Erie County Technical School
Erie County AVTS Operating Committee
Work Session and Regular Meeting
Thursday, October 25, 2001

Work Session

The AVTS Operating Committee of the Erie County Technical School held their Regular Meeting and Work Session on Thursday, October 25, 2001 in the Cafeteria of the Erie County Technical School. Mr. James Bucksbee, Vice-Chairperson, called the Work Session to order at 6:01 PM.

Auditor's Report - Jim Gloekler

During the Work Session, Mr. Jim Gloekler and Ms. Natalie Heberlein from Gorzynski Felix and Gloekler, Inc. presented the independent auditor's report ending June 30, 2001 for the Erie County Technical School and the Skill Center Foundation (copies of the reports are filed in the Minutes Book).

Act 48 Plan and Business Mgr.'s Report

Following the auditor's report, Mr. Neil Donovan, Principal, presented the Act 48 Plan (copy filed in Minutes Book). Mr. Paul Fritz, Business Manager, presented his Business Manager's Report (copy filed in Minutes Book). The Work Session ended at 6:55 PM.

Regular Meeting Call to Order

Mr. Bucksbee called the Regular Meeting to order at 7:00 PM. A moment of silence was observed followed by a group Pledge of Allegiance.

Roll Call

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

Mr. Lewis Dove………...…Ft. LeBoeuf	Mr. James Bucksbee….Gen. McLane
Mrs. Marilyn Vargulich…..……..Girard	Mr. Thomas Loftus…...…….Iroquois
Dr. Joseph Cuzzola…………..…Millcreek	Mr. Robert Michel……....Union City
Mrs. Charlotte Kolesar…..…Wattsburg	

Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle 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
Mr. Steve Sceiford…..….Facilities Mgr.	Mr. Tom Craig……..Technology Mgr.
Ms. Jennifer Gornall-Rouch…..Solicitor	Mary Sceiford……..…Board Secretary

Guests

The following guests were in attendance: Mark Cyphert, Mike Bednar, Angie Gangemi and Rosanne Gangemi.

Approval - Minutes Sept. 27, 2001

It was moved by Mrs. Vargulich and seconded by Dr. Cuzzola to accept the minutes of the Work Session and Regular Meeting held on September 27, as presented. Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

BUSINESS – Mr. Paul Fritz

Approval - Business Motions

It was moved by Dr. Cuzzola and seconded by Mr. Michel 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 Reports as presented.
- Motion to approve the Food Service List of Invoices in the amount of $8,332.11 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 $426,962.62 as presented.
- Motion to approve the Capital Reserve Fund Revenue and Expenditure Reports as presented.
- Motion to approve the ECTS Foundation Report as presented.
- Motion to approve the Foundation List of Invoices in the amount of $4,261.84 as presented.
- Motion to approve the Treasurer's Report as presented.
- Motion to approve the Budgetary Transfers as presented.

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

PERSONNEL – Dr. Aldo Jackson

Resignation - Cheryl Nelson – Part-time SAGE Coordinator

It was moved by Mrs. Vargulich and seconded by Mr. Dove to accept the resignation from Cheryl Nelson, part-time SAGE Coordinator, effective October 9, 2001. Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

Approval - Heather Vaydanich - Substitute Teacher - Cosmetology

It was moved by Mr. Dove and seconded by Dr. Cuzzola to approve Heather Vaydanich as a substitute teacher in the Cosmetology Lab (resume filed in Minutes Book). Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

Approval – Payment for RCTC Curriculum - Thomas Eberle

It was moved by Mr. Michel and seconded by Dr. Cuzzola to approve payment to Thomas Eberle for 18¼ hours at $22.50/hour for the RCTC HVAC program curriculum development. Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light. Mr. Tuttle and Mrs. Rosendahl were absent.

Approval - $250 Payment to Renee King - Computer Instruction

It was moved by Dr. Cuzzola and seconded by Mr. Michel to approve the payment of $250 to Renee King for introductory computer instruction to New Choices/New Options participants, September 14, 21, 28, October 5, 12, 2001, for a total of ten hours of instruction. Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mr. Tuttle and Mrs. Rosendahl were absent.

Approval - RCTC Instructors – Term II

It was moved by Mrs. Vargulich and seconded by Dr. Cuzzola to approve the instructors for the Regional Career & Technical Center for Term II as per the attached list (copy filed in Minutes Book). Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

OPERATIONS

Report by Supt. of Record

Mr. Wally Blucas, Superintendent of Record, presented his Superintendent's Report. He reported that nine superintendents met on October 5, 2001 and toured the Skill Center Building. The following were items they discussed at this meeting: lease with CAMtech, concern on the Cyber Charter Schools, and they had a presentation by Don Moore on the ECTS Strategic Plan.

Director's Report

Dr. Aldo Jackson, Director, presented a brief Director's Report. He reported on the following items: the progress of the Strategic Plan, ISO 9001:2000 Certification, and welding training. (A copy of the report is filed in the Minutes Book).

Solicitor's Report

Mr. Timothy Sennett. Solicitor, arrived at the meeting just prior to the Solicitor's Report. He reported on the property easement for the Summit Township Water Authority.

Approval - Summit Township Water Line Easement Agreement

It was moved by Mr. Michel and seconded by Dr. Cuzzola to approve the Summit Township Water Line Easement Agreement as presented (copy filed in the Minutes Book). Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

High School Report

Mr. Neil Donovan, Principal, presented his High School Report (copy filed in Minutes Book). Items he reported on are as follows: VICA leadership conference, the 2002-2003 substitute teacher rate, Culinary Arts and Tourism and Hospitality Management programs are in the process of creating a cooperative relationship with the Family First Sports Park, the Safe Schools Grant, and the Act 48 Plan.

Facilities Manager's Report

Mr. Steven Sceiford, Facilities Manager, presented his Facilities Department Report (copy filed in the Minutes Book).

Technology Manager's Report

Mr. Thomas Craig, Technology Manager, presented his Technology Department Report (copy filed in the Minutes Book).

Operations Motions - Approval – Auditor's Report; Travel Requests and Field Trips

It was moved by Mr. Dove and seconded by Mr. Michel to approve the following motions:

- Motion to accept the June 30, 2001 auditor's reports as prepared by Gorzynski Felix and Gloekler, Inc.
- Motion to retain the secondary school tuition rate at $6.00 per class hour, effective for the 2001-2002 school year.
- Motion to approve the following travel requests:
  - Mary Ellen Camp – PDE In-Service for New Options/New Choices Program Directors, October 24-25, 2001, Harrisburg, PA. Cost: $100.00.
  - Sherry States – OBRA Update Workshop, November 7-8, 2001, State College, PA. Cost $600.00.
  - Janet Kennetknecht – Child Care Class to Lollipop U. Day Care Center, Fairview, PA, November 9, 2001 – 25 students with 3 chaperones.

The above motions were approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

Approval – Utility Cart Three-Year Lease With C. G. Supply Company

It was moved by Mrs.Vargulich and seconded by Dr. Cuzzola to approve the lease with G. C. Supply Company for a utility cart for a term of three years at $700 per year. Motion approved with an all "ayes" vote. Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

Approval – Welding Lab Rental Schedule

It was moved by Dr. Cuzzola and seconded by Mrs. Vargulich to approve the rental schedule for the welding lab (copy filed in the Minutes Book). The motion was approved with six (6) "ayes" and one (1) "nay" from Mr. Dove (6-1-4 absent). Mr. Sonney, Mrs. Light, Mrs. Rosendahl and Mr. Tuttle were absent.

Approval – VICA Candy Sale

It was moved by Mr. Michel and seconded by Dr. Cuzzola to approve the annual Skills-USA VICA candy sale, 40,000 candy bars will be purchased from the Ralph R. Prieur Company for a total cost of $17,600. Motion approved with an all "ayes" vote. Mrs. Rosendahl, Mrs. Light, Mr. Sonney and Mr. Tuttle were absent.

Approval - EMMCO WEST, Inc., Use of Facilities for EMS Testing

It was moved by Mr. Michel and seconded by Mr. Dove to approve the use of facilities request from EMMCO WEST, Inc., to conduct testing for the EMS certification exams as per the attached schedule during the months of December 2001, January, April and June, 2002 (schedule filed in the Minutes Book). Motion approved with an all "ayes" vote. Mr. Sonney, Mr. Tuttle, Mrs. Rosendahl and Mrs. Light were absent.

Motion - CAMtech Rental of Welding Lab Request

It was moved by Mrs. Vargulich and seconded by Dr. Cuzzola to approve the facilities usage request from CAMtech for the Skill Center building welding laboratory and classroom based on the approved facility rental schedule (see attachment filed in Minutes Book).

Table Motion - Request From CAMtech to Rent Welding Laboratory

It was moved by Mr. Loftus and seconded by Mr. Michel to table the above motion from CAMtech for rental of the Skill Center building welding laboratory. Motion approved with an all "ayes" vote to table the motion.

Approval to Amend the Motion With a 5% Short-Term Lease Surcharge

It was moved by Mr. Loftus and seconded by Mr. Michel to add the language to the welding lab rental schedule motion "there will be a 5% surcharge for a period shorter than one year." This added language was approved with six (6) "aye" votes and one (1) "nay" vote from Mr. Dove.

Remove Original Motion From Table

It was moved by Mr. Loftus and seconded by Mr. Michel to remove the original motion from the table. Motion approved with six (6) "aye" votes and one (1) "nay" vote from Mr. Dove.

Approval – CAMtech Rental of Skill Center Building Welding Lab

Be it resolved to approve the facilities usage request from CAMtech for the Skill Center building welding laboratory and classroom based on the approved facility rental schedule with a 5% surcharge for the rental period shorter than one year (see attachment filed in Minutes Book). The motion was approved with six (6) "aye"votes and one (1) "nay" vote. Mrs. Rosendahl, Mrs. Light, Mr. Sonney and Mr. Tuttle were absent.

Items of Information

Items of information included in the board packet are as follows:
- Enrollment by Lab
- Enrollment by School District
- Committee Member Attendance Sheet (attachment).

Adjournment

It was moved by Mr. Michel and seconded by Dr. Cuzzola to adjourn the meeting at 8:10 PM.

Executive Session

After a five-minute break, Mr. Bucksbee called an Executive Session to discuss legal matters. This Executive Session is covered by Act 84 which includes confidential issues, personnel, labor relations and real estate. The Executive Session ended at 8:20 PM.

Respectfully Submitted,

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