MEETING MINUTES

Erie County Technical School
AVTS Operating Committee
and
ECTS Foundation Board of Directors
Thursday, November 21, 2002

6:00 PM - **Work Session**

- Plastics Technology
  Dr. Aldo Jackson, Director, presented a review of Plastics Technology Program and the meetings held recently with plastics company representatives concerning the viability of a three-year program. (Report copy filed in the official minutes book)
  Mr. Thomas Kelley, North East SD board member, also presented his report based on the meetings with the plastics companies. (Report copy filed in the official minutes book).
  Discussion continued regarding the possibilities of adding a three-year curriculum to the Plastics Technology Program.
  Mr. Bucksbee, Chairperson, concluded the work session stating that he would permit a motion during the Regular Meeting in regard to the Plastics Program.

7:00 PM - **Regular Meeting**

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:00 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	absent
Mr. James Sonney	Harbor Creek	absent
Mr. Thomas Loftus	Iroquois	present
Dr. Joseph Cuzzola	Millcreek	absent
Mr. Thomas Kelley	North East	present
Mr. James Mitchell	Northwestern	present
Mr. Jon Barnes	Union City	present
Mrs. Charlotte Kolesar	Wattsburg	present

Mr. Bucksbee noted that the Harbor Creek School District board of directors was meeting at this time so that Mr. Sonney and Dr. Smith would not be attending the JOC meeting.

Administrators

Dr. David Smith, Superintendent of Record-absent
Dr. Aldo Jackson, Director, 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 October 24, 2002

Motion to accept the Minutes of the October 24, 2002 Work Session and Regular Meeting as presented. (A copy is filed in the official minutes book).
Moved by Mr. Mitchell, with second by Mr. Kelley
Approved with all "ayes" voice vote.

Introduction of Guests

Others present: Dave Michalak, Rosanne Gangemi, Marchelle Eberle, and Mike Bednar
Mr. Michalak, Federation local president, addressed the Operating Committee regarding the Plastics Program.

Correspondence

- Girard School District-letter regarding Mr. Donovan's board meeting presentation
- Northwestern High School-letter regarding Culinary Arts and Fall Fest
  (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:
Moved by Mr. Mitchell, with second by Mr. Kelley
Approved with all "ayes" voice vote.

- 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; $415,751.06
- Food Service Fund Revenue and Expenditure Reports, as presented
- Food Service Checks and Invoices for approval, as presented; $8,852.49
- Capital Reserve Fund Revenue and Expenditure Reports, as presented.
- Capital Reserve Fund Checks and Invoices for approval, as presented; $690.67
- ECTS Foundation Report, as presented.
- ECTS Foundation Checks and Invoices for approval, as presented; $725.41
- Student Activities Report, as presented.
- Treasurer's Report, as presented.
  (Copies of all the above listed reports are filed in the official minutes book)

Human Resources/ Personnel

Presented by Natalie Fatica

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

Accounting and Administrative Assistant job description

Motion to approve the Accounting and Administrative Assistant job description (previously tabled at the October 24, 2002 meeting).
No motion made at this meeting– continues to be tabled

Renee King- New Choices/New Options

Motion to pay Renee King $62.50 for computer instruction to New Choices/New Options evening program participants. One class, November 13, 2002, two and one-half hours at $25.00 per hour, and

Nicolae Duica -substitute

Motion to hire Nicolae Duica as a substitute for the Maintenance and Technology Secretary, effective November 11, 2002 to be paid at the Classified S-1 pay rate, and

Brian Baldwin as RCTC instructor

Motion to approve Brian Baldwin as RCTC instructor for 2002-03 Term 2, Mold Setup II, 45 hours at $22.50 per hour, total $1,012.50.
Moved by Mr. Dove, with second by Mr. Mitchell
Approved with all "ayes" voice vote.

Operations

- Superintendent's Report – Dr. David Smith – absent for this meeting
  Dr. Jackson presented the November 1, 2002 PAC meeting agenda (A copy filed in the official minutes meeting book).

- Director's Report – Dr. Aldo Jackson (A copy is filed in the official minutes book).
  - The Enrollment Guideline was discussed, and the term "curtailing" is deemed to mean "closing".
- Solicitor's Report – Mr. Timothy M. Sennett-presented the following policies for readings
- Policy – Second Readings
  - Policy 000 Pest Management
  - Policy 009- Policy Formulation
  - Policy 801-Public Records

Policy Adoption

Motion to waive the third and fourth reading provisions of Policy 009-Policy Formulation and to adopt the policies as presented.
Moved by Mr. Dove, with second by Mr. Mitchell
Approved with all "ayes" voice vote.
(Copies of the adopted policies are on file in the official minutes book-re: Pest Management, Policy Formulation, and Public Records).

- High School Report – Mr. Neil Donovan (A copy is filed in the official minutes book).

- Facilities Manager's Report – Mr. Steven Sceiford (A copy is filed in the official minutes book).
- Technology Manager's Report – Mr. Thomas Craig (A copy is filed in the official minutes book).

CISCO Academy

Motion to approve the travel requests of Robert Shreve, Thomas Craig, and Marchelle Eberle to travel to WVU for the annual CISCO Academy update meeting on December 6, 2002, and

Eriez Magnetics

Motion to approve a field trip to Eriez Magnetics for the Electronics program on November 27, 2002, and

Northwest Rural Electric Coop

Motion to approve the field trip request of Mr. Hofmeister, Mr. Meintkiewicz and Mr. Massello to take their combined 50 AM session students to the Northwest Rural Electric Coop on November 26, 2002.

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

Other Business

Three-year Plastics Technology Program

Motion to adopt a three-year Plastics Technology Program effective with the 2003-2004 school year, to run concurrently with the seniors-only Plastics Technology Program.
Moved by Mr. Kelley, with second by Mr. Loftus
Approved with all "ayes" voice vote.

Other Information

- Board Attendance Record
- Lab enrollment report
- District enrollment report
- Fast Track Tech Option – recruiting item
- Brent Amendola-Plastek-SPE article

(Copies of all the above are filed in the official minutes book).

Adjournment

Moved by Mr. Mitchell, with second by Mrs. Rosendahl to adjourn the meeting at 7:36 pm
Approved with all "ayes" voice vote.

Prepared by,

Paul D. Fritz
Secretary
Erie County Technical School
Operating Committee