MINUTES

Erie County Technical School
AVTS Operating Committee
and
ECTS Foundation Board of Directors
Thursday, September 26, 2002
Meeting Minutes

6:00 PM - Work Session

- Mr. James Gloekler, and Ms. Natalie Heberlein, auditors with Gorzynski Felix and Gloekler, PC, presented the Single Audit Report for the year ended June 30, 2002.
  (A copy of the report is filed in the official minutes book)

- Mr. Neil Donovan, Principal, delivered a presentation entitled "Why Technical Education?"
  Informational handouts:
  Why Technical Education?
  Why Technical Education Quiz
  (Copies of each are filed in the official minutes book)
  Elaine Shaffer, ECTS recruiter, when recruiting students, will use this presentation. She will be available to schedule presentations with participating school boards and parent groups.

- Mr. Donovan, Principal, also presented his High School Report at this time.
  (A copy is filed in the official minutes book)
  Particular discussion occurred regarding the Seniors-Only program enrollments and recruiting efforts. Board members are requesting that alternatives be considered and developed for a two to three year Plastics program that may attract more students. Also discussed was the possibility of offering career cluster programs so that students could move from one lab to another in each succeeding year.
  Mr. Donovan left the meeting at this time.

Regular Meeting

Call to Order

Chairperson, Mr. Bucksbee, called the regular 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	absent

Mr. James Sonney	Harbor Creek	present
Mr. Thomas Loftus	Iroquois	absent
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
Dr. Aldo Jackson, Director-absent
Mr. Neil Donovan, Principal-absent
Mr. Paul Fritz, Business Manager and Board Secretary
Ms. Natalie Fatica, Coordinator of Human and Quality Resources-absent
Mr. Steve Sceiford, Facilities Manager
Mr. Thomas Craig, Technology Manager

Agenda revision motion

Motion to delete the agenda items under Other Business:

- **Discussion and motion presented by Mr. Dove regarding minimum class enrollments.**
- **Discussion and motion presented by Mr. Dove regarding feasibility study for cooperative technical education.**

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

Motion to accept the Minutes of the August 22, 2002 Work Session and Regular Meeting, as presented by the Secretary.
Moved by Mr. Mitchell, with second by Mr. Kelley
Approved with all "ayes" voice vote.

Introduction of Guests

Other present: Staff members-Marchelle Eberle, Rosanne Gangemi, Frank Paparelli, Dave Michalak, and Mike Bednar.

Correspondence

No correspondence

Business

Presented by Paul Fritz, Business Manager

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

Motion to approve the following reports, payments and invoices:
Moved by Mr. Sonney, with second by Mrs. Rosendahl
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 –no 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.

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

Motion to accept the Single Audit Report of June 30, 2002, as prepared by Gorzynski Felix and Gloekler, P.C.
Moved by Mr. Dove, with second by Mr. Barnes
Approved with all "ayes" voice vote
(A copy of the report is filed in the official minutes book)

Human Resources/ Personnel

Renee King

Motion to pay Renee King $200.00 for computer instruction to New Choices/New Options participants from September 27 to October 18, 2002, and

VICA/NVTHS advisors

Motion to approve supplemental contracts for Sandy Carr, VICA advisor, and Paul Brenneman, NVTHS advisor, for the 2002-2003 school year. Compensation as per contract, and

Substitute teachers

Motion to approve the addition of the following persons to the ECTS substitute teacher list:

Ronald J. Pluta	**Drafting and Design**
Nancy Dombrowski	**Facility Engineering, Electrical Engineering**

And,

RCTC Term I instructors

Motion to approve the attached list of instructors for RCTC Term I.
(Copy of list filed in official minutes book)
And,

Vanessa R. Wieczorek

Motion to approve Vanessa R. Wieczorek to the substitute secretary list. Mrs. Wieczorek will be paid at the same rate as the Classified Unit S-2 hourly rate, effective September 25, 2002, and

James Infantino

Motion to approve the appointment of Mr. James Infantino as a substitute administrator at the Erie County Technical School. Compensation will be in the amount of $300.00 per day effective September 27th, 2002. Clearances are pending.

Moved by Mrs. Rosendahl, with second by Dr. Cuzzola
Approved with eight (8) "Ayes" vote, and one (1) no vote (Mr. Dove)

Operations Reports

- Superintendent's Report – Dr. David Smith, Superintendent of Record (A copy is filed in the official minutes book)
- Director's Report – Dr. Aldo Jackson, Director (a copy is filed in the official minutes book)
- Solicitor's Report – Mr. Timothy M. Sennett, Esquire –
  - Verbal remarks regarding policies that are being developed to comply with Integrated Pest Management and Right to Know legislation.

  - Also discussed the Articles of Agreement and Board Policy regarding the acceptance of tuition students into the secondary programs.
    - Re: Articles of Agreement, Article VI
    - Re: Board Policy No. 002
    - Conclusion is that no additional policy needs to be adopted to accept tuition students, but that the Director shall develop enrollment procedures and make admission recommendations to the Operating Committee.

  - Also discussed Board Policy No 009-Policy Formulation suggesting that the steps could be reduced for the final adoption of new policy.

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

  Mr. Bucksbee requested that the Tool and Die lab be open for board members to visit, prior to the October work session.
- Technology Manager's Report – Mr. Thomas Craig, Technology Manager (A copy is filed in the official minutes book)

Water Authority

Motion to approve an easement along Pagan Road with the Summit Township Water Authority, as per the attached agreement, for the purpose of installing water lines, with the stipulation that the Water Authority agree to placing a T-connection near the old fire school grounds.
(A copy of the easement in filed in the official minutes book)
Moved by Mr. Dove, with second by Mr. Kelley

Approved with all "ayes" voice vote.

Field trip-Erie Insurance

Motion to approve a Field Trip for the Networking Class to Erie Insurance Group, October 10, 2002 at a cost of $85.00 for the bus to ECTS, and

Field trip-Gannon University

Motion to approve the Field Trip to Gannon University's annual Health Quest. Forty-nine students and teacher will travel to Gannon campus on Oct. 4, 2002 via Krise transportation. There will be no expense to students for this experience, and

Fundraiser-VICA

Motion to approve a fundraiser to support the SkillsUSA-VICA organization. During the Month of October 2002, students will sell 40,000 Hershey's candy bars at $1.00 ea. Generating about $20,000, and

Field trip-NASCAR race

Motion to approve a field trip for the Automotive Tech. class to attend a NASCAR race in Martinsville, VA. On April 12, 13, 14, 2003. Approximately 50 students will travel with five adults via Ringsway Coach. Cost per student is $250.00. Students will miss one day of school on Monday, April 14, 2003, and

Staff travel-FABTECH, Cyphert and Will

Motion to approve the travel request for Mr. Cyphert and Mr. Will to attend the FABTECH International Metalworking show in Cleveland, Ohio on October 30, 2002. The two teachers will travel via the ECTS vehicle. Total cost to ECTS is approximately $300, which includes registration, substitutes and travel expenses, and

Staff travel- COE, Jackson

Motion to approve the travel request of Aldo Jackson to the Council on Occupational Education Annual Meeting on November 8-9, 2002 in Orlando, FL with estimated expenses of $700 (travel, lodging, meals and registration), and

Foundation student incentives

Approve the use of $1,000.00 from the ECTS Foundation to purchase incentives for ECTS students with excellent attendance, and

Staff travel- New York, Matthews

Motion to approve the travel request of Mrs. Matthews, Commercial Art instructor. Mrs. Matthews will travel to New York City, New York on October 30, 2002 through November 1, 2002. ECTS will pay her registration and seminar fees, totaling $375.00.

Moved by Dr. Cuzzola, with second by Mrs. Rosendahl
Approved with all "ayes" voice vote.

Other business-Plastics Program

Motion directing the Administration to investigate a two- to three- year Plastics

Technology program as an alternative to the one-year Senior-only program. Further that students be recruited into such a program at the same time as students are being recruited into the senior-only program, for planning purposes.
Moved by Mr. Kelley, with second by Mr. Dove
Approved with all "ayes" voice vote.

<u>Other Informational items</u>

- Board Attendance Record
- RCTC 2002-03 Term 1- Financial Analysis
- Enrollment reports –
  - Lab enrollment
  - District enrollment
- Memo from Aldo Jackson regarding ISO registration
- Fall Fest Invitation- October 23, 2002
- Mathematics instruction report
- Course evaluation Form and results
  (Copies of all the above items are filed in the official minutes book)

<u>Adjournment</u>

Moved by Mr. Sonney, with second by Mr. Mitchell to adjourn the meeting at 8:35 pm.

Prepared by,

Paul D. Fritz
Secretary
Erie County Technical School
Operating Committee