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

**Work Session - Presentation by Health Assistant Students and Mrs. Sherry States**

The AVTS Operating Committee of the Erie County Technical School held their Work Session and Regular Meeting for the month of May on Thursday, May 23, 2002, in the Cafeteria of the Erie County Technical School. The Work Session was called to order by Mr. James Bucksbee, Chairperson at 6:00 PM. Mrs. Sherry States, Health Assistant Instructor, introduced students, Heather Stanley, and Lisa Swab, who made a presentation on their Material Safety Data Sheets project.

**VICA State Winners**

Mr. Neil Donovan, Principal, reported on the recent VICA state winners. Aaron Dudas, a student from Fairview, reported on his experiences at the state VICA competition.

**Business Mgr.'s Report**

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

**Surplus Equipment Bid Award Explanation**

Mr. Fritz explained the sale of the surplus equipment through an equipment bid award.

**Director's Report**

Dr. Aldo Jackson, Director, presented his Director's Report (copy filed in Minutes Book).

**High School Report**

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

**Superintendent's Report**

Mr. Wally Blucas, Superintendent of Record, presented a verbal Superintendent's Report. Items he highlighted are as follows: the superintendents are working on their home school budgets; and they have had discussions on home school recruiting.

**Facilities Manager's Report**

Mr. Steven Sceiford, Facilities Manager, presented his Facilities Manager's Report (copy filed in Minutes Book). He reported the maintenance and custodial staff have been busy with the usual Spring indoor and outdoor responsibilities of the building and grounds.

**Work Session Adjourned**

Mr. Bucksbee adjourned the Work Session at 6:55 PM.

**Call to Order - Regular Meeting**

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

**Roll Call**

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

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

Mrs. Suzie Rosendahl was absent.

**Administrators Present**

The following administrators were present:

Dr. Aldo Jackson……….…Director
Mr. Neil Donovan…..……Principal
Mr. Steve Sceiford…Facilities Mgr.
Mr. Mark Wassell………..Solicitor
Mr. Wally Blucas…….Supt. of Record
Mr. Paul Fritz……...Business Manager
Mrs. Mary Sceiford.…Board Secretary

**Approval - Minutes - 4-25-02**

It was moved by Dr. Cuzzola and seconded by Mr. Mitchell to approve the minutes of the Work Session and Regular Meeting of April 25, 2002 as presented. Motion approved with an all "ayes" vote. Mrs. Rosendahl was absent.

**Guests Present**

The following guests were present: Tracy Massello, Frank Paparelli, Rosanne Gangemi, Sherry States, Michael Bednar, Kathy Swab, Lisa Swab, Heather Stanley, Matthew Belden, Aaron Dudas and Tracy Swab.

**Approval - Business Motions**

It was moved by Mr. Sonney and seconded 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 $5,157.17 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 $1,143,483.69 as presented.
- Motion to approve the Capital Reserve Fund Revenue and Expenditure Reports as presented.
- Motion to approve the ECTS Foundation Report as presented.

**Business Motions (Continued)**

- Motion to approve the Treasurer's Report as presented.
- Motion to approve the Budget Transfers as presented.
- Motion to designate PNC Bank and PSDLAF as depositories for school funds for 2002-2003.
- 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.
- Motion to purchase $50,000 bonds for the Treasurer and Board Secretary for the 2002-2003 school year.
- Motion to approve the Knox McLaughlin Gornall Sennett, PC, Law Firm as solicitor for a one-year term July 1, 2002 through June 30, 2003.

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

**Mrs. Marilyn Vargulich - Elected Treasurer 2002-2003 School Year**

It was moved by Mrs. Kolesar and seconded by Mr. Loftus to nominate Mrs. Marilyn Vargulich for the position of Treasurer for the 2002-2003 school year. Motion approved with an all "ayes" vote.

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

- Motion to pay Renee King $250 for computer instruction to New Options/New Choices participants from April 26-May 24, 2002.
- 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
- Motion to approve the following RCTC Term V instructors as listed below:

| | | |
|---|---|---|
| Dorothy Mordan | Intro to Computer | 30 hours @ $22.50/hr. = $675. |
| Terri Martin | Nurse Aide Program | 160 hrs @ $22.50/hr = $3,600. |
| Sherry States | Nurse Aide Program | 60 hours @ $22.50 = $1,350. |

- Motion to approve the Network Technician Intern Kevin A. Lynch, from Tri-State Business Institute (resume and clearance attached).
- Motion to appoint Paul Fritz as Board Secretary effective July 1, 2002 through June 30, 2005 (remainder of current Board Secretary term).
- Motion to accept the resignation of Rebecca Luhman, SAGE Testing Evaluator, effective June 3, 2002.
- Motion to notify Patricia Kalinowski (High School Secretary, S-1) of intent to furlough her effective June 28, 2002.

**Approval - Personnel Motions (Continued)**

- Motion to approve the addition of Vanessa R. Wieczorek to the Custodial Substitute List (resume attached).

The above motions were approved with an all "ayes" vote. Mrs. Rosendahl was absent.

**OPERATIONS**

**Solicitor's Report**

Mr. Mark T. Wassell, Solicitor, had no report at this time.

**Approval - Award Contract for Surplus Equipment – Asset, Inc. - $233,000.00**

It was moved by Dr. Cuzzola and seconded by Mr. Mitchell to award the contract for the sale of surplus equipment to Asset Sales, Inc., Indian Trail, NC in the amount of $233,000. Motion approved with an all "ayes" vote. Mrs. Rosendahl was absent.

**Approval – External Defibrillator Policy**

Following the third reading of the policy, it was moved by Mrs. Vargulich and seconded by Mr. Mitchell to approve the Automated External Defibrillator Policy (copy filed in Minutes Book). Motion approved with an all "ayes" vote. Mrs. Rosendahl was absent.

**Approval - Donations to ECTS Foundation In Memory of Mr. Richard C. Henshaw, Sr.**

It was moved by Mrs. Vargulich and seconded by Mr. Mitchell to accept the monetary donations to the ECTS Foundation in memory of Mr. Richard C. Henshaw, Sr., from the follow:

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

The above motion was approved with an all "ayes" vote. Mrs. Rosendahl was absent.

**Approval - Networking Students to Tri-State Business Institute for CCNA Exam**

It was moved by Mr. Sonney and seconded by Dr. Cuzzola to approve the travel request from 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). Motion approved with an all "ayes" vote. Mrs. Rosendahl was absent.

**Items of Information**

Items of Information that were included in the packet are as follows:

1. RCTC Term IV Financial & Enrollment Analysis
2. RCTC Term V Financial & Enrollment Analysis
3. ECTS Enrollment by School
4. ECTS Enrollment by Lab
5. Board Attendance Sheet

**Items of Information (Continued)**

6. Facilities & Technology Secretary Job Description
7. Plastics Technology Students Article From Northwest
8. Chapter of SPE Newsletter

**Adjournment**

It was moved by Mr. Mitchell and seconded by Dr. Cuzzola to adjourn the meeting at 7:52 PM.

Respectfully Submitted,

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