**Erie County Technical School**
**Joint Operating Committee**
**Foundation Board of Directors**
**Regular Meeting**
**Thursday, July 25, 2002**
**Erie County Technical School Cafeteria**

**Meeting Minutes**

## Regular Meeting

**Call to Order**

Chairperson Mr. Bucksbee called the regular meeting to order at 5:00 pm.

Moment of Reflection
Pledge of Allegiance

**Roll Call**

Roll Call- Mr. Paul Fritz, Board Secretary, called the roll:

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|---|---|---|
| Mrs. Suzie Rosendahl | Fairview | absent |
| Mr. Lewis Dove | Fort LeBoeuf | present |
| Mr. James Bucksbee | General McLane | present |
| Mrs. Marilyn Vargulich | Girard | present |
| Mr. James Sonney | Harbor Creek | present |
| Mr. Thomas Loftus | Iroquois | present |
| Dr. Joseph Cuzzola | Millcreek | present |
| Mr. Thomas Kelley | North East | present |
| Mr. James Mitchell | Northwestern | present |
| Mr. Jon Barnes | Union City | absent |
| Mrs. Charlotte Kolesar | Wattsburg | present |

**Administrators Present**

Dr. David Smith, Superintendent of Record
Dr. Aldo Jackson, Director
Mr. Paul Fritz, Business Manager and Secretary
Mr. Steve Sceiford, Facilities Manager
Mr. Thomas Craig, Technology Manager

**Minutes June 27, 2002 Meeting**

**Motion to accept the Minutes of the June 27, 2002 Work Session and Regular Meeting as presented by the Secretary.**
(Copy filed in official minutes book).
Moved by Mr. Kelley, with second by Dr. Cuzzola.
Approved with all "ayes" voice vote.

**Guests**

Guests in attendance: Rosanne Gangemi, Mike Bednar
Mr. Bucksbee introduced Dr. David Smith, Harbor Creek School District Superintendent, as the ECTS superintendent of record for 2002-2003.

**Correspondence**

None

**Business**
(Presented by Mr. Paul Fritz)

Business Manager's Report (Copy filed in official minutes book)

**Motion to approve the following business items:**
Moved by Mrs. Vargulich, with second by Mr. Sonney
Approved with all "ayes" voice vote.

- Student Activities Report as presented.
- Food Service Fund Revenue and Expenditure Reports as presented.
- General Fund High School Revenue and Expenditure Reports as presented.
- General Fund RCTC Revenue and Expenditure Reports as presented.
- General Fund List of Invoices as presented.
- Capital Reserve Fund Revenue and Expenditure Reports as presented.
- ECTS Foundation Report as presented.
- ECTS Foundation list of invoices as presented.
- Treasurer's Report as presented.
- General Fund Budget Transfers, as presented

(Report copies filed in official minutes book).
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**Dell bid purchase**

**Motion to approve the purchase of seventy (70) Dell computers as quoted per PEPPM at $859.00 each totaling $60,130.00.**
(Bid quote and purchase order copy filed in official minutes book).
Moved by Mr. Loftus, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

**Sumitomo-plastics machine bid award**

**Motion to purchase one (1) plastic injection molding machine as bid by Sumitomo Plastics Machinery, bid stock # 516 for $49,900.00, using ECTS Capital Reserve Fund unreserved funds.**
(Bid and purchase order copy filed in official minutes book).
Moved by Mr. Sonney, with second by Dr. Cuzzola
Approved with all "ayes" voice vote.

**403 (b) Providers**

**Motion to approve the following Service Providers for the IRS code section 403 (b) contributory retirement plans:**

**Cadaret, Grant & Company**
**Nationwide Life Insurance Company**
**Variable Annuity Life Insurance Company-American General Financial**
**Waddell & Reed**
**The Legend Group**
**MetLife Resources**

(Service Provider Agreements on file with Business Manager).
Moved by Mr. Sonney, with second by Mr. Kelley
Approved with all "ayes" voice vote.

**Intermdiate Unit lease**

**Motion to approve a one-year lease with the Tri-County Intermediate Unit #5 for 2,000 square feet of space at the Skill Center building at an annual cost of $6,000, as per the attached lease agreement, effective August 1, 2002, with changes; a change to Article II Term: add "Also a 3-month notice to be given for an increase in lease rate", and a change to Article IV Utilities: add " Space will be heated to a maximum temperature of 60 degrees."**
(Copy of lease agreement filed in official minutes book).
Moved by Mr. Dove, with second by Mr. Kelley
Approved with all "ayes" voice vote.

**Surplus equipment proceeds**

**Motion to deposit the proceeds from the surplus equipment sale, received July 24, 2002, into the Capital Reserve Fund, total of $233,000.00.**
Moved by Mrs. Vargulich, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

**Policy discussion-class size**

Mr. Bucksbee recognized Mr. Dove who led a discussion regarding the need to establish board policy for program offerings based on enrollment. Dr. Jackson responded that other PA technical schools would be contacted for comparable policies, and a recommendation would be forthcoming.

**Human Resources/Personnel**

(Presented by Dr. Aldo Jackson)

**Classified contract ratification**

**Motion to ratify the Classified Unit Bargaining Contract, effective July 1, 2002 through June 30, 2005, as tentatively agreed to by both negotiating committees on June 29, 2002.**
(Copy of tentative agreement filed in official minutes book).
Moved by Mr. Kelley, with second by Mr. Dove

Approved with all "ayes" voice vote.

**Carniewski retirement**

**Motion to accept, with regret, the retirement request from Martha J. Carniewski to retire August 12, 2002.**
Moved by Mrs. Vargulich, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

**Lasher-Facilities and Technology Secretary**
**Clickett-furlough nullification**

**Motion to approve Pamela Lasher as the Facilities and Technology Secretary, effective July 26, 2002, according to the provisions of the Classified Unit bargaining agreement as an S-1 classification,**
**and**
**Motion to nullify previous action of June 27, 2002 that furloughed Mark Clickett as a Student Assistant Aide, SAA-1 classification.**
Moved by Dr. Cuzzola, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

**Yatzor- RCTC hours**

**Motion to approve Joe Yatzor for 12 hours (Pennsylvania State Inspection Class—July), 8 hours (Mechanics Tool Course--July) and one and one-half hour per examinee (Inspection Test—July) at $22.50 per hour.**
Moved by Mrs. Vargulich, with second by Mr. Sonney
Approved with all "ayes" voice vote.

**Operations Reports**

- Superintendent's Report – Dr. David Smith, verbal remarks
- Solicitor's Report – Mr. Timothy M. Sennett, Esquire, no report
- High School Report – Mr. Neil Donovan, High School Principal , no report
- Facilities Manager's Report – Mr. Steven Sceiford, Facilities Manager (copy filed in official minutes book)
- Technology Manager's Report – Mr. Thomas Craig, Technology Manager presented verbal report.

**Fritz- ASBO travel**

**Resolution approving Paul Fritz, Business Manager, to attend the ASBO conference on October 25-29, 2002 in Phoenix, AZ.**
Moved by Mr. Dove, with second by Dr. Cuzzola
Approved with all "ayes" voice vote.

**Student Handbook**

**Motion to approve the recommended changes to the ECTS Student Handbook for the 2002-03 school year.**
(Copy filed in official minutes book).

Moved by Mrs. Vargulich, with second by Mr. Kelley
Approved with all "ayes" voice vote.

**Executive Session**

Chairperson, Mr. Bucksbee called an executive session at 6:10 pm to discuss personnel matters.
Chairperson, Mr. Bucksbee reconvened the Regular meeting at 6:17 pm.

**Fatica-Coordinator of Human and Quality Resources**

**Motion to employ Natalie L. Fatica as the Coordinator of Human and Quality Resources, a Tier I Administrator, at a starting salary of $54,000 and benefits as per the Administrative Compensation Package, effective August 12, 2002 (clearances pending).**
(Copy of resume filed in official minutes book).
Moved by Mrs. Vargulich, with second by Mr. Kelley
Approved with all "ayes" voice vote.

**Informational items**

- Board Attendance Sheet
- Committee members, Superintendents, Administration Directory
- Newspaper Articles
    - *Progress Seen in School*
    - *Job One is Training Workers*
    - *AYES Certification Photograph*
- Up The Ante: A Report on the Student Motivation Project provided by Green Bone, Inc.
- Hey Seniors – recruitment mailing card
- Hey Seniors - Times newspaper advertisement

(Copies of these items filed in official minutes book).

**Adjournment**

**Moved by Mrs. Vargulich, with second by Mr. Sonney to adjourn the meeting at 6:18 pm.**

Prepared by,

Paul D. Fritz
Secretary
Erie County Technical School
Operating Committee