ERIE COUNTY TECHNICAL SCHOOL
ERIE COUNTY AVTS OPERATING COMMITTEE
WORK SESSION AND REGULAR MEETING
THURSDAY, JUNE 28, 2001

Work Session – ISO 9001:2000 - RCTC Reorganization Plan

The AVTS Operating Committee of the Erie County Technical School held their Work Session and Regular Meeting on Thursday, June 28, 2001 in the Cafeteria of the Erie County Technical School. The Work Session started at 6:10 PM. Dr. Aldo Jackson, Director, presented the ISO 9001:2000 Quality Manual. The RCTC Reorganization Plan was also discussed by Dr. Jackson.

Executive Session

Mr. Bucksbee called for an Executive Session at 7:00 PM, which was covered by Act 84, which includes issues of real estate, confidential issues and labor issues. This session was for personnel matters. The Executive Session ended at 7:40 PM.

Call to Order

Mr. James Bucksbee, Vice-Chairperson, called the meeting to order at 7:40 PM. A moment of silence was observed followed by a group Pledge of Allegiance.

Roll Call

A roll call was taken at this time with the following members present:

Mr. Lewis Dove……....Ft. LeBoeuf	Mrs. Suzie Rosendahl…..….Fairview
Mrs. Marilyn Vargulich……Girard	Mr. James Bucksbee…...Gen. McLane
Mr. Thomas Loftus…..…..Iroquois	Mr. James Sonney…......Harbor Creek
Mrs. Charlotte Kolesar..Wattsburg	Mrs. Mary Jo Light…....Northwestern

Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

Also in attendance were the following individuals:

Dr. Aldo Jackson…....…..Director	Mr. Neil Donovan…….….….Principal
Mr. Paul Fritz….….Business Mgr.	Mr. Timothy Sennett……..….Solicitor
Mr. John Geissler…....RCTC Mgr.	Mrs. Mary Sceiford………Board Secty.
Mr. Frank Bova…Supt. of Record	

Approval - Minutes 5-24-01

It was moved by Mrs. Vargulich and seconded by Mr. Dove to accept the minutes of the May 24, 2001 Work Session and Regular Meeting as presented. Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

Presentation to Gerald Ingram

Mr. Bucksbee presented an engraved clock to Gerald Ingram for his 14 years of service with ServiceMaster at the Erie County Technical School. Gerald, in turn, expressed his gratitude for the kindness and cooperation he had during his years here.

Presentation to Frank Bova

Mr. Bucksbee also presented an engraved clock to Frank Bova for his year as Superintendent of Record at the Erie County Technical School. Frank also expressed his gratitude for the opportunity to work with the administration and board at the Erie County Technical School.

Visitors

The following visitors were present at the meeting: Rosanne Gangemi, John Schultz, Pam Lasher, Bob Marr, Tracy Massello, Mike Bednar, Linda Geissler and Gerald Ingram.

Correspondence

A letter from John Geissler, resignation letters from Steve Sceiford and Christopher Sanders, and a letter of retirement from Bob Marr were the letters of correspondence in the June packet.

BUSINESS – Mr. Paul Fritz

Business Mgr.'s Report

Mr. Paul Fritz, Business Manager, presented his Business Manager's Report (copy filed in Minutes Book).

It was moved by Mr. Dove and seconded by Mr. Sonney to approve the following Business motions:

- Motion to approve the Student Activities Report as presented.
- Motion to approve the Food Service Fund Revenue and Expenditure Reports as presented.
- Motion to approve the Food Service List of Invoices in the amount of $1,133.85 as presented.
- Motion to approve the General Fund High School Revenue and Expenditure Reports as presented.
- Motion to approve the General Fund RCTC Revenue and Expenditure Reports as presented.
- Motion to approve the General Fund List of Invoices in the total amount of $573,808.71 as presented.
- Motion to approve the Capital Reserve Fund Revenue and Expenditure Reports as presented.

Approval - Business Motions (Continued)

- Motion to approve the Capital Reserve List of Invoices in the total amount of $9,038.00 as presented.
- Motion to approve the ECTS Foundation Revenue and Expenditure Reports as presented.
- Motion to approve the Foundation List of Invoices in the amount $7,451.50 as presented.
- Motion to approve the Treasurer's Report as presented.

The above motions were approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent. (A copy of the above motions were filed in Minutes Book).

Approval - Insurance Bids - S. A. Wagner Agency; Wagner-Giblin Insurance

It was moved by Mrs. Vargulich and seconded by Mr. Dove to accept the insurance proposal from S. A. Wagner Agency for property, liability and auto products in the amount of $32,072,with Utica Insurance Company as the insurer. Motion also to accept the worker's compensation insurance proposal from Wagner-Giblin in the amount of $18,303, with Old Republic-PSBA program as the insurer. Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

PERSONNEL – Dr. Aldo Jackson

Approval - Personnel Motions

It was moved by Mrs. Rosendahl and seconded by Mr. Loftus to approve the following Personnel motions:

- Motion to reinstate Don Hofmeister as Electrical Engineering Instructor effective June 5, 2001.
- Motion to grant tenure to Richard Thayer, Electronics Instructor, effective June 28, 2001.
- Motion to change the original furlough dates as follows:
    1. Change the furlough date from April 2, 2001 to July 2, 2001 and approve an unpaid leave of absence from April 2, 2001 through July 2, 2001 for Randall Williams.
    2. Change the furlough date from May 15, 2001 to July 2, 2001 and approve an unpaid leave of absence from May 15, 2001 through July 2, 2001 for Steven Azzato, Daniel Williams, and Dana Kruse.
    3. Change the furlough date from June 29, 2001 to July 2, 2001 and approve an unpaid leave of absence from June 30, 2001 through July 2, 2001 for Robert Marr, Tracy Massello and Valerie Burek.

<u>Personnel Motions (Continued)</u>

- Motion to approve the following ECTS instructors for curriculum development, under the Innovative Learning Grant, for 30 hours each at $20/hour:

Roach Hewitt	Suzanne Matthews	Sherry States
Curtis Oakes	David Michalak	Jan Kennerknecht
Janet Grossman	Sandra Carr	Richard Thayer
Joseph Salorino	Robert Craft	

The above Personnel motions were approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

<u>Approval - Admin. Comp. & Business Mgr.'s Comp. Plans</u>

It was moved by Mrs. Light and seconded by Mrs. Rosendahl to approve the Administrative Compensation Plan and the Business Manager's Compensation Plan as presented (copies filed in Minutes Book). Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

<u>Approval - Resignation - Christopher Sanders – 6-13-01</u>

It was moved by Mrs. Vargulich and seconded by Mrs. Rosendahl to accept the letter of resignation from Christopher Sanders, Regional Career & Technical Center Program Development Coordinator, effective June 13, 2001. Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

<u>Approval - Furlough John Geissler - RCTC Manager</u>

It was moved by Mrs. Rosendahl and seconded by Mr. Loftus to furlough John Geissler, Regional Career & Technical Center Manager, effective July 27, 2001. Motion approved with an all "ayes" vote and one "nay" vote from Mr. Dove. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

<u>Approval - Robert Marr Retirement; Waiver of Earlier Notification</u>

It was moved by Mrs. Rosendahl and seconded by Mr. Dove to approve the request from Robert Marr, Skill Center Instructor, to waive the "…notification requirement of intent to retire communication in writing to the Operating Committee Secretary no later than January 31st of the school year preceding the contractual year in which the retirement is to be effective," and accept his retirement effective July 2, 2001. Mr. John Schultz, representative of the PaFT indicated that the union would not object and agreed with the waiver of notification. Mr. Schultz also acknowledged that this action would not establish any type of precedent. Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

Approval - Resignation of Steve Sceiford - Facilities Engr. Instructor 6-20-01

It was moved by Mrs. Vargulich and seconded by Mrs. Rosendahl to accept the resignation from Steven C. Sceiford, Facility Engineering Instructor, effective June 20, 2001, to accept the position of Facility Manager of the Erie County Technical School. Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

Approval - Employment of J. Tracy Massello - Facilities Engineering Instructor - 8-27-01

It was moved by Mrs. Vargulich and seconded by Mrs. Rosendahl to approve the employment of James Tracy Massello as the Facilities Engineering Instructor at a starting salary of Column A/B, Step 12, $38,508, with benefits per the Master Contract Between the Erie County Area Vocational-Technical School and the Erie County Technical School Federation of Teachers, effective August 27, 2001 (resume filed in Minutes Book). Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

OPERATIONS

Supt. of Record Report

Mr. Frank Bova, Superintendent of Record, again expressed his gratitude for the past year and his written report is filed in the Minutes Book.

Director's Report

Dr. Aldo Jackson, Director, presented his Director's Report (copy filed in Minutes Book). He acknowledged the PSBA Press Awards the Erie County Technical School recently received. He also informed the Operating Committee that the administrative team is working together to prepare an Annual Report of the ECTS.

Solicitor's

Mr. Timothy Sennett, Esq., presented a brief solicitor's report. He received a copy of the statute adopted by the legislature permitting the Northwest PA Technical Institute to dissolve which indicated that CAMtech, as the successor non-profit corporation, will assume the outstanding debt of NPTI. Mr. Fritz acknowledged that the June payment was from CAMtech's account. Mr. Sennett also informed the Operating Committee and administrative team the Erie Club Picnic is scheduled for July 26, 2001 at Waldameer.

High School Report

Mr. Neil Donovan, Principal, presented his monthly High School Report (copy filed in Minutes Book).

RCTC Report & Facility Mgr.'s Report

The RCTC Report and the Facilities Manager's Report were also included in the board meeting packets and will be filed in the Minutes Book.

Approval - Supt. of Record - Dr. Douglas Allen - Fairview Superintendent

It was moved by Mrs. Rosendahl and seconded by Mrs. Vargulich to appoint Dr. Douglas Allen, Superintendent of the Fairview School District, as Superintendent of Record of the Erie County Technical School, for the 2001-2002 school year, effective July 1, 2001 through June 30, 2002, at a stipend of $1,800, plus related expenses. Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

Approval - Quality Statement and ISO 9001:2000 Manual

It was moved by Mrs. Rosendahl and seconded by Mr. Dove to approve the Quality Statement – **Excellence in Career & Technical Studies**, and to adopt the ISO 9001:2000 Quality Manual as presented (copy filed in Minutes Book). Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

Approval - Tentative Agreement - Between ECAVTS & ECTS Fed. of Teachers, Skill Center Unit

It was moved by Mrs. Vargulich and seconded by Mr. Dove to approve the Tentative Agreement Between The Erie County Area Vocational-Technical School And The Erie County Technical School Federation of Teachers Skill Center Unit, dated June 20, 2001 as per the attached document (copy filed in Minutes Book). Motion approved with an all "ayes" vote. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

Approval - RCTC Reorganization Plan

It was moved by Mrs. Rosendahl and seconded by Mr. Sonney to approve the Regional Career & Technical Center Reorganization Plan of June 2001 (copy filed in Minutes Book), which includes the following recommendations:

1. Hire a part-time evening supervisor.
2. Reassign a 210-day clerical position and transfer one RCTC 260-day clerical position to the secondary program.
3. Increase part-time tuitions by $50 per class.
4. Funds in the ECTS Foundation received from the previous Skill Center Foundation (approximately $180,000) be used to pay the Siemens lease payment for at least the next two years.

The above motion was approved with an all "ayes" vote with one"nay" vote from Mr. Dove. Dr. Cuzzola, Mr. Michel and Mr. Tuttle were absent.

<u>July Board Meeting - Time Changed to 5:00 PM</u>

After a brief discussion, the Operating Committee decided to hold their July meeting on the previously scheduled date of July 26, 2001 but eliminate the Work Session and begin the Regular Meeting at 5:00 PM. This time change will be advertised in the Times News legal ads.

It was moved by Mrs. Vargulich and seconded by Mrs. Rosendahl to adjourn the meeting at 8:20 PM.

Respectfully Submitted,

Mary E. Sceiford, Board Secretary
AVTS Operating Committee
Erie County Technical School