

Erie County Technical School

Meeting Agenda

Operating Committee

Thursday, October 22, 2009

Eagle's Nest

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

6:00 pm – Work Session

1. **Grievance Hearing**
2. **Enrollment projections - 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 September 24, 2009 Meeting as presented.

3. Introduction of Guests

4. Correspondence

- A. 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:
 - 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: \$ 458,634.74
 - b) Food Service Fund Checks and Invoices: \$ 1,330.92
 - c) Capital Reserve Fund Checks and Invoices: \$ 40,075.47
 - d) Student Activity Fund Checks and invoices: \$ 0.00
 3. VISA procurement card payment, as presented: \$ 81,680.65
 4. Treasurer's Report, as presented: September 2009 summary
 5. General Fund Budget transfers (none)

6. Human and Quality Resources—Natalie Fatica

- A. Report—Coordinator of Human and Quality Resources

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 (Polices: 331,431,531)

1. None

- C. Student Field Trips and Fundraising (Policy 121)

- 1. Motion to approve the following student field trips and fund raising:**

- a) GRA- McCarty Printing, Erie, PA, 11/18/09-PM, Cost of bus \$120
- b) MTF-Ridg-U-Rak, North East, PA 11/11/09-AM, Cost of bus \$120
- c) SkillsUSA fund raising activities as presented.

- D. Facility Use Requests – profit making organizations (Policy 707)

1. None

- E. Other Operations

- 1. Motion to approve a revision in the Tourism & Hospitality Management and Networking Technologies programs from a one-year sequence to a two-year sequence for implementation starting with the 2010-2011 academic year.**

- 2. Motion to appoint Sandy Carr and Elaine Shaffer as Co-Chairs of the SkillsUSA student organization for the 2009-10 School Year, with no compensation.**

3. Motion to accept the snowing plowing proposal from JJ Wurst Landscaping Contractor for the 2009-2010 winter season for a total cost of \$11,950, billed in 5 monthly payments November through March.
4. Motion to accept the donation from Scott Enterprises of materials for use in the Transition Center program

8. Other Business- none

9. Supplemental Information

- A. Board Attendance Report
- B. High School Enrollment Report-Tarasovitch
- C. Student Co-op Work Experience Report-Shaffer
- D. Business Partnership Contacts-Shaffer
- E. ISO 9000:2001 Surveillance Audit No: 8 Report as audited by SRI Quality System Registrar
- F. OAC-Occupational Advisory Committee meeting list of companies that attended
- G. Next meeting: **Tuesday, November 17, 2009**

10. Adjournment – Operating Committee meeting