayes" voice vote.

Transfer Transition Center Funds

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

Human and Quality Services

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

Administrative staff salaries-2008-09

Motion to approve the administrative salaries and merit payments for 2008-2009 per the administrative compensation plans, as listed.
Moved by Ring, with second by Foyle
The motion is approved with an all "ayes" voice vote.

Emelia Matthers, C-2 Custodian-resignation

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

Winslow and Senger-C-2 Custodians-hire

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

Byerly, Pratt, Gilkinson-seasonal help-hire

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) **, and**

Job descriptions- Math and Literacy

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

Lytle- Column D, Step 18

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

Staff curriculum development

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

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

Professional Unit contract 2009-2014

Motion to ratify the Professional Unit contract tentative agreement.
Moved by Foyle, with second by Duda
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
- Solicitor Report—Jennifer Gornall- no report
- High School Report— John Hansen
- RCTC Report—Mary Ellen Camp
- Facilities Report—Steven Sceiford
- Technology Report—Jeff Smith
- Instructional Support Services Report- Pat Holland and Jan Kennerknecht
  (Copies of all reports are 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

Open –Records Officer - Fritz appointed

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

IU5 lease 2008-09– Skill Center Building- RCI

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

Discussion- Cosmetology and Health Assistant additional sections

The Professional Advisory Committee had requested that ECTS consider additional sections of Cosmetology and Health Assistant in order to accommodate the students on the waiting list for admission. Aldo Jackson presented a preliminary cost proposal for adding class sections in the 2008-2009 school year and recommended that the additions be considered with the 2009-2010 budget. The PAC, JOC and administration will continue considerations in the 2008-09 school year.

Other Business

- Director's Evaluation-Executive Session – Mr. Bucksbee delayed this until the next meeting

July 24, 2008 meeting time—5:15 pm

Motion to change the starting time of the July 24, 2008 Operating Committee meeting to 5:00 pm.
Moved by Foyle, with second by Duda
After some discussion the motion is amended to change the starting time of the meeting to 5:15 pm
Moved by Foyle, with second by Duda
The motion is approved with an all "ayes" voice vote.

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Literacy Strategies

(Copy of each filed with the official minutes)

- Next meeting: Thursday, July 24, 2008 @ 5:15 pm

Adjournment – Operating Committee meeting

Move by Ogden with second by Ring to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 5:45 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School

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

Mr. Bucksbee, Chairperson, called the meeting to order at 5:45 pm

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	

Minutes of May 22, 2008

Motion to accept the Minutes of the May 22, 2008 Meeting as presented.
Moved by Gainer with second by Heath
The minutes are approved, as presented, with an all "ayes" voice vote.
(Copy is filed with the official minutes)

Correspondence - none

Business

Reports, payments and invoices

Motion to approve the following reports, payments and invoices:

- ECTS Foundation Revenue and Expenditure Report
- ECTS Foundation Checks and Invoices, as presented; $ 12,549.93
- Treasurer's Report, as presented: May 2008

Moved by Ogden, 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)

Other Business

Mr. Bucksbee, President informed the board that future Foundation Board of Directors meetings will be scheduled only as needed.

Other Information - none

Adjournment

Moved by Ogden, with second by Ring to adjourn the meeting.
Mr. Bucksbee, President, adjourned the meeting at 5:50 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School Foundation