

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

Operating Committee

Thursday, September 25, 2008

Eagle's Nest

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

6:00 PM – Work Session

1. Feasibility Study review – Chris Coughlin – Hallgren Restifo Loop and Coughlin Architects

7: 00 PM – Regular Meeting

2. 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

3. **Motion to accept the Minutes of the August 28, 2008 Meeting as presented.**

4. Introduction of Guests

5. Correspondence

- A. ISO 9000:2001 Renewal Surveillance Audit Report

6. Business—Paul Fritz

- B. Report - Business Manager

- C. **Motion to approve the following reports, payments and invoices:**

1. Revenue and Expenditure Reports, as presented: August 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; \$ 346,206.94

- b) Food Service Fund Checks and Invoices, as presented; \$ 1,488.75

- c) Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00

3. PNC/VISA procurement card payment, as presented; \$59,557.43

4. Treasurer's Report, as presented: August 2008 summary

5. General Fund Budget transfers (none)

7. Human and Quality Resources—Report- Natalie Fatica

- A. **Motion to approve the addition of Dominic Bonitatibus and Darlene Newell to the substitute instructor list at Erie County Technical School effective September 25th at the rate of pay of \$75.00 per day.**

8. 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 as requested:**

- a) GRA-Field trip to Gohr's Printing, Erie - 11/5/08 – cost: bus-\$100.00
- b) GRA- Field trip to Team Dispatch, Erie - 12/10/08 – cost: bus \$100.00
- c) EET, ELC, FMT Field trip to –Northwest Rural Electric Coop-Cambridge Springs - 10/20/08-cost: bus
- d) ADS-Field trip to Albright Knox Gallery & Darwin Martin complex – Buffalo, NY- 10/9/08 cost: bus \$535
- e) SkillsUSA Fund raising activities for 2008-09, as presented

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

E. Other Operations

1. **Motion to approve the OAC (Occupational Advisory Committee) list for 2008-09, as presented**
2. **Motion to accept donation of computer furniture from Northwest Intermediate Unit 5**
3. **Motion to approve issuance of a VISA procurement card to Robin Grimes, Literacy Instructor, as permitted by policy and procedure, with a \$5,000 annual spending limit**

9. Other Business

- ### A. **Motion to authorize ECTS administrative staff to proceed with discussion with PA State Police for the sale of unused land**

10. Supplemental Information

- A. Board Attendance Report
- B. High School Enrollment Report
- C. Business Partnership Contacts Report
- D. Work Experience Report
- E. Next meeting: **Thursday, October 23, 2008**

11. Adjournment – Operating Committee meeting

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

Thursday, September 25, 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 July 9, 2008 Meeting, as presented

3. Correspondence

- A. The Erie Community Foundation

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; \$ 0.00
- C. Treasurer's Report, as presented: August 2008

5. Other Business

- A. Request from ECTS National Technical Honor Society for up to 12 students to attend Career and Technical Honor Student Recognition Day, November 18, 2008 at University Park, PA in the amount of \$2,000.

6. Other Information

7. Adjournment