Erie County Technical School
Erie County AVTS Operating Committee
Work Session and Regular Meeting
Thursday, May 23, 2002

Work Session
6:00 PM

I. Student Portfolios, VICA Winners, Winners of the AAA Trouble Shooters and a Presentation by the Health Assistant Students

II. Other Business

AMENDED AGENDA

Regular Meeting
7:00 PM

I. Call to Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Roll Call

V. Motion to accept the Minutes of the April 25, 2002 Work Session and Regular Meeting as presented.

VI. Introduction of Guests and Public Comment

   A. Mark Cyphert, AFT Local President

VII. Correspondence from the Honorable Thomas J. Scrimenti, State Representative (attachment)

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.
   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.

H. Motion to approve the Capital Reserve Fund Revenue and Expenditure Reports as presented.

I. Motion to approve the ECTS Foundation Report as presented.

J. Motion to approve the Treasurer's Report as presented.

K. Motion to approve the Budget Transfers as presented.

L. Motion to designate PNC Bank and PSDLAF as depositories for school funds for 2002-2003.

M. Motion to designate newspapers of general circulation for school year 2002-2003 to include:

1. ***Erie Times News***
2. ***Brown-Thompson Newspapers, Inc., including Times Leader, Cosmopolite, Independent Enterprise and the North East Breeze.***

N. Motion to nominate and then elect a Treasurer for a one-year term, July 1, 2002 through June 30, 2003.

O. Motion to purchase $50,000 bonds for the Treasurer and Board Secretary for the 2002-2003 school year.

P. Motion to approve the Knox McLaughlin Gornall Sennett, PC, Law Form as solicitor for a one-year term July 1, 2002 through June 30, 2003.

IX. PERSONNEL – Dr. Aldo Jackson, Director

A. Motion to pay Renee King $250.00 for computer instruction to New Choices/New Options participants from April 26 – May 24, 2002.

B. Motion to approve the following Administrative Job description changes, as attached, and to advertise and interview candidates for the position of Coordinator of Human and Quality Resources.

1. Coordinator for Human and Quality Resources – new job description
2. Business Manager and JOC Secretary – revised job description **(blue paper**)

C. Motion to approve the following RCTC Term V instructors as listed below:

Dorothy Mordan	Intro to Computer	30 hours @ $22.50/hr.	=	$675.00
Terri Martin	Nurse Aide Program	160 hours @ $22.50	=	$3,600.00
Sherry States	Nurse Aide Program	60 hours @ $22.50	=	$1,350.00

D. Motion to approve the Network Technician Intern, Kevin A. Lynch, from Tri-State Business Institute (resume and clearances attached).

E. Motion to appoint Paul Fritz at Board Secretary effective July 1, 2002 ***for the through June 30, 2005 (remainder of current Board Secretary term).***

F. Motion to accept the resignation of Rebecca Luhman, SAGE Testing Evaluator, effective June 3, 2002.

G. Motion to notify Patricia Kalinowski (High School Secretary, S-1) of the intent to furlough her effective June 28, 2002 (attachment).

H. Motion to approve the addition of Vanessa R. Wieczorek to the Custodial Substitute List (attached; clearances on file).

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 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 award the contract for the sale of surplus equipment to Asset Sales, Inc., Indiana Trail, NC in the amount of $233,000.00.

2. Third Reading and approval of the Automated External Defibrillator Policy (Attachment).

3. Motion to accept the monetary donations to the ECTS Foundation in memory of Mr. Richard C. Henshaw, Sr., from the following:

   - Lord Corporation
   - Dr. & Mrs. William W. Cohen
   - Employees Mutual Benefit Association of the Electric Materials Co.
   - Marianne Faso

4. Motion to approve the travel request for Mr. Bob Shreve to take five (5) Networking students (2 in the AM and 3 in the PM) on May 31, 2002 to Tri-State Business Institute for the CCNA exam (travel by school car; exam fee paid by students).

H. Item of Discussion – Injection Molding Machine Lease/Purchase Analysis (Attachment)

I. Items of Information

1. RCTC Term IV Financial and Enrollment Analysis
2. RCTC Term V Financial and Enrollment Analysis
3. Enrollment by School
4. Enrollment by Lab
5. Board Attendance Sheet
6. ***Facilities & Technology Secretary Job Description***
7. ***Plastics Technology Students Article From Northwest Chapter of SPE Newsletter***

XI. Other Business

XII. Adjournment