



MEETING DATE: May 24, 2021

SUBJECT: Notes from the Business Office

SUBMITTED BY: Paul Sachar, Interim Business Manager

Activities during the month of May included.

Contacted Welder's Supply to see if Lincoln Electric had an interest in pursuing a membership in the CoStars, Cooperative Bidding Program. They indicated that an application for acceptance was file in the last year, however they had not heard back. At the end of the month, the sales person from Welder's Supply indicated that the CoStars application was approved, and we would be permitted to purchase the Plasma Cutter under this program. Contact was made, and the Tech school placed the order since the funds will come from Perkins 2020-21 and from GEER II.

Completion of the two payrolls, May 7 and May 21. Retirement adjustments were made, and payments made to various agencies.

Continued to modify spreadsheets to streamline data submission for the payroll process.

Met with representatives of the Erie Community College to determine if the Skill Center would meet the needs of the college. Developed costs, and prepared a draft of leasing space at the Skill Center for lease.

Final revisions made to the PCCD grant for 2020-21.

Met with Joe to complete Perkin Grant Application for the 2021-22 year.

Reviewed property insurance limits and discussed receiving bids for the June 2021 board meeting .

Continued preparation for auditing the 2020-21 school year.