

Erie County Foundation Technical School

Board of Directors Meeting Agenda

December 15, 2020 6:00 p.m. - Prior to the ECTS JOC Meeting	Erie County Technical School 8500 Oliver Road, Erie, PA 16509
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Regular Meeting

1. Call to Order
2. Motion to approve the following district appointed representatives:
 - Fort LeBoeuf – Andy Dinsmore
 - Girard – Dennis Olesnanik
 - Harbor Creek – Terri Brink
 - Iroquois – Ed Rickrode
3. Roll Call: Mahoney, Dinsmore, Bucksbee, Olesnanik, Brink, Rickrode, DiPlacido, Cancilla, Ring, Gilbert, Lee
4. Motion to accept the minutes of the August 27, 2020 meeting, as presented
5. Motion to approve the following individuals as officers for Erie County Technical School Foundation for one-year terms (2020) per the Corporation Bylaws:
 - A. Foundation President –
 - B. Foundation Vice-President –
 - C. Foundation Secretary – Terri Birchard
 - D. Foundation Treasurer -
6. Motion to approve the business reports, payments, and invoices
 - A. ECTS Foundation Statement of Activities Report – July to November 2020
 - B. ECTS Foundation Statement of Financial Position – November 30, 2020
 - C. ECTS Foundation Checks – August to November 2020
 - D. ECTS Invoices Payable – December 2020
 - E. Treasurer's Report as of November 30, 2020
7. Other Business
 - A. Motion to approve a matching gift of up to \$1,000 for Christmas gift card donations for Erie County Technical School students

- B. Motion to approve closing the PNC Bank account and transfer remaining balance to Northwest Bank account
 - C. Motion to approve up to \$3,000 in scholarships to ECTS students in 2020-2021
- 8. **Next meeting: Thursday, March 25, 2021**
 - 9. Adjournment

Valerie Hartley, CPA Partner of Buseck Barger & Bleil Co. presented the Foundation's June 30, 2020 audited financial statements and Form 990 during the work session

Mr Buckbee, Chairman, called the meeting to order at 6:22 p.m.

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Board members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
David Mahoney	Fairview	x	
Andy Dinsmore	Fort LeBoeuf		x
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Terri Brink	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Joseph Cancilla	North East		x
Sam Ring	Northwestern	x	
Steven Gilbert	Union City	x	
Nicole Lee	Wattsburg	x	

Wattsburg School District board representative

Motion to approve Nicole Lee as the Wattsburg School District board representative

Moved for approval by Mahoney, with a second by Ring
The motion is approved with an all "ayes" voice vote

Meeting Minutes

Minutes of June 25, 2020

Motion to accept the minutes of the June 25, 2020 meeting as presented

Moved for approval by Brink, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Correspondence – None

Financial Reports, Payments, and Invoices

Presentation of the following business reports, payments, and invoices:

- ECVTS Foundation Statement of Activities Report – June and July 2020

- ECVTS Foundation Statement of Financial Position – June 30 and July 31, 2020
- ECVTS Invoices Payable – August 2020
- ECVTS Foundation Checks and Invoices – June and July 2020
- ECVTS Foundation Treasurer's Report – June and July 2020

Motion to approve the ECVTS Foundation Reports, Payments and Invoices as presented

Moved for approval by DiPlacido with a second by Rickrode

The motion is approved with an all "ayes" voice vote

(Copy of reports are filed with the official minutes)

Approval of June 30, 2020 Audited Financials and IRS Form 990

Motion to approve the ECVTS Foundation June 30, 2020 audit and IRS Form 990 as presented

Moved for approval by Brink with a second by Ring

The motion is approved with an all "ayes" voice vote

Other Information

Discussion was held regarding changing the name of the Foundation from "Erie County Vocational-Technical School Foundation" to "Erie County Technical School Foundation."

Attorney Sennett advised that paperwork would need to be revised and submitted to make this adjustment official, but otherwise this is a simple process.

Change in Name for Foundation

Motion to change the name of the Foundation from "Erie County Vocational-Technical School Foundation" to "Erie County Technical School Foundation"

Moved for approval by Brink with a second by Rickrode

The motion is approved with an all "ayes" voice vote

Next meeting is Tuesday, December 15, 2020 at 6:00 p.m.

Adjournment

Moved by Mahoney, with a second by Olesnanik to adjourn the meeting

Mr. Bucksbee, President, adjourned the meeting at 6:34 p.m.

Minutes prepared by,

Terri Birchard, Board Secretary
Erie County Vocational Technical School Foundation

Erie County Technical School Foundation
Statement of Activities
 July through November 2020

	Jul - Sep 20	Oct - Nov 20	TOTAL
Ordinary Income/Expense			
Income			
43400 · Direct Public Support			
43450 · Individ, Business Contributions			
434512 · JOC Mileage Contributions	0.00	558.94	558.94
Total 43450 · Individ, Business Contributions	0.00	558.94	558.94
Total 43400 · Direct Public Support	0.00	558.94	558.94
45000 · Investment Income			
45030 · Interest Earnings	315.71	73.14	388.85
45020 · Realized Gains in Investment	1,615.84	359.02	1,974.86
45010 · Unrealized Change in Investment	11,527.47	-1,149.22	10,378.25
Total 45000 · Investment Income	13,459.02	-717.06	12,741.96
46400 · Other Types of Income			
46430 · Miscellaneous Revenue	509.80	11.62	521.42
Total 46400 · Other Types of Income	509.80	11.62	521.42
Total Income	13,968.82	-146.50	13,822.32
Gross Profit	13,968.82	-146.50	13,822.32
Expense			
6000 · Program Services			
6300 · Grants			
63110 · Scholarship Awards	500.00	0.00	500.00
Total 6300 · Grants	500.00	0.00	500.00
Total 6000 · Program Services	500.00	0.00	500.00
6010 · Admin Expenses			
6700 · Admin Expense			
65120 · Insurance - Liability, D and O	3,222.00	0.00	3,222.00
Total 6700 · Admin Expense	3,222.00	0.00	3,222.00
6600 · Contracted Services			
66100 · Contracted Services			
66120 · Accounting Fees	2,500.00	0.00	2,500.00
Total 66100 · Contracted Services	2,500.00	0.00	2,500.00
Total 6600 · Contracted Services	2,500.00	0.00	2,500.00
6500 · Office Supplies			
65100 · Office Supplies	0.00	60.00	60.00
Total 6500 · Office Supplies	0.00	60.00	60.00
Total 6010 · Admin Expenses	5,722.00	60.00	5,782.00
62170 · Fund Management - ECF	802.70	572.94	1,375.64
Total Expense	7,024.70	632.94	7,657.64
Net Ordinary Income	6,944.12	-779.44	6,164.68
Net Income	6,944.12	-779.44	6,164.68

Erie County Technical School Foundation
Statement of Financial Position
 As of November 30, 2020

	<u>Oct 31, 20</u>	<u>Nov 30, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
10011 · Northwest Savings Bank - ECVTS	3,077.35	3,220.56
1001 · Cash - Foundation PNC	49.24	39.24
100112 · Cash - PSDMAX - Foundation	5,705.80	5,705.80
100110 · Cash ECF - Foundation	251,661.23	251,661.23
Total Checking/Savings	<u>260,493.62</u>	<u>260,626.83</u>
Total Current Assets	<u>260,493.62</u>	<u>260,626.83</u>
TOTAL ASSETS	<u>260,493.62</u>	<u>260,626.83</u>
LIABILITIES & EQUITY		
Equity		
30000 · Board Designated Endowment ECF	240,295.02	240,295.02
32000 · Unrestricted Net Assets	14,167.13	14,167.13
Net Income	6,031.47	6,164.68
Total Equity	<u>260,493.62</u>	<u>260,626.83</u>
TOTAL LIABILITIES & EQUITY	<u>260,493.62</u>	<u>260,626.83</u>

10:17 AM
12/10/20

Erie County Technical School Foundation
Check Detail
August through November 2020

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		10/31/2020		Service Charge - Audit Fees	1001 · Cash - Foundation PNC		-50.00
				Service Charge	65100 · Office Supplies	-50.00	50.00
TOTAL						-50.00	50.00
Check		11/30/2020		Service Charge	1001 · Cash - Foundation PNC		-10.00
				Service Charge	65100 · Office Supplies	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	1054	08/28/2020	ECTS	Insurance premium payment on ECTS VISA	1001 · Cash - Foundation PNC		-1,025.00
Bill		08/20/2020		Insurance premium payment on ECTS VISA	65120 · Insurance - Liability, D and O	-1,025.00	1,025.00
TOTAL						-1,025.00	1,025.00
Bill Pmt -Check	1055	08/28/2020	Buseck, Barger, Bleil & Co.	Financial Audit	1001 · Cash - Foundation PNC		-2,500.00
Bill		08/14/2020		June 30, 2020 Financial Audit	66120 · Accounting Fees	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00

Erie County Technical School Foundation
Treasurer's Report YTD
August 31, 2020 to November 30, 2020

2020-2021

	Aug-20	Sep-20	Oct-20	Nov-20
PSDLAF (ECVTSF)				
Beginning Fund Balance				
Assigned-Annual Scholarship/Other	-\$8,094.20	-\$9,294.20	-\$9,294.20	-\$9,294.20
Unassigned - Unrestricted Gift	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Assigned ECF Grant	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Cash Balance-PSDLAF	\$6,905.80	\$5,705.80	\$5,705.80	\$5,705.80
Beginning Cash Balance - PSDLAF - Held in Trust for Districts	\$0.00	\$0.00	\$0.00	\$0.00
Plus Receipts	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER to PNC Account	\$0.00	\$0.00	\$0.00	\$0.00
Ending Cash - PSDLAF - HELD IN TRUST FOR DISTRICTS	\$0.00	\$0.00	\$0.00	\$0.00
Plus Receipts				
Contributions-Gifts 4 Kids	\$0.00	\$0.00	\$0.00	\$0.00
Contributions-JOC Mileage Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
Contributions -Other	\$0.00	\$0.00	\$0.00	\$0.00
Contributions - Memorials and Bequests	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Receipts-Vending	\$0.00	\$0.00	\$0.00	\$0.00
Erie Community Foundation Grant	\$0.00	\$0.00	\$0.00	\$0.00
Voided check add-back	\$0.00	\$0.00	\$0.00	\$0.00
Erie Community Foundation Annual Distribution	\$0.00	\$0.00	\$0.00	\$0.00
Other Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Investment Income, Gains & Interest	\$0.00	\$0.00	\$0.00	\$0.00
Total Receipts (+)	\$0.00	\$0.00	\$0.00	\$0.00
Less Disbursements-Transfers and Checks				
Gifts 4 Kids Purchase Cards	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER TO PNC ACCOUNT	\$1,200.00	\$0.00	\$0.00	\$0.00
Operations - Insurance (D&O and Bonds)	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Grants To Others	\$0.00	\$0.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00
Program Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Marketing & Communications	\$0.00	\$0.00	\$0.00	\$0.00
Checks-ECF Grant	\$0.00	\$0.00	\$0.00	\$0.00
Total Disbursements (-)	\$1,200.00	\$0.00	\$0.00	\$0.00
Ending Cash -PSDLAF - FOUNDATION	\$5,705.80	\$5,705.80	\$5,705.80	\$5,705.80
TOTAL ENDING CASH - PSDLAF	\$5,705.80	\$5,705.80	\$5,705.80	\$5,705.80
Ending Fund Balance				
Assigned-Annual Scholarship/Other	-\$9,294.20	-\$9,294.20	-\$9,294.20	-\$9,294.20
Unassigned - Unrestricted Gift	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Assigned ECF Grant	\$0.00	\$0.00	\$0.00	\$0.00
Total Ending Fund Balance	\$5,705.80	\$5,705.80	\$5,705.80	\$5,705.80

Erie County Technical School Foundation
Treasurer's Report YTD
August 31, 2020 to November 30, 2020

2020-2021

	Aug-20	Sep-20	Oct-20	Nov-20
PNC/NWSB (ECVTSF)				
Beginning Fund Balance				
Assigned-Annual Scholarship/Other	\$0.00	\$0.00	\$0.00	\$0.00
Unassigned - Unrestricted Gift	\$5,064.35	\$2,749.17	\$2,749.19	\$3,126.59
Assigned ECF Grant	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Cash Balance-PNC	\$5,064.35	\$2,749.17	\$2,749.19	\$3,126.59
Plus Receipts				
Contributions-Gifts 4 Kids	\$9.80	\$0.00	\$0.00	\$0.00
Contributions-JOC Mileage Reimbursements	\$0.00	\$0.00	\$415.76	\$143.18
Contributions -Other	\$0.00	\$0.00	\$0.00	\$0.00
Contributions - Memorials and Bequests	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Receipts-Vending	\$0.00	\$0.00	\$11.62	\$0.00
Erie Community Foundation Grant	\$0.00	\$0.00	\$0.00	\$0.00
TRANSFER FROM PSDLAF ACCOUNT	\$1,200.00	\$0.00	\$0.00	\$0.00
Erie Community Foundation Annual Distribution	\$0.00	\$0.00	\$0.00	\$0.00
Other Contributions/ Reimbursement from COS program	\$0.00	\$0.00	\$0.00	\$0.00
Investment Income, Gains & Interest	\$0.02	\$0.02	\$0.02	\$0.03
Total Receipts (+)	\$1,209.82	\$0.02	\$427.40	\$143.21
Less Disbursements-Transfers and Checks				
Gifts 4 Kids Purchase Cards	\$0.00	\$0.00	\$0.00	\$0.00
Checks-Scholarships/other	\$0.00	\$0.00	\$0.00	\$0.00
Operations - Insurance (D&O and Bonds)	\$1,025.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$10.00
Grants To Others/SD Legal Funds Returned to Districts/Due to ECTS	\$0.00	\$0.00	\$0.00	\$0.00
Contracted Services - Audit	\$2,500.00	\$0.00	\$50.00	\$0.00
Program Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Marketing & Communications	\$0.00	\$0.00	\$0.00	\$0.00
Checks-ECF Grant	\$0.00	\$0.00	\$0.00	\$0.00
Total Disbursements (-)	\$3,525.00	\$0.00	\$50.00	\$10.00
Ending Cash -PNC/NWSB - FOUNDATION	\$2,749.17	\$2,749.19	\$3,126.59	\$3,259.80
TOTAL ENDING CASH - PNC/NWSB	\$2,749.17	\$2,749.19	\$3,126.59	\$3,259.80
Ending Fund Balance				
Assigned-Annual Scholarship/Other	\$0.00	\$0.00	\$0.00	\$0.00
Unassigned - Unrestricted Gift	\$2,749.17	\$2,749.19	\$3,126.59	\$3,259.80
Assigned ECF Grant	\$0.00	\$0.00	\$0.00	\$0.00
Total Ending Fund Balance	\$2,749.17	\$2,749.19	\$3,126.59	\$3,259.80

**Erie County Technical School Foundation
Treasurer's Report YTD
August 31, 2020 to November 30, 2020**

2020-2021

	Aug-20	Sep-20	Oct-20	Nov-20
Erie Community Foundation (ECVTSF) **				
Beginning Balance-ECF	\$240,295.02	\$255,906.62	\$252,951.28	\$251,661.23
Net-Gains/losses/expenses \$	15,611.60	\$ (2,955.34)	\$ (1,290.05)	\$ -
Annual Distribution \$	-	\$ -	\$ -	\$ -
Ending Balance (ECF)	\$255,906.62	\$252,951.28	\$251,661.23	\$251,661.23
Total (ECVTSF)	\$264,361.59	\$261,406.27	\$260,493.62	\$260,626.83

Respectfully Submitted,

Sam Ring, Treasurer

Prepared By: Terri Birchard, ECTS Business Manager

Erie County

Foundation

Technical School

PROPOSED AGENDA ITEM

MEETING DATE: December 15, 2020

SUBJECT: Approval of 2020-2021 Foundation Scholarships for ECTS Students

SUBMITTED BY: Terri L. Birchard, Business Manager

DESCRIPTION:

Each year the ECTS Foundation provides various scholarships to ECTS students based on the ECTS Scholarship Committee's recommendations.

Since the ECTS Foundation now meets only quarterly, pre-approval of the Foundation's 2020-2021 scholarships is being requested.

Last year, the ECTS Foundation provided the following scholarships to ECTS students, along with the ECTS AFT providing a \$750 scholarship award –

\$ 750 Scholarship – 1 Award
\$ 600 Scholarship – 3 Awards
\$ 150 Scholarship – 3 Awards

TOTAL AWARDED BY ECTS FOUNDATION	\$3,000
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RECOMMENDATION:

Motion to approve up to \$3,000 in scholarships to ECTS students in 2020-2021 based on the recommendations of the ECTS Scholarship Committee.