MEETING MINUTES

Erie County Technical School
AVTS Operating Committee
And
ECTS Foundation Board of Directors
Thursday, December 19, 2002

6:00 PM - Work Session

Dr. Aldo Jackson, Director, presented the following:

- Perkins Funding (attachments- copies filed in official minutes book).
- Skill Center Building (attachments- copies filed in official minutes book).
  Dr. Smith commented regarding the "C-cubed" committee's ongoing discussions concerning shared services with Erie City School District and AVTS participating schools.
- Land Usage--County Library (attachments- copies filed in official minutes book).

2003 Re-organizational Meeting

Call to Order

Mr. Bucksbee called the meeting to order at 7:15 pm.

- Moment of Reflection
- Pledge of Allegiance

Temporary Chairperson

Temporary Chairperson –Solicitor, Jennifer Gornall-Rouch, acts as Temporary Chairperson of the AVTS Operating Committee.

District appointed committee members

Motion to accept district appointed committee members for three year terms:

- Iroquois School District – Mr. Thomas Loftus
- Girard School District – Mrs. Marilyn Vargulich
- Fort LeBoeuf School District- Mr. Lewis Dove
- Harbor Creek School District – Mr. James Sonney

Moved by Mr. Rosendahl, with second by Mr. Barnes.
Approved with all "ayes" voice vote.

Roll Call

Mr. Paul Fritz, Secretary, called the roll:

• Mrs. Suzie Rosendahl	Fairview	present
• 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	absent
• Dr. Joseph Cuzzola	Millcreek	absent
• Mr. Thomas Kelley	North East	absent
• Mr. James Mitchell	Northwestern	absent

• Mr. Jon Barnes	Union City	present
• Mrs. Charlotte Kolesar	Wattsburg	present

Administrators Present

Dr. David Smith, Superintendent of Record
Dr. Aldo Jackson, Director, present
Mrs. Jennifer Gornall-Rouch, Solicitor, present
Mr. Neil Donovan, Principal, present
Mr. Paul Fritz, Business Manager and Board Secretary, present
Ms. Natalie Fatica, Coordinator of Human and Quality Resources, present
Mr. Steve Sceiford, Facilities Manager, present
Mr. Thomas Craig, Technology Manager, present

Chairperson-Mr. Bucksbee

Mrs. Vargulich nominated Mr. Bucksbee to be Chairperson for 2003.
Motion to close nominations for Chairperson.
Moved by Mr. Dove, with second by Mr. Barnes.
Approved with all "ayes" voice vote.
Vote on nomination for Chairperson, Mr. Bucksbee.
Approved with all "ayes" voice vote.

Mrs. Gornall-Rouch, Temporary Chairperson turns gavel over to Mr. Bucksbee, Chairperson.

Vice-Chairperson-Mr. Sonney

Mrs. Vargulich nominated Mr. Sonney to be Vice-Chairperson for 2003.
Motion to close nominations for Vice-Chairperson.
Moved by Mr. Dove, with second by Mr. Barnes.
Approved with all "ayes" voice vote.
Vote on nomination for Vice-Chairperson, Mr. Sonney.
Approved with all "ayes" voice vote.

Committee Meetings for 2003

Motion to approve time, place and dates of Committee Meetings for 2003:
Work sessions begin at 6:00 pm and the regular meetings begin at 7:00 pm.
Thursday, **January 23,** 2003
Thursday, **February 27**, 2003
Thursday, **March 27,** 2003
Thursday, **April 24,** 2003
Thursday, **May 22,** 2003
Thursday, **June 26,** 2003
Thursday, **July 24,** 2003
Thursday, **August 21,** 2003
Thursday, **September 25,** 2003
Thursday, **October 23,** 2003
Thursday, **November 20,** 2003
Thursday, **December 18,** 2003
Moved by Mrs. Vargulich, with second by Mr. Sonney
Approved with all "ayes" voice vote.

Regular Meeting

Executive Session

Mr. Bucksbee called an Executive Session at 7:20 pm- for personnel leave of absence request, and for possible litigation matters. The regular meeting reconvened at 7:50 pm.

Minutes of the November 21, 2002

Motion to accept the Minutes of the November 21, 2002 Work Session and Regular Meeting as presented, (copies filed in official minutes book).
Moved by Mrs. Vargulich, with second by Mr. Sonney
Approved with all "ayes" voice vote.

Introduction of Guests

Other present: David Michalak, Rosanne Gangemi, Marchelle Eberle, and Mike Bednar.

Correspondence

- Diana Ludwig-letter requesting leave of absence.
- Senator Rick Santorum-letter regarding Perkins and Pell funding.
  (Copies of both letters are filed in the official minutes book)

Business

Presented by Paul Fritz

Report - Business Manager (A copy is filed in the official minutes book).

Reports, payments and invoices

Motion to approve the following reports, payments and invoices:

- General Fund High School Revenue and Expenditure Reports, as presented.
- General Fund RCTC Revenue and Expenditure Reports, as presented.
- General Fund Checks and Invoices for approval, as presented; $315,405.01
- Food Service Fund Revenue and Expenditure Reports, as presented
- Food Service Checks and Invoices for approval, as presented; $10,019.76
- Capital Reserve Fund Revenue and Expenditure Reports, as presented.
- Capital Reserve Fund Checks and Invoices for approval, as presented; $1,199.85
- ECTS Foundation Report, as presented.
- ECTS Foundation Checks and Invoices for approval, as presented; $70.00
- Student Activities Report, as presented.
- Treasurer's Report, as presented.

(Copies of all reports, payments and invoice listings are filed in official minutes book).
Moved by Mrs. Vargulich, with second by Mr. Sonney.
Approved with all "ayes" voice vote.

Automotive Technologies bid

Motion to accept the Automotive Technologies bid proposal from ATech Automotive Technologies, Inc, Walton, KY in the amount of $37,971.50.
(Copy of bid proposal is filed in official minutes book).
Moved by Mrs. Vargulich, with second by Mr. Sonney.
Approved with all "ayes" voice vote.

Electrical Engineering bid

Motion to reject the Electrical Engineering equipment bid because of incomplete specifications.

Moved by Mrs. Rosendahl, with second by Mr. Sonney.
(Copy of bid proposal is filed in official minutes book).
Approved with all "ayes" voice vote.

Human Resources/ Personnel

Presented by Natalie Fatica

Report- Coordinator of Human and Quality Resources (A copy is filed in the official minutes book).

Resignation of Julie Crouch

Motion to accept resignation of Julie Crouch, RCTC Cosmetology instructor, effective December 31st, 2002, and

Term III RCTC

Motion to employ the attached list of instructors (copy filed in official minutes book) for Term III RCTC, and

Employee Assistance Program

Motion to approve the implementation of an Employee Assistance Program.
Moved by Mrs. Rosendahl, with second by Mr. Dove.
Approved with all "ayes" voice vote.

Green Bone, Inc.

Motion to contract with Green Bone, Inc. beginning January 17, 2003 for a minimum of 100 hours to be provided at a fee of $4500.00.
Moved by Mrs. Vargulich, with second by Mr. Sonney.
Approved with six "ayes" voice votes, and one "no" vote (Mr. Dove).

Diana Ludwig- disability leave

Motion to grant Diana Ludwig a disability leave of absence without pay in accordance with the Classified Unit contract Article V- Section 6- Leaves, effective January 6, 2003.
Moved by Mrs. Vargulich, with second by Mrs. Rosendahl
Approved with all "ayes" voice vote.

Operations

- Superintendent's Report – Dr. David Smith
- Director's Report – Dr. Aldo Jackson

Administrative Procedure 126—Enrollment Review

Motion to approve Administrative Procedure 126—Enrollment Review as presented
(Copy filed in official minutes book).
Moved by Mr. Dove, with second by Mr. Sonney.
Approved with all "ayes" voice vote.

- Solicitor's Report – Jennifer Gornall-Rouch- no report
- High School Report –Neil Donovan, (Copy filed in official minutes book).
- Facilities Manager's Report – Steven Sceiford, (Copy filed in official minutes book).
- Technology Manager's Report –Thomas Craig, (Copy filed in official minutes book).

Staff Travel

Steve Sceiford - PASBO Conference

Motion to allow Steve Sceiford to attend the PASBO Conference March 18-21, 2003 in Seven Springs, PA, with the approximate cost of $880.00.

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

Student travel and field trips
Mercyhurst College Culinary Program

Motion to approve the field trip request for Dr. McEnery to travel with four ECTS Culinary Arts students to visit the Mercyhurst College Culinary Program in January or February 2003.
Moved by Mr. Sonney, with second by Mrs. Vargulich.
Approved with six "ayes" voice votes, and one "no" vote (Mr. Dove).

Facility Usage
McKean Little League

Motion to allow McKean Little League to replace our backstop as requested, and

Experior Assessments

Motion to approve the use of facilities request from the Experior Assessments to use the Cosmetology Lab for PA Cosmetology State Boards. Dates for the 2003 school year are listed on the facilities request form.
Moved by Mrs. Rosendahl, with second by Mrs. Vargulich.
Approved with all "ayes" voice vote.

State Police of Crawford and Erie Counties

Motion to table the use of facilities request from the State Police of Crawford and Erie Counties for Act 1109 Training pending Proof of Liability Insurance and Date verification.
Moved by Mrs. Vargulich, with second by Mrs. Rosendahl to **table the motion**.
Approved with all "ayes" voice vote.

Other Information

- Board Attendance Record
- Lab enrollment report
- District enrollment report
- New Choices New Options-news
- 2002 PA School Performance Incentive Grant Award

(Copies filed in official minutes book).

Adjournment

Moved by Mr. Dove, with second by Mr. Sonney to adjourn the meeting at 8:31 pm
Approved with all "ayes" voice vote.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School Operating Committee
Erie County Technical School Foundation