

**Erie County Technical School
Erie County AVTS Operating Committee
Work Session and Regular Meeting
Thursday, January 24, 2002**

The AVTS Operating Committee of the Erie County Technical School held their Work Session and Regular Meeting on Thursday, January 24, 2002. The Work Session, which began at 6:00 PM, was held at the Skill Center Building. Dr. Aldo Jackson, Director, conducted a tour of the facilities. The Regular Meeting was held in the school cafeteria.

Work Session

Mr. James Bucksbee, Chairperson, called the Regular Meeting to order at 7:05 PM. A moment of silence was observed followed by a group Pledge of Allegiance.

**Call to Order -
Regular Meeting**

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

Roll Call

Mr. Lewis Dove.....Ft. LeBoeuf	Mr. James Bucksbee...Gen. McLane
Mrs. Suzie Rosendahl.....Fairview	Mrs. Marilyn Vargulich.....Girard
Mr. James Sonney.....Harbor Creek	Mr. Thomas Loftus.....Iroquois
Dr. Joseph Cuzzola.....Millcreek	Mr. George Sucha.....North East
Mr. Jon Barnes.....Union City	

Mrs. Mary Jo Light and Mrs. Charlotte Kolesar were absent.

The following administrators were present:

Dr. Aldo Jackson.....Director	Mr. Paul Fritz.....Business Manager
Mr. Neil Donovan.....Principal	Mr. Wally Blucas.....Supt. of Record
Mrs. Mary Sceiford.....Bd. Sectry.	Mr. Steve Sceiford.....Facilities Mgr.
Mr. Timothy Sennett.....Solicitor	

It was moved by Mrs. Rosendahl and seconded by Mrs. Vargulich to accept the minutes of the Work Session and Organization Meeting of December 13, 2001 as presented. Motion approved with an all "ayes" vote. Mrs. Light and Mrs. Kolesar were absent.

**Approval – Minutes -
December 13, 2001**

The following guests were present at the meeting: Michael Bednar, Daniel Lasher, Roy Drake, Rosanne Gangemi, Richard Ruckman, Angela Gangemi and Bill Donnell.

Visitors and Guests

Rosanne Gangemi presented to the Committee a union complaint (copy filed in Minutes Book).

**Union Complaint
Presented**

There was no correspondence at this time.

Correspondence

BUSINESS – Mr. Paul Fritz

Mr. Paul Fritz, Business Manager, presented his Business Manager's Report for the month of January 2002 (copy filed in Minutes Book).

Business Manager's Report

It was moved by Mrs. Vargulich and seconded by Dr. Cuzzola to approve the following Business motions:

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 \$5,176.11 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 \$255,444.33 as presented.
- Motion to approve the Capital Reserve Fund Revenue and Expenditure as presented.
- Motion to approve the Capital Reserve Fund List of Invoices in the amount of \$3,444.30 as presented.
- Motion to approve the ECTS Foundation Report as presented.
- Motion to approve the Treasurer's Report as presented.
- Motion to approve the Budget Transfers as presented.

The above motions were approved with an all "ayes" vote. Mrs. Light and Mrs. Kolesar were absent. (Copies of the above reports are filed in the Minutes Book.)

PERSONNEL – Dr. Aldo Jackson

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

- Motion to grant regular employment status to John Tychan, a Student Assistance Aide (part-time), effective December 27, 2001 (completed probationary period).
- Motion to accept the letter of retirement from Mary Sceiford, Board Secretary/Administrative Assistant, effective July 31, 2002.

- Motion to employ Robert E. Shreve, Jr., as the Networking Technologies Instructor, Temporary Professional Employee, Step 8, Column A/B, \$35,558 (prorated), with benefits as provided by the professional contract, effective February 7, 2002 (in receipt of criminal clearances).
- Motion to employ Jennifer Dunmire as a Mathematics Resource Person, (part-time), temporary professional employee, Step 1, Column C, with part-time benefits per the professional employee contract, effective February 11, 2002. Salary payment for the 2001-2002 school year will be \$18,487.50 for 85 days.
- Motion to approve the addition of Dale Hanson to the teacher substitute list in the Drafting and Design Lab (clearances on file).
- Motion to approve the Term III RCTC instructor's list as per the attached list (copy filed in Minutes Book).
- Motion to accept the resignation of Edward Williamson, III, as a Custodian, effective January 8, 2002.
- Motion to approve the column advancement for Sherry States, Health Assistant Instructor, from Column D, Step 12, to Column E, Step 12, \$41,049 (prorated), effective January 17, 2002.

Personnel Motions - Continued)

The above motions were approved with an all "ayes" vote. Mrs. Light and Mrs. Kolesar were absent.

OPERATIONS

Mr. Wally Blucas, Superintendent of Record, presented his Superintendent's Report. He highlighted the following: The Alternative Education Program tour in Mercer, the final draft of the Strategic Plan and the superintendents' meeting reviewing the ECTS general fund operating budget for the 2002-2003 school year.

Superintendent's Report – Mr. Blucas

Dr. Aldo Jackson, Director, presented his Director's Report (copy filed in the Minutes Book). He also highlighted the final draft of the Strategic Plan which will be posted on the websites of the home schools.

Director's Report

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

High School Report

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

Facilities Manager's Report

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

Operations Motions

- Motion to approve the travel request from Steve Sceiford to attend the PASBO Conference, March 12-15, 2002, Hershey, PA (approximate cost: \$880).
- Motion to approve the Buildings and Grounds Use Request from Lee Wasielewski, Wasielewski Farms, for the tillable acreage of Erie County Technical School for the purpose of planting and maintaining agricultural crops. Either party may terminate the agreement with not less than 120 days notice. A liability insurance certificate is required, per the Buildings and Grounds Use Policy, currently \$500,000.
- Motion to approve the field trip request from Suzanne Matthews to take approximately 40 Commercial Art students to the High School Art Show at Edinboro University on April 17, 2002. The students and two chaperones will travel by school bus. (Approximate cost: 75.)
- Motion to approve the field trip request from Suzanne Matthews to take approximately 40 students to the Erie Art Museum for a tour of visiting and permanent art collections on February 6, 2002. The students and two chaperones will travel by school bus. (Approximate cost: \$75.)
- Motion to approve the field trip request from Joseph Salorino to take 15 Graphic Communications AM students to McCarty Printing on January 29, 2002 to observe the foil-stamping process. The students and teacher will travel by school bus. (Approximately cost: \$75.)
- Motion to approve the field trip request from David Michalak to take two Auto Technology students to Allegheny County Community College for competition in the Pittsburgh Auto Trade Association's Annual Automotive Repair Competition on February 15, 2002. (Approximate cost: \$75 for meals and gas for school car.)
- Motion to approve the field trip request from Frank Paparelli to take 17 Plastics Technologies students to Plasteks Industries in Erie on February 1, 2002. (The AM and PM trips will cost approximately \$100 for Laidlaw School Bus.)
- Motion to approve the field request from Don Hofmeister to take 23 AM Electrical Engineering students to the Northwest Rural Electric Co-op in Cambridge Springs on February 8, 2002 (approximate cost: \$75 for school bus).
- Motion to approve the field trip request from Elaine Shaffer and Bob Craft to take four students to the Capitol Building in Harrisburg, PA on February 11-13, 2002 for the annual Career and Technology Education Week (approximate cost: van rental).

- Motion to approve the field trip request from Mark Cyphert and Michael Bednar to take 20 Metal Fabrication students to the General Electric Company on February 20, 2002 to tour the metal fabrication building (approximate cost: \$75 for school bus).
- Motion to declare the attached list of equipment to be unused and surplus, and to solicit bids for the sale of the equipment (copy of list filed in Minutes Book).
- Motion to approve the use of facilities request from the PA State Police to use one classroom to conduct a Citizen Police Academy, Thursday evenings from March 7 through May 2, 2002, 6:30 – 9:00 PM (copy of liability insurance on file).

**Operations Motions
(Continued)**

The above motions were approved with an all “ayes” vote. Mrs. Light and Mrs. Kolesar were absent.

The following were included as Items of Information for the January Board Meeting packet:

Items of Information

1. Enrollment by School District
 2. Enrollment by Lab
 3. Board Attendance Sheet
 4. ECTS Skills USA-VICA District Competitors
 5. Quality Statement
 6. Open House Times News Article
- (Copies of the above items are filed in the Minutes Book.)

The Committee members also were given a 2002 calendar prepared by the Graphics Communications students.

**Graphics Communications
Student Calendar**

It was moved by Mr. Dove and seconded by Mr. Sonney to adjourn the meeting at 7:45 PM.

Adjournment

Mr. Bucksbee called an Executive Session at 7:50 PM. The Executive Session is covered by Act 84, which includes confidential issues, personnel, labor relations and real estate. This session was called to discuss labor relations. The Executive Session ended at 8:26 PM.

Executive Session

Respectfully Submitted,

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