

**Erie County Technical School
Erie County AVTS Operating Committee
Work Session and Regular Meeting
Thursday, June 27, 2002**

Amended Agenda

**Work Session
6:00 PM**

- I. Outsourcing Human and Quality Resources, presentation by Dave Stephany of J. L. Nick Associates (presentation and discussion)**
- II. Director's Evaluation (discussion)**
- III. Administrative Compensation Packages for 2002-2003 (discussion)**
- IV. Other Business**

**REGULAR MEETING
7:00 PM**

- I. Call to Order**
- II. Moment of Reflection**
- III. Pledge of Allegiance**
- IV. Roll Call**
- V. Motion to accept the Minutes of the May 23, 2002 Work Session and Regular Meeting as presented.**
- VI. Introduction of Guests**
- VII. Correspondence**
 - A. Letter from Dave Minnis, Executive Director, IU #5—Skill Center Building Usage (added)**
 - B. Memorandum from Dave Michalak, Federation President—Summer Hours (added)**

VIII. BUSINESS – Mr. Paul Fritz, Business Manager

- A. Business Manager's Report
- B. Motion to approve the Student Activities Report as presented.
- C. Motion to approve the Food Service Fund Revenue and Expenditure Reports as presented.
- D. Motion to approve the Food Service List of Invoices as presented. (amended)***
- E. Motion to approve the General Fund High School Revenue and Expenditure Reports as presented.
- F. Motion to approve the General Fund RCTC Revenue and Expenditure Reports as presented.
- G. Motion to approve the General Fund List of Invoices as presented. (amended)***
- H. Motion to approve the Capital Reserve Fund Revenue and Expenditure Reports as presented.
- I. Motion to approve the Capital Reserve Fund List of Invoices. (added)**
- J. Motion to approve the ECTS Foundation Report as presented.
- K. Motion to approve the ECTS Foundation List of Invoices. (added)**
- L. Motion to approve the Treasurer's Report as presented.
- M. Motion to accept the 2002-2003 insurance renewal from SA Wagner Agency for the Commercial Package in the amount of \$48,181, with Utica Insurance Company as the insurer, and to accept the 2002-2003 Worker's Compensation insurance renewal from Wagner-Giblin in the amount of \$25,314, with Old Republic-PSBA CREED program as the insurer.
- N. Motion to accept the monetary donation to the ECTS Foundation in memory of Mr. Richard C. Henshaw, Sr. from Frank Knauer.
- O. Motion to reject all Citrix Networking System bids due to failure to meet bid specifications.

IX. PERSONNEL – Dr. Aldo Jackson

- A. Motion to approve a contract with Alice Lyon, 474 Latonka Drive, Mercer, PA 16137 as follows:
 - To provide financial aid counseling and application services to RCTC students
 - To provide administrative services for PHEAA compliance and reporting
 - The contracted services will be provided at \$22.50 per hour for ten (10) hours per month July 1, 2002 through June 30, 2003.
- B. Motion to approve the job description for the Facilities & Technology Secretary as presented (attachment) and authorize the administration to seek candidates.
- C. Motion to approve James C. Hellman from Tri-State Business Institute to intern with Tom Craig effective June 28, 2002 (resume attached).

- D. Motion to grant tenure status (Professional Employee) to Dale Will, Tool and Die Instructor, who has completed three years of satisfactory teaching at the Erie County Technical School.
- E. Motion to approve the following staff members for curriculum development time funded through the 2001-2002 Innovative Learning and Workforce Development Grant. Rate of pay for curriculum development, per the Professional Contract is \$22.50 per hour. Staff members were required to look at mathematics instruction in their curriculum and national skill standards relevant to their program.

<u>Staff Member</u>	<u>Hours</u>	<u>Payment</u>
Borsukoff, Stephanie	25	\$562.50
Carr, Sandy	25	562.50
Craft, Bob	25	562.50
Dunmire, Jennifer	25	562.50
Grossman, Janet	25	562.50
Hewitt, Roach	25	562.50
Hofmeister, Don	25	562.50
Kennerknecht, Jan	25	562.50
Massello, Tracy	25	562.50
Matthews, Suzanne	25	562.50
Michalak, David	45	1012.50
Mientkiewicz, Tim	25	562.50
Oakes, Curtis	25	562.50
Paparelli, Frank	25	562.50
Salorino, Joe	25	562.50
Shaffer, Elaine	25	562.50
Shreve, Bob	25	562.50
States, Sherry	25	562.50

- F. Motion to approve the following classified staff changes that have resulted through the seniority bumping process for the 2002-2003 school year, effective June 30, 2002. The administration affirms the qualifications of all cross-classification bumps.
1. Pat Kalinowski from S-1 High School Secretary to S-1 Business Office Secretary
 2. Joan Sonnenberg from S-1 Business Office Secretary to S-2 High School Secretary
 3. Pam Lasher from S-2 High School Secretary to SAA-1 Student Assistant Aide
 4. Ursula Olsen-Gern bumped Mark Clickett (within classification)
- G. Motion to approve the furlough of Mark Clickett (SAA-1) effective July 30, 2002 that resulted from the seniority bumping process during the 2002-2003 school year.

- H. Motion to approve the following Administrative Compensation salaries for the 2002-2003 school year:

Paul Fritz	\$67,527
Neil Donovan	73,822
Steve Sceiford	54,210
Tom Craig	39,501*
Mary Ellen Camp	51,164
Britt Schumacher	26,864
Agnes Cermak	20,858

- I. Motion to appoint Dr. David Smith, Superintendent, Harbor Creek School District, as the Superintendent of Record for the 2002-2003 school year with annual compensation of \$1,800.

X. OPERATIONS

- A. Superintendent's Report – Mr. Wally Blucas, Superintendent of Record
- B. Director's Report – Dr. Aldo Jackson, Director
- C. Solicitor's Report – Mr. Timothy M. Sennett, Esquire
- D. High School Report – Mr. Neil Donovan, High School Principal
- E. Facilities Manager's Report – Mr. Steven Sceiford, Facilities Manager
- F. Technology Manager's Report – Mr. Thomas Craig, Technology Manager
- G. Motions
 - 1. Motion to approve the travel request from Julie Crouch to attend a Hair Show Convention, July 27 – 31, 2002, Las Vegas, NV, total expenses \$740.95.
 - 2. **Motion to approve the contract for the sale of surplus equipment, including Exhibit A, Listing of Equipment, to Asset Sales, Inc., Indian Trail, NC in the amount of \$233,000. (added)**

XI. OTHER INFORMATION

- A. **Recognition of Superintendent of Record (added)**
- B. **Recognition of Board Secretary (added)**
- C. AFT Scholarship Proposal (see attachment)
- D. Board Attendance Sheet
- E. ***Excellence in Career & Technical Studies, New High School Brochure (added)***