

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

Operating Committee

Tuesday, November 18, 2008

Eagle's Nest

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

6:00 PM – Regular Meeting

1. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. **Roll Call:** Foyle, Ogden, Heath, Bucksbee, Gainer, Kaliszewski, Scutella, Rodgers, Ring, Price, Duda

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

3. Introduction of Guests

4. Correspondence

- D. Girard School District- thank you to Construction Trades for baseball dugouts

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: October 31, 2008
 - 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; \$ 505,628.63
 - b) Food Service Fund Checks and Invoices, as presented; \$ 1,837.50
 - c) Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00
- 3. PNC/VISA procurement card purchases and payment, as presented; \$ 49,902.64
- 4. Treasurer's Report, as presented: October 2008 summary
- 5. General Fund Budget transfers, as presented

6. Human and Quality Resources

- A. Report – Natalie Fatica
- B. **Motion to employ Tracy Massello and Steve Azzato at the rate of \$25.00 per hour as RCTC instructors**
- C. **Motion to accept the resignation of Suzanne Matthews as Art and Design instructor, effective her last instructional day of December 19, 2008**
- D. **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.**

7. Operations

- A. Administrative Reports
 - 1. Superintendent's Report – Larry Kessler
 - 2. Director's Report— Aldo Jackson
 - 3. Solicitor's Report—Timothy Sennett
 - 4. High School Report- Joe Tarasovitch
 - 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)
 - 1. **Motion to approve student field trips and fundraising activities as requested:**
 - a) ADB-Carnegie Art Museum Class, Pittsburgh, PA, 12/4/08, 35 students with \$10 payment from each student and \$575 for a bus
 - b) 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
- D. Facility Use Requests – profit making organizations (Policy 707) - **None**

E. Other Operations

1. **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**
2. **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**
3. **Motion to accept donations of materials from B&L Wholesale Supply for use in the Construction Trades program as listed**
4. Lease- school car- (quotes pending)
5. Policy 249 – Bullying/Cyberbullying – first reading
6. Policy 801- Public Records – revisions- first reading

8. Other Business – **None**

9. Supplemental Information

- A. Board Attendance Report
- B. High School Enrollment Report
- C. Business Partnership Contacts Report
- D. Work Experience Report
- E. Next meeting: **Tuesday, December 16, 2008**

10. Adjournment – Operating Committee meeting