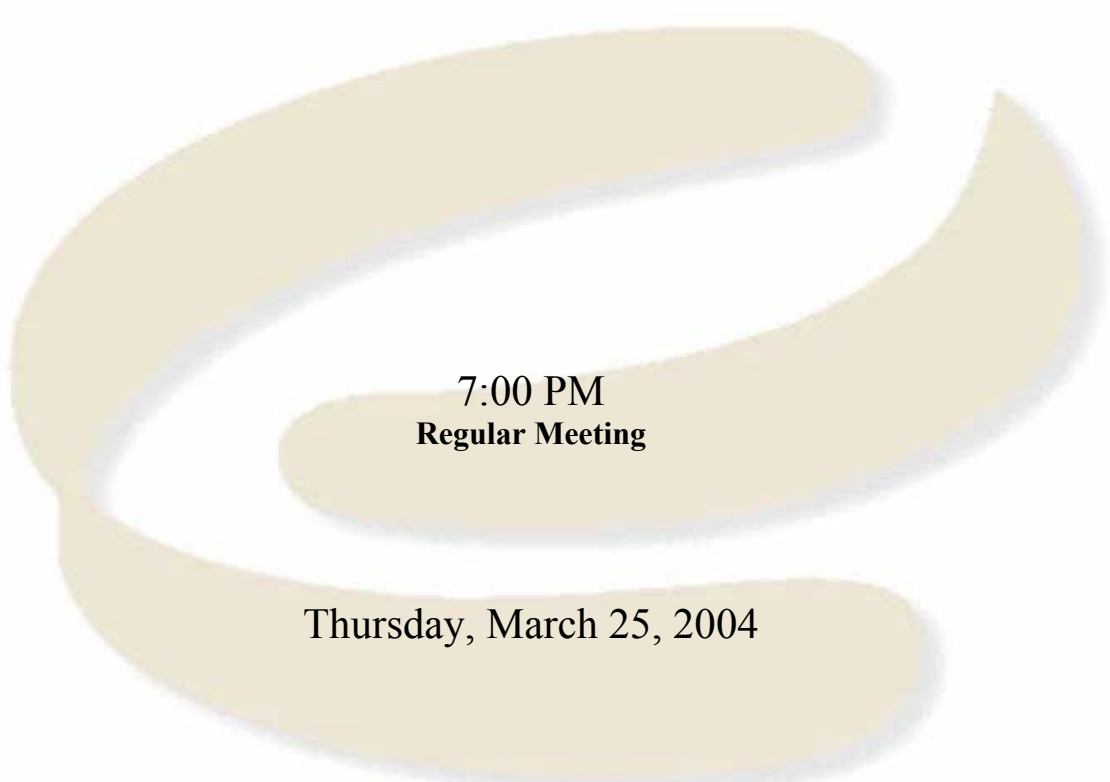


Erie County Technical School

Operating Committee



7:00 PM
Regular Meeting

Thursday, March 25, 2004

MEETING LOCATION

Central High School
Library
3325 Cherry Street
Erie, PA

Erie County Technical School
AVTS Operating Committee
and
ECTS Foundation Board of Directors
Thursday, March 25, 2004

5:30 PM – Work Session

- | | Page Number |
|---|--------------------|
| 1. Central High School – Career and Technical Center – Tour of facility | |

7:00 PM – Regular Meeting

- | | |
|---|--------|
| 1. Call to Order | |
| 2. Roll Call | |
| 3. Moment of Reflection | |
| 4. Pledge of Allegiance | |
| 5. Motion to accept the Minutes of the February 26, 2004 Work Session and Regular Meeting, as presented. | 5-10 |
| 6. Introduction of Guests | |
| 7. Correspondence- none for this month | |
| 8. Business—Paul Fritz | |
| A. Report - Business Manager | 11-13 |
| B. Motion to approve the following reports, payments and invoices: | |
| 1) General Fund Revenue and Expenditure Reports, as presented. | Doc #2 |
| 2) Food Service Fund Revenue and Expenditure Reports, as presented. | Doc #2 |
| 3) Capital Reserve Fund Revenue and Expenditure Reports, as presented. | Doc #2 |
| 4) ECTS Foundation Report, as presented | Doc #2 |
| 5) Student Activities Report, as presented. | Doc #2 |
| 6) Budget Transfers- none this month | None |

- 7) General Fund Checks and Invoices, as presented
\$359,355.90 Doc #3
- 8) Food Service Checks and Invoices, as presented; \$7,120.78 Doc #3
- 9) Capital Reserve Fund Checks and Invoices, as presented;
\$0.0 Doc #3
- 10) ECTS Foundation Checks and Invoices, as presented; \$0.0 None
- 11) Treasurer's Report, as presented. 14-17
- C. **Motion to recommend the 2004-2005 General Fund Budget to the participating school districts for adoption in the amount of \$4,596,064 of total expenditures with Secondary Program District Contributions, per the funding formula, in the total amount of \$2,784,868.** 18 (Doc #4)
- 9. Human and Quality Resources—Natalie Fatica
 - A. Report—Coordinator of Human and Quality Resources 19
 - B. **Motion to employ the revised attached list of instructors for Term IV RCTC.** 20-21
 - C. **Motion to approve the attached job descriptions for the Supervisors of Instructional Support Services.** 22-26
- 10. Operations
 - A. Superintendent's Report—Dr. David Smith
 - B. Director's Report—Dr. Aldo Jackson 27 (Doc #1)
 - C. Solicitor's Report—Mr. Timothy M. Sennett
 - D. High School Report—Mr. Neil Donovan 28
 - E. RCTC Report—Mrs. Mary Ellen Camp 29
 - F. Facilities Manager's Report—Mr. Steven Sceiford 30
 - G. Technology Manager's Report—Mr. Jerry Baker 31
 - H. Staff Travel—None this month
 - I. **Motion to approve student field trips, as requested:**
 - 1) Motion to approve the request of Mrs. Carr to take the ECTS SkillsUSA student group to Pittsburgh on April 5,6,7, 2004 to compete in the annual competition.

- 2) Motion to approve the request of Mr. Cyphert to take his AM students to Eriez Magnetics and the PM students to Rodger Brothers Manufacturing plant in Albion Pa. on April 8, 2004. 33

J. Motion to approve Facility Use Requests, as presented:

- 3) Motion to approve the use of facilities request from EMMCO West 34-37

Motion to approve the use of facilities request from the Erie Insurance Group for automobile structural training, June 7th through June 11th from 8:00 AM to 4:30 PM. 38-40

K. Other Operations

- 1) **Motion to accept the donation to the Plastics Technologies program of an auger-grinder from the Plastikos Company.** 41

11. Other Business

- A. Appoint a member to serve on the Foundation/AFT Scholarship committee 42

12. Other Information

- A. Board Attendance Record 43
B. Enrollment Report- District 44
C. Enrollment Report- Lab 45
D. Co-Op students-list 46
E. SPE – Plastics program article 47-48
F. Salary and Benefits Reports Support Doc.# 1
G. The Hedgehog Concept, Jim Collins Support Doc.#1
H. All Funds- Accounting Reports- Revenue and Expenditure Support Doc.#2
I. All Funds- Lists of Checks issued and Invoices Payable Support Doc.#3
J. 2004-2005 Budget Proposal Support Doc.#4

K. Next meeting: April 22, 2004

13. Adjournment