

Erie County Technical School

Meeting Agenda

Operating Committee

Thursday, August 27, 2009

Eagle's Nest

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

6:00 pm – Work Session

1. Annual Financial Statements - Felix & Gloekler, P.C. -Natalie Heberlein, Steve Falk, Jim Gloekler
2. Priority Action Plans – 2009-2010- Aldo Jackson
3. Campus Committees – 2009-2010 – Aldo Jackson

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 July 23, 2009 Meeting as presented.

3. Introduction of Guests
4. Correspondence

A. PSBA-Selection of Voting Delegates

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:
 - 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: \$ 391,522.50
 - b) Food Service Fund Checks and Invoices: \$ 101.50
 - c) Capital Reserve Fund Checks and Invoices: \$ 4,990.00
 - d) Student Activity Fund Checks and invoices: \$ 0.00
3. VISA procurement card payment, as presented: \$ 31,192.90
4. Treasurer's Report, as presented: July 2009 summary
5. General Fund Budget transfers (none)

C. Motion to accept the audited financial statements for the year ended June 30, 2009, as presented by Felix & Gloekler, P.C.

6. Human and Quality Resources—Natalie Fatica

- A. Report—Coordinator of Human and Quality Resources
- B. **Motion to move Elaine Shaffer to Column E Step 21 of the Professional Unit Bargaining Agreement at a prorated salary of \$68,557 for 200 days effective with the 2009-2010 school year.**
- C. **Motion to hire Jane Boyd as a part time Student Aide, SAA-2 of the Classified Unit Bargaining Agreement at the probationary hourly rate of \$12.86 beginning on August 31, 2009.**
- D. **Motion to hire Tammy Bright as part time Math Resource Coordinator at Column C Step 5 of the Professional Unit Bargaining Agreement at a prorated salary of \$19,085 for 90 days effective with the 2009-2010 school year.**
- E. **Motion to approve the high school substitute instructors for 2009-2010, as presented**
- F. **Motion to approve the list of RCTC Instructors to be employed as needed for 2009-2010 at the prior approved rate of \$25.00 per class hour.**
- G. **Motion to pay Robert Craft \$500 for advising the National Technical Honor Society for school year 2009-2010 per the Professional Unit bargaining Agreement.**
- H. **Motion to hire Nino Scutella as a substitute custodian at the rate of \$8.00 per hour effective August 28, 2009.**
- I. **Motion to furlough Britt Schumacher as Counselor/Job Placement Coordinator in the New Choices New Options program effective August 31, 2009, due to lack of an approved Commonwealth program budget.**
- J. **Motion to approve employee Job Descriptions, as presented**
- K. **Motion to grant Lisa Sorensen, Admissions Coordinator a supplemental contract for up to 15 days at the per diem rate of \$261.65 as needed.**

7. Operations

- A. Administrative Reports
 - 1. Superintendent's Report – Michele Campbell, Fort LeBoeuf School District
 - 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 Report—Steven Sceiford
 - 7. Technology Report—Jeff Smith
 - 8. Instructional Support Services Report- Pat Holland and Jan Kennerknecht

B. Staff Travel >400 miles (Policies: 331,431,531)

1. **Motion to approve Jan Kennerknecht to travel to the DACUM International Conference/ACTE National Convention in Nashville, TN on November 15-20 2009.**

C. Student Field Trips and Fundraising (Policy 121)

1. **Motion to approve the following Student Field Trips and Fundraising:**

- a) **NWT-field trip to Erie Incubator @ Gannon- September 2009.**
- b) **ELC, EET, FEN-field trip to NW Rural Electric Coop, Cambridge Springs, PA, 9/4/09**

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

E. Other Operations

1. **Motion to approve the bid proposal from Advanced Technologies Consultants, Inc. for the purchase of an Industrial Wiring Training System as specified at a price of \$48,504.76.**
2. **Motion to accept a donation of supplies from Lincoln Electric for the RCTC welding program.**
3. **Motion to approve a new course, ADS316-Fundamentals of Adobe Premiere, for delivery beginning in school year 2009-2010.**
4. **Motion to accept a donation of furniture and assessment materials from Steve Barrett and the Assessment Center, as listed.**

8. Other Business-None

9. Supplemental Information

- A. Board Attendance Report
- B. High School Enrollment Report
- C. Next meeting: **Thursday, September 24, 2009**

10. Adjournment – Operating Committee meeting