Erie County Technical School
Operating Committee
Meeting Minutes

Operating Committee

Thursday, October 23, 2008

Eagle's Nest

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

6:00 PM – Work Session

- The committee members visited the Special Education Transition Center under construction at the Skill Center Building with Mr. Dave Yanosko, Construction Trades instructor. The Transition Center is a work project with several ECTS students and instructors being involved in the daily construction.

- Mr. Tarasovitch and Mr. Holland presented an explanation with samples of the mathematics problems being used in instruction at ECTS and gave a math quiz to the committee members.

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:00 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	
Joseph Tarasovitch	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 September 25, 2008

Motion to accept the minutes of the September 25, 2008 meeting as presented
Moved by Duda with second by Kaliszewski
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 and Elaine Shaffer – no comments

Correspondence - None

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

All above items moved by Ring, 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)

Human and Quality Services

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

Instructors for RCTC Term 2

- Motion to approve the list of instructors for RCTC Term 2, as presented, **and**

Gilkinson - substitute custodian

- Motion to hire Nathan Gilkinson as a substitute custodian at the rate of $8.00 per hour beginning on or after October 23, 2008, **and**

Regular employment status-Winslow, Senger

- Motion to grant regular employment status to Robert Winslow and Michael Senger effective October 23, 2008 at the rate of $12.83 per hour

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

Operations

Administrative Reports

- Superintendent Report – Larry Kessler- reported that a superintendents' committee will be meeting to continue discussion regarding class rank and AYP issues.
- Director Report— Aldo Jackson
- Solicitor Report—Timothy Sennett – reported that PA Act 61 of 2008 requires all schools including AVTS's will need to have an anti-bullying policy in effect and that KMGS has sample policies for review.
- High School Report- Joseph Tarasovitch
- RCTC Report—Mary Ellen Camp
- Facilities Manager Report—Steven Sceiford
- Technology Manager Report—Jeff Smith
- Instructional Support Services Report- Pat Holland and Jan Kennerknecht

(Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) **NONE**

Student Field Trips and Fundraising (Policy 121)

Field trips and fundraising

Motion to approve student field trips and fundraising activities as requested:
- DDE-field trip on December 4, 2008 to Erie City and suburbs-architectural scavenger hunt, as requested
- DDE-fundraising-clothing sale to fund field trips, as requested
- National Technical Honor Society- Student Recognition Day, November 17 & 18, 2008 at Penn State University

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

Facility Use Requests – profit making organizations (Policy 707) - **None**

Other Operations

JJ Wurst Landscaping

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

Other Business

PIAA- information only

Mr. Ogden relayed information to the JOC that PIAA athletic officials are not required to have background checks and clearances prior to working in school districts and that the JOC members may be talking about this at their district board meetings.

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Business Partnership Contacts Report
- Work Experience Report

  (Copy of each is filed with the official minutes)

- Next meeting: **Tuesday, November 18, 2008**

Adjournment – Operating Committee meeting

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:40 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School

Erie County Vocational Technical Foundation
Board of Directors
Meeting Minutes
Thursday, October 23, 2008
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Mr. Bucksbee, President, called the meeting to order at 6:50 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 September 25, 2008

Motion to accept the Minutes of the September 25, 2008 Meeting, as presented
Moved by Ring with second by Heath
The minutes are approved, as presented, with an all "ayes" voice vote.
(Copy is filed with the official minutes)

Correspondence

- Thank you letter from Jacob Palo – scholarship award (Copy is filed with the official minutes)

Financial reports, payments and invoices

Motion to approve the following reports, payments and invoices:

- ECTS Foundation Revenue and Expenditure Report, as presented
- ECTS Foundation Checks and Invoices, as presented; $ 2,000.00
- Treasurer's Report, as presented: Sept 2008

Moved by Ogden, with second by Duda
The motion is approved with an all "ayes" voice vote.
(Copies of reports and payment lists are filed with the official minutes)

Other Business

$500-November 20, 2008 open house

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

Other Information

Mr. Ogden suggested that the ECTS webpage include information regarding the foundation and a request for contributions. Dr. Jackson agreed to place the information on the website.

Adjournment

Moved by Ogden to adjourn the meeting
Mr. Bucksbee, President, adjourned the meeting at 7:46 pm

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Vocational Technical Foundation