

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

Operating Committee

Thursday, October 23, 2008

Eagle's Nest

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

6:00 PM – Work Session

1. Transition Center construction project tour – **(Meet at the Skill Center Building)**

7:00 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 September 25, 2008 Meeting as presented.**

3. Introduction of Guests

4. Correspondence - **None**

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: September 30, 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; \$ 433,167.83
 - b) Food Service Fund Checks and Invoices, as presented; \$ 1,424.48
 - c) Capital Reserve Fund Checks and Invoices, as presented; \$ 31,990.00
3. PNC/VISA procurement card purchases and payment, as presented; \$ 94,187.40
4. Treasurer's Report, as presented: September 2008 summary
5. General Fund Budget transfers, as presented

6. Human and Quality Resources

- A. Report – Natalie Fatica
- B. **Motion to approve the list of instructors for RCTC Term 2, as presented**
- C. **Motion to hire Nathan Wilkinson as a substitute custodian at the rate of \$8.00 per hour beginning on or after October 23, 2008**
- D. **Motion to grant regular employment status to Robert Winslow and Michael Senger effective October 23, 2008 at the rate of \$12.83 per hour**

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) DDE-field trip on December 4, 2008 to Erie City and suburbs-architectural scavenger hunt, as requested
 - b) DDE-fundraising-clothing sale to fund field trips, as requested
 - c) National Technical Honor Society- Student Recognition Day, November 17 & 18, 2008 at Penn State University
- D. Facility Use Requests – profit making organizations (Policy 707) - **None**
- E. Other Operations
 - 1. **Motion to accept the snow plowing proposal from JJ Wurst Landscaping Contractor for the 2008-09 winter season for a total cost of \$11,650.00, billed in 5 monthly payments November through March.**

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, November 18, 2008**

10. Adjournment – Operating Committee meeting

**Erie County Vocational Technical Foundation
Board of Directors
Meeting Agenda**

Thursday, October 23, 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 September 25, 2008 Meeting, as presented

3. Correspondence

A. Thank you letter from Jacob Palo – scholarship award

4. Motion to approve the following reports, payments and invoices:

A. ECTS Foundation Revenue and Expenditure Report, as presented

B. ECTS Foundation Checks and Invoices, as presented; \$ 2,000.00

C. Treasurer's Report, as presented: Sept 2008

5. Other Business

A. **Motion to approve the request of the ECTS marketing committee for up to \$500 for expenses associated with a dessert bar for ECTS guests at the November 20, 2008 open house.**

6. Other Information - None

7. Adjournment