Erie County Technical School
AVTS Operating Committee
Work Session and Regular Meeting
Thursday, April 25, 2002

Work Session Technology Plan; First Reading - External Defibrillator Policy; Review Job Descriptions - Business Office

The AVTS Operating Committee of the Erie County Technical School held their Work Session and Regular Meeting for the month of April on Thursday, April 25, 2002 in the Cafeteria of the Erie County Technical School. The Work Session was called to order by Mr. James Bucksbee, Chairperson, at 6:05 PM. Dr. Aldo Jackson, Director, reviewed the Technology Plan, which is ready to submit to PDE. There was a first reading of the Automated External Defibrillator policy, which was followed by a detailed review and discussion of the business office job descriptions and a proposed new job description for Coordinator of Human & Quality Resources. The Work Session ended at 7:10 PM.

Call to Order

Mr. Bucksbee called the Regular Meeting to order at 7:20 PM. A moment of silence was observed followed by a group Pledge of Allegiance.

Mr. James Mitchell - Northwestern Board Representative

Mr. Bucksbee welcomed Mr. James Mitchell as the newly appointed board representative from the Northwestern School District, replacing Mrs. Mary Jo Light. His term will end on December 1, 2003.

Roll Call

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

Mr. James Bucksbee…..Gen. McLane	Mr. Lewis Dove……...Ft. LeBoeuf
Mrs. Marilyn Vargulich……….Girard	Mr. Thomas Loftus…….….Iroquois
Dr. Joseph Cuzzola………..Millcreek	Mr. Thomas Kelley…....North East
Mr. James Mitchell…….Northwestern	Mr. Jon Barnes………....Union City
Mrs. Charlotte Kolesar…….Wattsburg	Mrs. Suzie Rosendahl….…Fairview

Mr. James Sonney was absent.

The following administrators were present:

Dr. Aldo Jackson……………Director	Mr. Steve Sceiford..…Facilities Mgr.
Ms. Jennifer Gornall-Rouch..Solicitor	Mr. Wally Blucas…..Supt. of Record
Mrs. Mary Sceiford……Board Secty.	

Mr. Neil Donovan, Principal, and Mr. Paul Fritz, Business Manager, were out of town, and Mr. Thomas Craig, Technology Manager, was teaching a CISCO class.

Approval – Minutes - March 28, 2002

It was moved by Mr. Dove and seconded by Mr. Loftus to accept the minutes of the March 28, 2002 Work Session and Regular Meeting as presented. Motion approved with an all "ayes" vote. Mr. Sonney was absent.

Visitors and Guests

Mrs. Rosanne Gangemi was the only guest present at the meeting.

Correspondence

The following letters were included in the packet for correspondence:

- Letter from Sumitomo Plastics Machinery
- Letter from Van Dorn Demag Corporation
- Two letters of thanks from Gertrude Barber Center

(Copies of the above letters are filed in the Minutes Book).

BUSINESS

Business Manager's Report

In the absence of Mr. Paul Fritz, Business Manager, Dr. Jackson presented the Business Manager's Report (copy filed in Minutes Book).

Approval - Business Motions

It was moved by Mrs. Vargulich and seconded by Mr. Dove 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 Report as presented.
- Motion to approve the Food Service List of Invoices in the amount of $5,080.73 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 amount of $413,416.24 as presented.
- Motion to approve the Capital Reserve Fund Revenue and Expenditure Reports as presented.
- Motion to approve Capital Reserve Fund List of Invoices in the amount of $45,162.80 as presented.
- Motion to approve the Treasurer's Report as presented.
- Motion to approve the Budget Transfers as presented.

(Copies of the above reports are filed in the Minutes Book). The above motions were approved with an all "ayes" vote. Mr. Sonney was absent.

PERSONNEL – Dr. Aldo Jackson

Approval - Personnel Motions

It was moved by Mrs. Vargulich and seconded by Mr. Dove to approve the following Personnel motions as presented:

- Motion to grant regular employee status to Rebecca Luhman, SAGE Testing Evaluator, (SAA-2 part-time), Classified Contract, effective April 1, 2002 (completed 90-day probationary period).
- Motion to approve David Lasher and Derice Bucceri for the Substitute Custodial List (resumes attached).
- Motion to approve Tom Eberle for four (4) hours at $22.50 per hour for HVAC testing on April 27, 2002 through the RCTC Program.
- Motion to approve the RCTC Term V. list of instructors as per the attached list (copy filed in Minutes Book).
- Motion to pay the compensation for Club Advisors for the 2001-2002 school year to the following individuals:
  Sandra Carr – VICA Advisor - $1,000.00.
  Janet Grossman – National Vocational-Technical Honor Society - $500.00.

The above motions were approved with an all "ayes" vote. Mr. Sonney was absent.

OPERATIONS

Approval - Operations Motions

It was moved by Mr. Kelley and seconded by Dr. Cuzzola to approve the following Operations motions:

- Motion to approve the 2002-2003 and 2003-2004 school calendars as amended (copies filed in Minutes Book).
- Motion to approve the use of facilities and grounds request from the Thermal G RC Club to hold an air show on Saturday, August 10, 2002 from 10:00 AM – 5:00 PM, using the parking lots, field behind the school and the restrooms at the back of the school (in receipt of insurance liability).
- Motion to approve the use of facilities and grounds request from the German Shepherd Dog Club to use the grounds behind the school on Tuesday evenings, May – September 2002, 6:30 – 9:00 PM for dog training classes (in receipt of insurance liability).
- Motion to approve the use of facilities and grounds request from the Erie Kennel Club to use the grounds in front of the Skill Center Building on Wednesday evenings, April 24 – June 19, 2002, for dog training classes (in receipt of insurance liability).

Operations Motions (Continued)

- **Second Reading** – Policy – Automated External Defibrillator.
- Motion to approve the increase in the daily substitute teacher pay rate at $75 per day, and $40 for one-half day, effective for the 2002-2003 school year.
- Motion to approve the field trip for the Health Assistant Lab to the Shriner's Hospital long-term care facility and the medical department of the Erie Zoo on May 3, 2002.
- Motion to approve the field trip for five (5) Culinary Arts students to the Mercyhurst College Culinary Arts Program on April 30, 2002, accompanied by Dr. Gary McEnery of Green Bone, Inc.

The above motions were approved with an all "ayes" vote. Mr. Sonney was absent.

Appointment of Admin. Comp. Committee

Mr. Bucksbee appointed the following board members to the Administrative Compensation Committee: Mrs. Marilyn Vargulich, Mr. Lewis Dove, Mrs. Charlotte Kolesar along with Mr. Bucksbee.

Supt.'s Report

Dr. Jackson presented the Superintendent's Report for Mr. Wally Blucas since he was absent from the Superintendent's Meeting on April 5, 2002. Items discussed at the meeting were as follows: IU Special Education Contract, Attendance Report – Spring Recess 2002 and Capt. Conley and Trooper Rogers and Lt. Williams of the PA State Police had a demonstration with the drug-sniffing dog.

Director's Report

Dr. Jackson presented his Director's Report. Items he highlighted are as follows: equipment sale of Skill Center equipment, quotes on the plastics technologies equipment, ISO 9001:2000 certification update, classified contract negotiations, the Technology Plan is ready for submission to PDE and the Alternative Education Grant (copy filed in the Minutes Book).

Solicitor's Report

Ms. Jennifer Gornall-Rouch, Solicitor, had no Solicitor's Report at this time.

High School Report

In the absence of Mr. Neil Donovan, Principal, Dr. Jackson presented the High School Report (copy filed in Minute Books).

Facilities Manager's Report

Mr. Steve Sceiford, Facilities Manager, presented his Facilities Manager's Report (copy filed in Minutes Book).

Technology Manager's Report

In the absence of the Tom Craig, Technology Information Manager, Dr. Jackson presented his Technology Manager's Report (copy filed in Minutes Book).

Items of Information

The following were presented as Items of Information:

- Enrollment by School
- Enrollment by Lab
- Board Attendance Sheet
- VICA Students Who Competed at State Competition
- Letter of Intent to Retire From Mrs. Agnes Cermak, Food Service Director
- Article From Plastics Newsletter on John Williams (An ECTS Student)
- Postcard for Senior Only Programs
  (copies of the Items of Information filed in
  Minutes Book).

Adjournment

It was moved by Dr. Cuzzola and seconded by Mrs. Rosendahl to adjourn the meeting at 8:01 PM.

Respectfully Submitted,

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