MEETING MINUTES

Erie County Technical School
AVTS Operating Committee
And
ECTS Foundation Board of Directors

Thursday, March 27, 2003

6:00 PM - **Work Session**

- Mr. Neil Donovan presented a review of a benchmarking trip taken to the Francis Tuttle Technology Center, Oklahoma City, OK. Several staff and board members traveled to Oklahoma to tour this nationally recognized vocational training center. Staff made other comments: Tim Mientkiewicz, Sandra Carr, Jan Kennerknecht, and Board members Marilyn Vargulich and James Bucksbee.
(Presentation copy filed in official board minutes).

- Dr. Aldo Jackson presented the 2003-2004 Budget proposal as recommended by the Professional Advisory Committee. This budget proposed increasing district contributions to the General Fund by 2%. Many planned expenditure reductions were described in order to meet this level of funding including: personnel, equipment, medical plan contributions, debt payments, technology, and staff development.
(Budget copy filed in the official minutes book)

7:30 PM - **Regular Meeting**

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:30 pm

- Moment of Reflection
- Pledge of Allegiance

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	present
Dr. Joseph Cuzzola	Millcreek	present
Mr. Thomas Kelley	North East	present
Mr. James Mitchell	Northwestern	present
Mr. Jon Barnes	Union City	present
Mrs. Charlotte Kolesar	Wattsburg	present

Administrators Present

Dr. David Smith, Superintendent of Record, present

Dr. Aldo Jackson, Director, present
Mr. Timothy Sennett, 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

Minutes of February 27, 2003

Motion to accept the Minutes of the February 27, 2003 Work Session and Regular Meeting as presented.
Moved by Mr. Kelley, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

Introduction of Guests

Others present:
Robert Shreve, ECTS instructor, made comments regarding planned curriculum in Networking Technologies. (Copies of presentation filed in official minutes book)
Also present: Mike Bednar, Frank Paparelli, Nancy Dombrowski, Elaine Shaffer, Jennifer Dunmire, Charles Lytle, Tim Mientkiewicz, David Yanosko, Sandra Carr, Jan Kennerknecht, Kirsten Hamza, David Michalak, Sherry States, Angela Gangemi, Rosanne Gangemi, and Suzanne Matthews.

Correspondence

No correspondence for this meeting.

Business

Report presented by Paul Fritz (copy filed in 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; $343,893.32
- Food Service Fund Revenue and Expenditure Reports, as presented
- Food Service Checks and Invoices for approval, as presented; $3,216.38
- Capital Reserve Fund Revenue and Expenditure Reports, as presented.
- Capital Reserve Fund Checks and Invoices for approval, as presented; $ none
- ECTS Foundation Report, as presented.
- ECTS Foundation Checks and Invoices for approval, as presented; $250.00
- Student Activities Report, as presented.
- Treasurer's Report, as presented.

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

Auditor General's Audit Report

Motion to accept the Auditor General's Audit Report for fiscal years ended June 30, 2001, and 2002, as presented.
(Copy filed in the official minutes book)
Moved by Dr. Cuzzola, with second by Mr. Barnes

Approved with all “ayes” voice vote.

2003-2004 General Fund Budget

Motion to table the proposed 2003-2004 General Fund Budget.
(Copy filed in the official minutes book)
Moved by Mr. Kelley, with second by Mrs. Vargulich
Approved with all “ayes” voice vote.

Human Resources/ Personnel

Report presented by Natalie Fatica (copy filed in official minutes book)

S-2 Pupil Services Secretary

Motion to post the S-2 Pupil Services Secretary, as a vacancy, under provisions of the Classified Unit contract.
Moved by Dr. Cuzzola, with second by Mrs. Rosendahl
Approved with all “ayes” voice vote.

RCTC Term IV

Motion to approve the instructors for RCTC Term IV, as listed
(List filed in official minutes book)
Moved by Mrs. Vargulich, with second by Mr. Sonney
Approved with all “ayes” voice vote

Operations

- Superintendent’s Report – Dr. David Smith-verbal comments regarding Regional Choice calendar, Skill Center building planned uses, planned alumni survey, and regional software solution discussions.
- Director’s Report – Dr. Aldo Jackson (copy filed in official minutes book)
- Solicitor’s Report – Mr. Timothy M. Sennett-verbal comments regarding a proposed property easement request from Kenneth Foht a neighboring property owner.
- High School Report – Mr. Neil Donovan (copy filed in official minutes book)
- Facilities Manager’s Report – Mr. Steven Sceiford (copy filed in official minutes book)
- Technology Manager’s Report – Mr. Thomas Craig (copy filed in official minutes book)

Staff Travel

No requests for this meeting

Student Travel

Gohr’s Printing - Graphic Communications

Motion to approve the field trip to Gohr’s Printing by the Graphic Communications program, April 10, 2003, <u>and</u>

Old Country Buffet and Clarion Hotel - Culinary Arts

Motion to approve the field trips to Old Country Buffet and Clarion Hotel for the Culinary Arts Program on April 7, 2003, <u>and</u>

Mercyhurst College - Culinary Arts

Motion to approve the field trip request of Dr. Gary McEnery to take four students from the Culinary Arts program to the Mercyhurst College Culinary Arts Department on April 23, 2003.
Moved by Mr. Kelley, with second by Dr. Cuzzola
Approved with all “ayes” voice vote

Facility Use Requests

No requests for this meeting

Other Business

Donation - GE Transportation

Motion to accept the donation of the equipment and training systems from GE Transportation Systems.

(List of equipment filed in official minutes book)
Moved by Mr. Mitchell, with second by Mr. Kelley
Approved with all "ayes" voice vote

Donation - Haysite Mfg. ,Multi-Plastics

Motion to accept donated equipment from Haysite Mfg. and Multi-Plastics:
Haysite Mfg.: overhead projector
Multi-Plastics: 7 plastic grinding/recycling machines
Moved by Mr. Mitchell, with second by Mr. Kelley
Approved with all "ayes" voice vote

Other Information

- Board Attendance Record
- Lab enrollment report
- District enrollment report
- Co-op Students
- Prospective enrollment report-senior programs

Adjournment

Moved by Mr. Dove, with second by Mrs. Rosendahl to adjourn the meeting at 8:10 pm.

Executive Session

Chairperson, Mr. Bucksbee, called an Executive Session immediately following the regular meeting to discuss personnel issues and labor contract negotiations.
Executive session ended at 9:00 pm.

Minutes prepared by,

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