Erie County Technical School
Erie County AVTS Operating Committee
Work Session and Regular Meeting Minutes
Thursday, November 29, 2001

Work Session

The AVTS Operating Committee of the Erie County Technical School held their Regular Meeting and Work Session on Thursday, November 29, 2001 in the Cafeteria of the Erie County Technical School. Mr. Douglas Tuttle, Chairperson, called the Work Session to order at 6:02 PM.

During the Work Session, Dr. Aldo Jackson, Director, reviewed the draft copy of the Strategic Plan. Mr. Don Moore, Decision Associates, facilitator of the Plan, also spoke to the Operating Committee asking for their input. The Work Session ended at 6:50 PM.

Regular Meeting Call to Order

Mr. Tuttle called the Regular Meeting to order at 7:03 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. James Sonney……..Harbor Creek
Mr. Thomas Loftus…...…Iroquois	Dr. Joseph Cuzzola………..Millcreek
Mr. Douglas Tuttle…...North East	Mrs. Charlotte Kolesar……Wattsburg

Mrs. Rosendahl, Mrs. Light and Mr. Michel were absent.

The following administrators were present:

Dr. Aldo Jackson…...…..Director	Mr. Paul Fritz……..Business Manager
Mr. Tom Craig…Technology Mgr.	Mr. Steve Sceiford…….Facilities Mgr.
Mr. Tim Sennett………..Solicitor	Mrs. Mary Sceiford…Board Secretary

Mr. Wally Blucas and Mr. Neil Donovan were absent.

Visitors and Guests

The following guests were present: Mr. John Schultz, Mr. Mark Cyphert, Mrs. Stephanie Borsukoff, Mr. Chet Wesley, Mr. John Geissler, Mr. John Borsukoff, Mrs. Sherry States, Mrs. Rosanne Gangemi, Mrs. Pam Lasher, Mr. Mike Bednar, Mr. Paul Brenneman, Mrs. Patty Heubel and Mr. David Michalak.

Approval - Minutes - October 25, 2001

It was moved by Mrs. Vargulich and seconded by Mr. Loftus to accept the minutes of the Work Session and Regular Meeting held on October 25, 2001 as presented. Motion approved with an all "ayes" vote. Mrs. Rosendahl, Mrs. Light and Mr. Michel were absent.

Public Comment - Mr. Chester Wesley

Mr. Chet Wesley, a former welding instructor of the Regional Career & Technical Center, spoke for several minutes regarding the fish made by some of the welding students that is currently on display on the Port Authority property located on the Bayfront Highway.

Correspondence - Letters from PA Bureau of Audits, and Johnson & Wales University

There were two letters of correspondence included in the packet. The first letter was from the Commonwealth of Pennsylvania, Office of the Budget Comptroller Operations, Bureau of Audits acknowledging receipt of the single audit report of the Erie County Technical School for the year ending June 30, 2001. The second letter of correspondence was from Johnson & Wales University defining the conditions of the Culinary Arts Tech Prep Articulation Agreement.

BUSINESS – Mr. Paul Fritz

Business Manager's Report

Mr. Paul Fritz, Business Manager, presented the November 2001 Business Manager's Report (copy filed in Minutes Book).

Approval – Business Motions

It was moved by Mrs. Vargulich and seconded by Mr. Sonney 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 the amount of $8,448.12 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 $361,390.23 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 Treasurer's Report as presented.
- Motion to approve to submit the response to the Auditor General's Report for years ending June 30, 1999 and 2000.

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

PERSONNEL – Dr. Aldo Jackson

Executive Session

Mr. Tuttle called an Executive Session at 7:40 PM to discuss personnel items. Executive sessions are covered by Act 84, which includes confidential issues, personnel, labor relations and real estate. The Executive Session ended at 8:11 PM.

Approval - Personnel Motions

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

- Motion to grant regular employment status to Angelica Towne, a C-1 Custodian, Classified Contract, effective November 4, 2001 (completed probationary period).
- Motion to grant regular employment status to Denise Cochran, a C-2 Custodian (part-time), Classified Contract, effective November 26, 2001 (completed probationary period).
- Motion to pay Renee King $250 for computer instruction to New Choices/New Options participants from October 22 to November 21, 2001.
- Motion to grant regular employment status to Nancy Dombrowski, Student Assistant Aide, (part-time) effective November 25, 2001 (completed probationary period).
- Motion to approve the addition of Mr. Jerry Hills and Mr. William Godfrey to the ECTS Substitute Teacher List, and Mrs. Bonda Dahlin to the Substitute Teacher List and the Substitute Clerical List (clearances on file for all three individuals).
- Motion to approve the payment of four (4) hours at $22.50/hour to Mr. Gerald Ingram for the CFC testing on Saturday, December 8, 2001.
- Motion to authorize the administration to advertise and select a part-time Mathematics Resource Person.
- Motion to approve the addition of Mr. Thomas Craig to the Substitute Teacher List for the Networking Technologies Lab.

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

OPERATIONS

Superintendent's Report

In the absence of Mr. Wally Blucas, Superintendent of Record, Dr. Jackson presented a brief verbal Superintendent's Report to the Operating Committee.

Director's Report

Dr. Jackson, Director, presented his Director's Report (copy filed in Minutes Book). He highlighted the following: Strategic Planning; Erie Conference on Community Development Assessment Proposal; Civic Coordinating Committee; the Skill Center Building Renovation and the ISO 9001:2000 Certification.

High School Report

In the absence of Mr. Neil Donovan, Principal, Dr. Jackson briefly highlighted some items from Mr. Donovan's High School Report (copy filed in Minutes Book).

Facilities Manager's Report

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

Technology Manager's Report

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

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

- Motion to approve the following donated items to the Erie County Technical School: Mr. Clair Jamison of 4791 Kell Road, Fairview, PA would like to donate a satellite dish to the Electronics Lab; and Reed Supply of 2643 West 14th Street, Erie, PA would like to donate various tooling and bits to the Tool and Die Lab.
- Motion to approve the use of facilities request from the Society of Plastic Engineers (SPE) to use the Board Room at 6:30 PM for their meetings on the following dates: November 7, 2001, January 9, March 7 and May 2, 2002.
- Motion to approve the use of facilities request from the Community College of Allegheny County to hold Emergency Medical Technician (EMT) classes in one classroom from 6:00 – 10:00 PM, January 26 – May 2002 (Tuesdays & Thursdays) at no cost.

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

Appointment of Classified Contract Negotiations Committee

The Classified Contract negotiations will begin in January 2002. Therefore, the following Operating Committee members were appointed to the Negotiations Committee: Marilyn Vargulich, Lewis Dove and Charlotte Kolesar.

Keystone Commission on Education for Employment in 21st Century

Dr. Jackson reviewed briefly the e-mail he received from Jackie Cullen, PAVA Executive Director, regarding the Keystone Commission on Education for Employment in the 21st Century (copy filed in Minutes Book).

Erie Co. Civic Coordinating Committee

Dr. Jackson also discussed the Erie County Civic Coordinating Committee (copy filed in Minutes Book).

OTHER BUSINESS

Full-time Adult Training Discussion

There was a brief discussion on full-time adult training. The Committee reiterated that the Erie County Technical School could provide the resources but not set-up full-time programs.

Adjournment

It was moved by Mr. Bucksbee and seconded by Mr. Sonney to adjourn the meeting at 8:55 PM.

Respectfully Submitted,

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