**<u>MINUTES</u>**

**Erie County Technical School**
AVTS Operating Committee
and
ECTS Foundation Board of Directors
**Thursday, October 24, 2002**
**Meeting Minutes**

**Work Session-6:08 PM**

- Dr. Aldo Jackson presented the program enrollment guidelines developed by the Superintendent's ad hoc committee (Drs. Buzanowski, Campbell, Miller and Walter).
    - "During the month of April, tentative enrollment numbers will be presented at the regularly scheduled meetings of the Professional Advisory Council and Joint Operating Committee.
      During the month of May, upon the recommendation of the Professional Advisory Council, the Joint Operating Committee will act on the status of any programs with fewer than 10 new students".

    - After discussion, the superintendents (PAC) will be asked to clarify the definition of new students in AM and PM programs and revise the guidelines.

- Additional discussion centered on the Plastics program and the possible expansion into a three-year program in addition to the senior-only program. Mr. Kelley and Dr. Jackson will visit local plastics companies for input regarding possible curriculum needs. They will report on the progress at the November operating committee meeting.

**Regular Meeting**

**<u>Call to Order</u>**

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

- Moment of Reflection
- Pledge of Allegiance

**<u>Roll Call</u>**

Mr. Paul Fritz, Secretary, called the roll:

| | | |
|---|---|---|
| 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 | absent |
| 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 |

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
Mr. Neil Donovan, Principal
Mr. Paul Fritz, Business Manager and Board Secretary
Ms. Natalie Fatica, Coordinator of Human and Quality Resources
Mr. Steve Sceiford, Facilities Manager
Mr. Thomas Craig, Technology Manager-absent

**September 24, 2002 minutes**

Motion to accept the Minutes of the September 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 job description on the agenda to be approved. He noted that the Federation has questions regarding payroll duties, multiple supervisors and evaluators. He asked that consideration be given to tabling the job description until these questions could be resolved.

**Correspondence**

Letter from North East School District regarding ISO registration. (A copy is filed in the official minutes book).

**Business**

Presented by Paul Fritz, Business Manager

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

**Reports, payments invoices, and budget transfers**

Motion to approve the following reports, payments, invoices, and budget transfers
(Copies of all reports are filed in the official minutes book)
Moved by Dr. Cuzzola, with second by Mr. Mitchell
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 List of Checks and Invoices for approval, as presented
- Food Service Fund Revenue and Expenditure Reports.
- Food Service List of Checks and Invoices for approval, as presented
- Capital Reserve Fund Revenue and Expenditure Reports as presented.
- Capital Reserve Fund list of Checks and Invoices for approval, as presented
- ECTS Foundation Report as presented.
- Student Activities Report as presented.
- Treasurer's Report, as presented.
- General Fund budget transfers as presented on the attached listing.

**Human Resources/ Personnel**

Presented by Natalie Fatica

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

**RCTC Term II**

Motion to approve the attached list of instructors for RCTC Term II, 11/4/02-12/20/02, and

**Bandur-aide**

Motion to hire Anthony Bandur as a part time aide at the SAA-2 rate beginning October 25, 2002, and

**Bandur-substitute**

Motion to add Anthony Bandur to the substitute teacher list beginning October 25, 2002 at the approved substitute rate, and

**Eberl-substitute**

Motion to add Jason M. Eberl to the substitute teacher list beginning October 25, 2002 at the approved substitute rate.
Moved by Dr. Cuzzola, with second by Mrs. Vargulich
Approved with all "ayes" voice vote.

**Tychan-leave**

Motion to approve the request of Mr. John Tychan to take a six workday leave of absence without pay beginning on October 14, 2002, and

**Kuhar, Koster-substitutes**

Motion to approve the appointment of Mr. Ed Kuhar and Mr. Ed. Koster as substitute principal at the Erie County Technical School. Compensation will be in the amount of $300.00. Clearances are pending.
Moved by Mrs. Vargulich, with second by Dr. Cuzzola
Approved by voice vote with nine (9) "ayes", and one (1) "no" (Mr. Dove).

**Accounting and Administrative Assistant job description**

Motion to table the Accounting and Administrative Assistant job description.
(A copy is filed in the official minutes book)
Moved by Dr. Cuzzola, with second by Mr. Kelley
Approved with all "ayes" voice vote.

**Operations Reports**

- Superintendent's Report – Dr. David Smith- absent, no report.
- Director's Report – Dr. Aldo Jackson (A copy is filed in the official minutes book).

- Solicitor's Report – Mr. Timothy M. Sennett

**Policy readings**

  - Policy first reading - Integrated pest management
  - Policy first reading – Public Records
  - Policy first reading – Policy Formulation
    (Copies are filed in the official minutes book).

**Summit Township Water Authority**

Mr. Sennett also reported that the Summit Township Water Authority agreed with the easement stipulation of placing a T-connection near the old fire school as approved by the JOC at the September 24 meeting.

- 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)

**Staff travel**

**Matthews**

Motion to approve Mrs. Matthews' request to travel to Buffalo, NY to participate in a web site development conference on November 21, 2002. Registration fee is $199.00.
Moved by Mr. Kelley, with second by Mr. Dove
Approved with all "ayes" voice vote.

**Student travel and field trips**

**Computer Programming-Erie Business Center**

Motion to approve the Computer Programming Field trip to the Erie Business Center on October 29, 2002, and

**Child Care-Tutor Time, Miller School**

Motion to approve the Child Care Field trip to Tutor Time Child Care and the Miller School on November 22, 2002.
Moved by Mr. Kelley, with second by Mr. Dove
Approved with all "ayes" voice vote.

**Facility usage –information**

Northwest Tri-County I.U. #5 will use the Eagles Nest for Programs Needs Assessment on Friday, November 1, 2002 from 1:00 – 3:00 PM.

**Surplus computers**

Motion to approve the ECTS recommendation that the recently replaced Dell computers be declared surplus. (List is filed in the official minutes book).

**School newsletter**

Motion to approve the publication of a school newsletter by the Graphic Communications students under the supervision of their instructor.
Moved by Mr. Mitchell, with second by Dr. Cuzzola
Approved with all "ayes" voice vote.

**Other Information**

- Board Attendance Record (A copy is filed in the official minutes book).
- Lab enrollment report (A copy is filed in the official minutes book).
- District enrollment report (A copy is filed in the official minutes book).

**Adjournment**

Moved by Mr. Mitchell, with second by Dr. Cuzzola to adjourn the meeting at 8:22 PM.

Prepared by,

Paul D. Fritz
Secretary
Erie County Technical School
Operating Committee