

Erie County Technical School

Operating Committee
and
Foundation Board of Directors

5:30 PM
Work Session

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

Meeting Minutes

Erie County Technical School
AVTS Operating Committee
and
ECTS Foundation Board of Directors
Thursday, February 26, 2004

6:00 PM – Work Session

Mr. Neil Donovan presented the recent SkillsUSA district competition medal winners- the students described their experiences at the district competition and included a slide show presentation. Students at the meeting:

Jennifer Sanders, General McLane School District
Greg Keenan, Northwestern School District
Ashley Peterson, Union City Area School District
Pat Carroll, Northwestern School District

(A list of all students participating at the district competition is included in the official minutes book)

Mrs. Elaine Shaffer presented the students that traveled to Harrisburg for PA Career and Technical Education Week representing ECTS. The students gave a slide show and a description of their activities.

Students attending the meeting:

Whitney Wagner, Harbor Creek School District
Kyra Bruno, Fort LeBoeuf School District

Mr. Bucksbee convened the Committee in Executive Session for the purpose of a Classified Unit grievance hearing.

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the Regular Meeting to order at 8:32 pm, following the executive session.

Roll Call-members

Mr. Fritz, Secretary, called the roll:

Mrs. Suzie Rosendahl	Fairview	present
Mr. John Ogden	Fort LeBoeuf	present

Joint Operating Committee
Meeting Agenda Packet

March 25, 2004

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Mr. James Bucksbee	General McLane	present
Mrs. Marilyn Vargulich	Girard	present
Mr. James Sonney	Harbor Creek	present
Mr. Thomas Loftus	Iroquois	present
Mrs. Alice Niebauer	Millcreek	present
Mr. David Rodgers	North East	present
Mr. James Mitchell	Northwestern	absent
Mrs. Nancy Cole	Union City	present
Mr. Eric Duda	Wattsburg	present

Administrators

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. Jerry Baker, Information and Technology Manager	present
Mrs. Mary Ellen Camp, RCTC Manager	present
Mr. Steve Sceiford, Facilities Manager	present

- Moment of Reflection
- Pledge of Allegiance

Minutes of January 22, 2004

Motion to accept the Minutes of the January 22, 2004 Work Session and Regular Meeting, as presented.

Moved by Mrs. Niebauer, with second by Mr. Ogden.

With no discussion, motion approved with all “ayes” voice vote.

(Original minutes are filed in the official minutes book).

Guests and Comments

Mr. Bucksbee acknowledged the visitors in attendance and asked that they introduce themselves. Others present: Dave Michalak- Instructor & AFT Local President; Rosanne Gangemi-Instructional Assistant & AFT Local Classified Unit Vice President, Charlie Lytle-Instructor & AFT Local Professional Unit Vice President; and Mike Bednar-Instructional Assistant.

Correspondence

- Letter - PASBO Re: Paul Fritz Professional Registration
- Letter - PDE- re: Career and Technical Education Week
(Copies of letters are filed in the official minutes book)

Business

Report presented by Paul Fritz, Business Manager (copy is filed in the official minutes book)

Reports, payments and invoices

Motion to approve the following reports, payments and invoices:

- General Fund Revenue and Expenditure Reports, as presented.
- General Fund Checks and Invoices, as presented \$410,352.99
- Food Service Fund Revenue and Expenditure Reports, as presented.
- Food Service Checks and Invoices, as presented; \$8,278.17
- Capital Reserve Fund Revenue and Expenditure Reports, as presented.
- Capital Reserve Fund Checks and Invoices, as presented; \$4,632.52
- ECTS Foundation Report, as presented
- ECTS Foundation Checks and Invoices, as presented; \$465.00
- Student Activities Report, as presented.
- Treasurer's Report, as presented.
- Budget Transfers, as presented

Moved by Mr. Ogden, with second by Mrs. Niebauer.

With no discussion, motion approved with all "ayes" voice vote.

(Copies of all reports, payments and invoice lists are filed in the official minutes book).

Human and Quality Resources

Report presented by Natalie Fatica, Coordinator of Human and Quality Resources

(Copy filed in the official minutes book)

RCTC -Term IV

Motion to employ the attached list of instructors for RCTC -Term IV

Moved by Mrs. Vargulich, with second by Mr. Ogden.

With no discussion, motion approved with all "ayes" voice vote.

(Copy of instructor list is filed in the official minutes book).

Operations-Reports

- Superintendent's Report—Dr. David Smith
Dr. Smith talked about the revised Regional Choice Initiative (RCI) agreement that each of the districts will be considering soon.
- Director's Report—Dr. Aldo Jackson (copy of the report is filed in the official minutes book)

Dr. Jackson added comments regarding on-going 04-05 budget planning and the various options that the superintendents will be considering at their March 5 meeting. A budget recommendation should be presented at the March JOC meeting.

Also Mr. Bucksbee asked the committee members for input into the Administration's plan to produce the monthly agenda packet in electronic format. The discussion that ensued indicated support for posting of the agenda to the ECTS website monthly and that details will be worked out in the coming months.

- Solicitor's Report—Mr. Timothy M. Sennett
Mr. Sennett commented that the RCI agreement is to be considered by the districts and he noted the positive cooperation of the superintendents in developing the agreement.
- High School Report—Mr. Neil Donovan, (copy is filed in the official minutes book).
- RCTC Report—Mrs. Mary Ellen Camp, (copy is filed in the official minutes book).
- Facilities Manager's Report—Mr. Steven Sceiford, (copy is filed in the official minutes book).
- Technology Manager's Report—Mr. Jerry Baker, (copy is filed in the official minutes book).

Staff Travel

ACTE National Policy Seminar

Motion to authorize Neil Donovan, Principal, and Tim Mientkiewicz, Electronics Instructor, to attend the ACTE National Policy Seminar in Washington, D.C. March 14-16.

Moved by Mr. Ogden, with second by Mr. Duda.

Motion approved with all "ayes" voice vote.

Student field trips

Motion to approve student field trips, as requested:

- Glenwood Y Child Care Center on Friday, March 12, 2004; and
- Edinboro University Art Department annual High School Art Day on Wed. April 14, 2004; and
- Cosmetology Exhibition in Pittsburgh, PA on Sunday, March 21, 2004.

Moved by Mrs. Vargulich, with second by Mr. Ogden.

With no discussion, motion approved with all "ayes" voice vote.

Facility Use Requests

Motion to approve Facility Use Requests, as presented:

Community College of Allegheny County

Community College of Allegheny County on Tuesday & Thursdays, January 27 through June 8, 2004, 6:00 p.m. to 10:00 p.m.; and

Penn State University

Penn State University, Erie County Cooperative Extension on Saturday, March 27, 2004, 7:30 a.m. to 2:00 p.m.; and

Career Alternative Education Program

Career Alternative Education Program to hold their Community Service Projects Program Saturdays from 2/7/2004 – 3/13/2004 in Building Trades classroom from 10:00 a.m. to 2:00 p.m.; and

German Shepherd Dog Club

German Shepherd Dog Club for Tuesday Nights 6:30 p.m. to 9:00 p.m. from May – September 2004; and

German Shepherd Dog Club

German Shepherd Dog Club for Saturday, September 11, 2004 from 8:30 a.m. to 3:00 p.m.; and

Erie Power Squadron

Erie Power Squadron on Mondays, March 1, 2004 through April 26, 2004, 6:30 p.m. to 9:00 p.m.

Moved by Mr. Sonney, with second by Mrs. Niebauer.

With no discussion, motion approved with all “ayes” voice vote.

(Copies of facility requests are filed in the official minutes book)

Other Operations

Safe Schools Plan

Motion to approve the new Safe Schools Plan as presented in the December and January 2004 JOC meetings.

Moved by Mrs. Rosendahl, with second by Mr. Loftus.

Motion approved with all “ayes” voice vote.

(Copies of Safe School Plan is filed in the official minutes book)

Donation- State Farm Insurance

Motion to accept the donation of twenty laptop computers to the Auto Body program from State Farm Insurance.

Moved by Mr. Duda, with second by Mr. Ogden.

Motion approved with all “ayes” voice vote.

Donation-Omni Plastics

Motion to accept the donation of a Van Dorn 75 ton injection-molding machine from Omni Plastics for the Plastics program.

Moved by Mr. Ogden, with second by Mrs. Niebauer.

Motion approved with all “ayes” voice vote.

ECTS Foundation-NTHS

Motion to approve an expenditure of \$1,000 from the Erie County Technical School Foundation for an induction ceremony, dues and tassels for 34 National Technical Honor Society members.

Moved by Mrs. Rosendahl, with second by Mr. Rodgers.

Motion approved with all "ayes" voice vote.

**PDE-3074, Self-Certification
Cooler/freezer and for Paving repairs**

Motion to approve the submission of PDE-3074, Self-Certification application for non-reimbursable construction project for the replacement of a cooler/freezer and for paving repairs, per the attached completed forms.

Moved by Mrs. Rosendahl, with second by Mrs. Cole.

Mr. Fritz explained that PDE requires board certification that all bidding and contract documents and procedures will be adhered to for these projects. The bids will be advertised and then awarded at the April JOC meeting.

Motion approved with all "ayes" voice vote.

Other Business

- Electronic board meetings-*Scholastic Administrator* article, (copy filed in the official minutes book). – See Director report section for discussion.

Other Information

- Board Attendance Record (Copy filed in the official minutes book)
- Enrollment Report- District (Copy filed in the official minutes book)
- Enrollment Report- Lab (Copy filed in the official minutes book)
- Co-Op students-list (Copy filed in the official minutes book)
- The Integrator – ECTS article (Copy filed in the official minutes book)
- Next meeting date: March 25, 2004, Central High School, 3325 Cherry Street, Erie, PA. 5:30 PM - tour

Adjournment

Moved by Mr. Ogden to adjourn

Mr. Bucksbee adjourned the meeting at 9:10 pm.

Minutes prepared by,

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

March 25, 2004

1 Bank Account Balances-

February 29, 2004

General Fund Cash Accounts

PNC, PSDLAF, PSDMAX, PLGIT

Investments, PSDLAF

\$ 756,649.71

ECTS Capital Reserve Fund, PSDLAF

\$ 312,941.77

ECTS Foundation-PNC, PSDLAF

\$ 207,183.56

Food Service Fund- PNC

\$ 8,267.08

Student Activities Fund-PNC

\$ 11,007.30

Total All Funds- bank balances

\$ 1,296,049.42

2 General Fund-

February 29, 2004

Revenue and Expenditure Summary

ECTS-High School	Annual Budget	Actual	%
Fund Balance July 1, 2003	\$ 253,853	\$ 268,754	
		Year-to-Date	
Revenue	\$ 3,716,086	\$ 2,525,634	67.96%
Expenditure	\$ 3,969,939	\$ 2,209,490	55.66%
Change	\$ (253,853)	\$ 316,144	
Fund Balance	\$ 0	\$ 584,898	

RCTC	Annual Budget	Actual	%
Fund Balance July 1, 2003	\$ 133,108	\$ 103,815	
		Year-to-Date	
Revenue	\$ 414,803	\$ 133,191	32.11%
Expenditure	\$ 391,627	\$ 168,432	43.01%
Change	\$ 23,176	\$ (35,241)	
Fund Balance	\$ 156,284	\$ 68,574	

3 Food Service Fund- Income and Expense Summary	February 29, 2004		
	Annual Budget	Actual	%
Retained Earnings- July 1, 2003	\$ 28,961	\$ 28,961	
		Year-to-Date	
Revenue	\$ 104,840	\$ 67,464	64.35%
Expense	\$ 104,840	\$ 57,791	55.12%
Gain/ (loss)	\$ -	\$ 9,673	
Retained earnings	\$ 28,961	\$ 38,634	

4 ECTS Capital Reserve Fund-	February 29, 2004		
	Annual Budget	Actual	%
Fund Balance-July 1, 2003			
High School designated	\$ 234,053	\$ 301,584	
		Year-to-Date	
Plus: Transfers from General Fund		\$ 4,247	
Sale of assets-surplus	\$ -	\$ 41,110	
Interest-PSDLAF	\$ 4,000	\$ 1,473	36.82%
	\$ 4,000	\$ 46,830	
Less: Expenditures			
Lease, equipment	\$ 35,898	\$ 35,473	98.82%
Fund Balance	\$ 202,155	\$ 312,941	

5 ECTS Foundation-	February 29, 2004
Fund Balance - July 1, 2003	
July 1, 2001 balance	\$ 205,416
Contributions and revenues-YTD	\$ 2,235
Expenditures-YTD	\$ 468
Fund Balance - YTD	\$ 207,184

6 NOREBT-Erie County Technical School	mo/EE \$630	mo/EE \$65	mo/EE \$6	mo/EE \$701	Mini-
	Medical/ Rx	Dental	Vision	Total	pool
Account Balance July 1, 2003	\$ 389,500	\$ 648	\$ 1,943	\$ 392,091	\$ 160,895
Plus: YTD Contributions	\$ 251,104	\$ 26,256	\$ 2,455	\$ 279,815	\$ 28,209
Less: YTD gross claims	\$ 124,216	\$ 28,577	\$ 1,610	\$ 154,403	
Less: YTD Prescription claims	\$ 65,093			\$ 65,093	
Less: Admin expenses/stop-loss ins	\$ 50,455	\$ 1,191	\$ 309	\$ 51,955	\$ 23,750
Less: Total YTD claims/expenses	\$ 239,764	\$ 29,768	\$ 1,919	\$ 271,451	\$ 23,750
Total YTD claims and expenses					
YTD contribution less expense	\$ 11,340	\$ (3,512)	\$ 536	\$ 8,364	\$ 4,459
Account balance - 1/31/04 YTD	\$ 400,840	\$ (2,864)	\$ 2,479	\$ 400,455	\$ 165,354
Months of claims in reserve	7	22.6	(0.7)	10.8	18.2
NOREBT- prepaid claims/expenses					
ECTS account balances	\$ 400,455				
ECTS mini-pool share	\$ 165,354				
Reserved Fund Balance-prepaid medical	\$ 565,809				

7 Other information

- a Property, liability, and worker compensation insurance proposals are being solicited and are due in June. Bids will be awarded at the June Operating Committee meeting, for July 1 effective date.
- b PNC Bank is working with us to implement a Purchasing Card program through VISA that will allow our staff to purchase efficiently and to insure precise reporting and to maintain proper controls. Our staff will be able to purchase goods and services directly at the merchant, by telephone or Internet within their prescribed budgeted limits.
- c Bid proposals are being solicited for blacktop paving repairs and for a replacement walk-in cooler/freezer. Bids are due April 8, to be awarded at the April Operating Committee meeting.
- d. The Food Service program is proceeding with the purchase and installation of point-of-service software for sales and tracking of food services. Food Service Solutions, Inc. is delivering the software and equipment at a cost of \$2,500, to be paid from Food Service Fund.
- e. The equipment inventory is being updated for additions, deletions, and transfers for this school year. The data will be sent to Industrial Appraisal in June for updating of values and depreciation.

Treasurer's Report		February 2004
<u>PNC - Depository Account - General Fund</u>		
	Beginning Cash Balance - PNC	26,313.65
Plus: Receipts		
Receipts Deposited		347,177.59
Tfr from other accounts		4,165.70
RCTC- credit card receipts		2,400.00
Interest Posted		2.94
Total Receipts		353,746.23
Less: Disbursements		
NSF checks returned- fees		85.00
ACH payments-taxes/fees		374.51
Tfr to PLGIT - ACH		0.00
Tfr to other accounts		3,270.29
DTC transfers to PSDLAF		342,000.00
Total disbursements		345,729.80
	Ending Cash Balance - PNC	34,330.08

<u>PSDLAF Checking - General Fund</u>		
	Beginning Cash Balance - PSLAF	88,728.60
Plus: Receipts		
DTC tfrs from PNC		342,000.00
Transfers from PSDMAX		84,035.43
Transfers from Capital Reserve Fund		0.00
PSDLAF interest/fees posted		588.71
PSDLAF investment maturities		0.00
Total Receipts		426,624.14
Less: Disbursements		
Check Disbursements		318,448.15
Transfers to Other Funds		0.00
PSDLAF investment purchases		0.00
Total Disbursements		318,448.15
	Ending Cash Balance - PSDLAF	196,904.59

PSDMAX Account - General Fund

Beginning Cash Balance - PSDMAX	3,048.54
Plus: Receipts	
Social Security Subsidy direct deposit	8,876.59
Retirement Subsidy direct deposit	0.00
Vocational Ed Subsidy direct deposit	58,181.00
Federal/State program grant direct deposit	72,110.30
School Lunch direct deposit	3,117.44
Interest posted	0.00
Total Receipts	142,285.33
Less: Disbursements	
Transfers to PSDLAF	84,035.43
Ending Cash Balance - PSDMAX	61,298.44

PSDLAF investments- General Fund

Beginning Balance	400,000.00
Plus investments purchased	0.00
Less investments matured	0.00
Ending Balance	400,000.00
Stearns Bank-MN -12/29/03-3/30/04 1.45%	100,000.00
Indy Mac Bank- CA 7/18/03-6/15/04 1.70%	100,000.00
Financial Fed Bank-TN -12/29/03-6/28/04 1.77%	100,000.00
Network Bank-CA 12/29/03-6/28/04 1.55%	100,000.00
	400,000.00

PNC Payroll Account - General Fund

Beginning Cash Balance - PNC	15,305.76
Plus:	
Bi-weekly net payroll deposit	165,657.83
Interest posted	3.28
Total Receipts	165,661.11
Less: Disbursements	
Payroll Taxes/ TSA/ PSERS payments-ACH	63,267.11
Payroll net checks/direct deposits issued	102,390.72
Other disbursements - tfrs, ach fees	103.43
	165,761.26
Ending Cash Balance - PNC payroll	15,205.61

PLGIT - General Fund

Beginning balance -PLGIT, PLGIT/Plus	51,910.89
Transfer from PNC-depository	0.00
PLGIT dividends/interest	0.10
Transfer to PNC-depository	<u>0.00</u>
Ending balance- PLGIT, PLGIT/Plus	<u>51,910.99</u>

PSDLAF- Capital Reserve Fund

Beginning Cash and Investments Balance- PSDLAF	317,425.66
Plus Receipts	
Transfers from General Fund	0.00
Interest posted	<u>148.63</u>
Total Receipts	148.63
Less transfers to General Fund	0.00
Less Checks issued	<u>4,632.52</u>
Ending Cash and Investments Balance - PSDLAF	<u>312,941.77</u>
PSDLAF liquid account	212,941.77
First Bank of Beverly Hills-CA 7/18/03-6/30-04 1.75%	<u>100,000.00</u>
	312,941.77

ECTS - Foundation - PNC

Beginning Cash Balance - PNC	5,349.53
Plus Resceipts	
Miscellaneous receipts	233.71
Interest/fees posted	<u>0.64</u>
Total Receipts	234.35
Less checks issued	0.00
PNC fees	0.00
Less transfers to PSDLAF	<u>0.00</u>
Ending Cash Balance - PNC	<u>5,583.88</u>

Joint Operating Committee
Meeting Agenda Packet

March 25, 2004

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ECTS - Foundation - PSDLAF

Beginning Cash Balance - PSDLAF	200,970.56
Plus Receipts	
Transfers from PNC	0.00
Interest and fees posted	629.12
Total Receipts	629.12
Less Disbursements	0.00
Ending Cash Balance - PNC	201,599.68

Bank of Alabama 9/9/03-9/13/04 1.85%	100,000.00
Union Credit Bank, FL 9/9/03-9/19/04 1.85%	100,000.00
	200,000.00

PNC - Food Service Fund

Beginning Cash Balance - PNC	10,825.36
Plus Receipts	
Lunch Sales and Reimbursements	6,213.77
Transfers from General Fund	3,270.29
Interest posted	1.53
Total Receipts	9,485.59
Less disbursements-checks	8,278.17
Transfers to General Fund	3,765.70
Ending Cash Balance - PNC	8,267.08

Respectfully submitted

James Sonney, Jr. Treasurer
AVTS Operating Committee

Prepared by: Paul Fritz, Business Manager

ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM

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DATE: March 25, 2004

SUBJECT: 2003-2004 General Fund Budget and Capital Reserve Budget

CATEGORY: OPERATIONAL: X POLICY: INFORMATION:

INITIATED BY: Paul Fritz, Business Manager

DESCRIPTION:

204-2005 General Fund Budget as presented.

RECOMMENDATION:

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.

March 2004

Human and Quality Resources Report

ISO. We are making progress on our second round of audits. We have made changes to policies and procedures based on the first audit results. Aldo and I will have had the opportunity to speak at the local ASQ chapter on the topic of ISO in Schools on March 16th. Thanks to David Rodgers for facilitating this opportunity.

ACTE. We have received the engraved plate for our plaque for another year of one hundred percent participation in ACTE. This membership is important to keep on top of current issues facing Career and Technical Education.

CO-OP Seminar. Co-op provides a monthly seminar to those students out on work placement. I have been asked this month to discuss the topic of benefits with the students. This is a good opportunity to not only spend time with the students but also introduce them to some concepts that we are currently planning on sharing with our staff. The cost of benefits is often a forgotten piece of the employment package.

Staff Development. We hope to have the final draft ready to go for a small pilot at the end of this year. We still have some work to go in finalizing the process. It has been a good exercise and we will continue to make changes as we see how the process and the instrument work together.

PSERS. We are continuing to work with Pro-soft on the file set up for the new PSERS requirements for electronic submission. There are three files that need to be set up and transmitted to PSERS. One of those will need to be transmitted to PSERS on a monthly basis. PSERS has begun accepting test files and we are waiting for Pro-soft to finish their programming so we are ready to send our test files. Two of the files must be transmitted to PSERS in July and accepted; the other will be a monthly file that they will begin accepting in August.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 18, 2004

SUBJECT: RCTC Term IV Instructors

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Request to employ the list of attached RCTC for the Term IV. This is a revised list from last month with additions and changes.

RECOMMENDATION:

Motion to employ the revised attached list of instructors for Term IV RCTC.

Regional Career & Technical Center
Personnel--Recommendations

Last Name	First Name	Wage Rate	Class Hours	Salary	Class Code	Class Name
Bigwood	Kathleen	\$22.50	21	\$472.50	4.9035	Floral Design--Fresh Flower Arrangements
Bonitatibus	Dominick	\$22.50	45	\$1012.50	4.5102	Industrial Electricity II
Bonitatibus	Dominick	\$22.50	30	\$675.00	4.5105	Schematic & Multimeter Reading
Burek	Valerie	\$22.50	30	\$675.00	4.2034	Microsoft Office I
Colicchio	Donald	\$22.50	30	\$675.00	4.2023.1	Intro to Computers Basics & Windows 2000
Dickey	George	\$22.50	45	\$1012.50	4.5002	Carpentry II
Eberle	Thomas	\$22.50	4	\$90.00	4.5019	CFC Testing
Eberle	Thomas	\$22.50	45	\$1012.50	4.5872	HVAC Basics II
Eberle	Thomas	\$22.50	45	\$1012.50	4.5878	Residential Air Conditioning/Heating II
Hofmeister	Don	\$22.50	30	\$675.00	4.5113	Programmable Logic Controllers II
Jackson	Ellen	\$22.50	30	\$675.00	4.3011	Medical Terminology I
Kostreba	Thomas	\$22.50	45	\$1012.50	4.5440	Maintenance Welding
Kostreba	Thomas	\$22.50	45	\$1012.50	4.5451	Welding-Advanced
Marr	Robert	\$22.50	45	\$1012.50	4.5231	Automotive Mechanics II
Massello	J. Tracy	\$22.50	45	\$1012.50	4.5876	HVAC Electrical II
Michalak	David	\$22.50	16	\$360.00	3.5240	PA Emission Inspector Training
Moody	Karen	\$22.50	21	\$472.50	4.9024	American Sign Language--Beginning
Newman	Debra	\$22.50	45	\$1012.50	4.1011	Auto Title & License Clerk
Payne	Sue	\$22.50	45	\$1012.50	4.3021	Medical Billing
Payne	Sue	\$22.50	20	\$450.00	4.3022	Medical Billing-Computerized
Quesada	Christine	\$22.50	30	\$675.00	4.2035	Microsoft Office II
Quesada	Christine	\$22.50	21	\$472.50	4.2039	Microsoft Word
Rothrock	Robert	\$22.50	30	\$675.00	4.5121	Pneumatics
Rothrock	Robert	\$22.50	30	\$675.00	4.5565	Electronics for Technicians II
Strobel	Yvonne	\$22.50	30	\$675.00	4.3012	Medical Terminology II
Yanosko	David	\$22.50	45	\$1012.50	4.5010	Block & Brick
Yatzor	Joseph	\$22.50	45	\$1012.50	4.5234	Automotive Mechanics IV

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 25, 2004

SUBJECT: Job Descriptions

CATEGORY: Operations: Policy: Information: Personnel: **X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Job descriptions have been created for the Supervisors of Instructional Support Services. There are two positions each with a different job focus. One position will have a focus on curriculum management and the other position will have a focus on our Reading Improvement program. Both positions will have a responsibility to coordinate special education services between the technical school and the school districts.

RECOMMENDATION:

Motion to approve the attached job descriptions for the Supervisors of Instructional Support Services.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: **Supervisor of Instructional Support Services**

DEPARTMENT: Administration

REPORTS TO: Director

REQUIREMENTS: Supervisory or Administrative Certificate preferred; Experience in curriculum or special education encouraged; Act 34 & 151 Clearances required

TALENTS: This position requires the employee to possess a self-imposed drive, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities, build teams and capitalize on relationships with others.

JOB STATEMENT: The Supervisor of Instructional Support Services will coordinate programs and staff that support the instructional environment. These programs include mathematics and reading instruction, curriculum development, special education services and student assessment.

JOB FOCUS: Curriculum Development and Special Education

PERFORMANCE RESPONSIBILITIES:

Curriculum Management

1. Oversee the curriculum development for academic and vocational programming.
2. Work with career and technical instructors in the periodic review and approval of each program's curricula.
3. Facilitate the integration of academic instruction into all career and technical education programs.
4. Coordinate the mathematics instructional program.
5. Develop and maintain articulation agreements with postsecondary institutions and agencies.
6. Supervise the performance of the following personnel:
 - a. National Skill Standards Coordinator
 - b. Mathematics Resource Person
 - c. Student Services Clerical Staff
7. Represent the ECTS at the curriculum coordinators' meetings.
8. Supervise the administration of standardized assessments including:
 - a. National Occupational Competency Testing Institute
 - b. ASVAB
 - c. Other certification assessments.
9. Collect, analyze and disseminate information regarding academic and vocational assessments which include the following:

- a. National Occupational Competency Testing (NOCTI)
- b. Other occupational certification assessments
- c. PSSA Mathematics
- d. Vocational and Academic Grades

Special Education Coordination

- 10. Serve as the main contact with sending school staff and ECTS instructional staff on:
 - a. The development of Individualized Educational Plans for special education students
 - b. Availability and coordination of special services provided by sending school district
 - c. Daily performance and periodic progress of special education students
- 11. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
- 12. Serve as a resource in special education transition services.

Other Duties

- 13. Provide staff development relative to performance responsibilities by assisting the Coordinator of Human and Quality Resources.
- 14. Supervise the performance of the Student Services clerical staff.
- 15. Contribute to writing grants or proposals.
- 16. Provide appropriate orientation sessions for new staff members.
- 17. The functions of this position may go beyond those enumerated.

Administrative Position: Act 93, Tier II

Terms of Employment: 230 days or less

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials).

Employee

Date

Created: 8/03

Revised: 3/04

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Supervisor of Instructional Support Services

DEPARTMENT: Administration

REPORTS TO: Director

REQUIREMENTS: Supervisory or Administrative Certificate preferred; Experience in curriculum or special education encouraged; Act 34 & 151 Clearances required

TALENTS: This position requires the employee to possess a self-imposed drive, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities and duties, and build teams including the ability to capitalize on relationships with others.

JOB STATEMENT: The Supervisor of Instructional Support Services will coordinate programs and staff that support the instructional environment. These programs include mathematics and reading instruction, curriculum development, special education services and student assessment.

JOB FOCUS: Reading Improvement and Special Education

PERFORMANCE RESPONSIBILITIES:

Reading Improvement Program

18. Coordinate the reading improvement instructional program.
 - a. Serve as reading coach to instructional staff
 - b. Conduct baseline and progress assessments
 - c. Facilitate staff development relative to best practices in reading instruction
19. Collect, analyze and disseminate information regarding academic assessments which include the following:
 - a. PSSA Reading
 - b. PSSA Writing
 - c. Other academic assessments
20. Facilitate the integration of academic instruction into all career and technical education programs.

Special Education Coordination

21. Serve as the main contact with sending school staff and ECTS instructional staff on:
 - a. Development of Individualized Educational Plans (IEP) for special education students

- b. Availability and coordination of special services provided by sending school district
 - c. Daily performance and periodic progress of special education students
- 22. Provide an orientation to the technical school to interested special education students.
- 23. Coordinate the pre-enrollment assessment for all in-coming special education students.
- 24. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
- 25. Serve as a resource in special education transition services.
- 26. Supervise the performance of the following personnel:
 - a. Transitions Specialist
 - b. Instructional Assistants

Other Duties

- 27. Provide staff development relative to performance responsibilities by assisting the Principal and the Coordinator of Human and Quality Resources.
- 28. Contribute to writing grants or proposals.
- 29. Provide appropriate orientation sessions for new staff members.
- 30. The functions of this position may go beyond those enumerated.

Administrative Position: Act 93, Tier II
days or less

Terms of Employment: 230

I have reviewed the above job description and analysis and understand the requirements of the position
_____ (Initials).

Employee

Date

Created: 8/03
Revised: 3/04

Director's Report

March 2004

2004-2005 Budget. The administration is pleased to present the proposed 2004-2005 Budget to the operating committee. The budget building process was a little more complicated than usual this year. However, we have the support of the superintendents. The final budget proposal now requests a 9.93% increase rather than an earlier proposed 6.97% increase. The 9.93% is somewhat misleading as the difference from the 6.97% is not a new cost to the districts, but rather a cost moved from the IU budget to the ECTS budget. We look forward to the operating committee's approval of the budget. Once the committee approves the budget, we will forward it to each district for their approval.

Special Education Program Redesign. The next phase of the redesign is the operating committee's approval of two job descriptions. Those descriptions are included in this month's board packet. One position will have a focus on curriculum management and the other position will have a focus on our Reading Improvement program. Both positions will have a responsibility to coordinate special education services between the technical school and the school districts.

In meetings with the districts, they have indicated that day-to-day communication between the technical school and sending school is important. When there are issues with a student, school districts want prompt and direct communication with someone at the technical school. A single point of contact for each district is preferred.

Leadership Council. In Jim Collins' book, *Good to Great*, he discusses something called the Hedgehog Concept. The Hedgehog Concept is the intersection of three organizational dimensions—what is a company “deeply passionate about”, what can a company be the “best in the world at,” and what is a company's economic driver. The management team has been discussing (and debating) what these three dimensions are for ECTS. We have taken the discussion one-step further and asked our Leadership Council to help us define them. While the discussion in the Council meetings has been brief, it has been very insightful.

Salary & Benefit Summary. Our paychecks tell us what we earn each hour, each week or each year in terms of salary. However, most employers provide much more. Add together your salary and benefits. You will then know “How much you are really worth to your employer.” The administration has conducted a preliminary analysis of salary and benefits for each employee. The results are interesting. Samples of individual analyses are included for your review.

Knox Law Symposium. Check your calendar for Tuesday, March 30, 2004. RSVP's due by March 23. Thanks to Mr. Sennett and the KMGS Law Firm.

**High School Activity Report
March 25, 2004**

1. ECTS students will travel to Pittsburgh on April 5-7, 2004 for the skills events at the annual SkillsUSA state competitions. Twenty four students, with Mrs. Carr and two additional ECTS staff, will travel by Starways Coach Lines and stay at the Hilton where the competitions will be held. The student competitors have already won gold medals at the district level. Registration, lodging and transportation expenses will be paid by the SkillsUSA student organization.
2. Mr. Donovan and Mr. Mientkiewicz traveled to Washington D.C. to meet with a representative of Congressman English's staff on March 15, 2004. The purpose of the trip was to lobby for continued funding for the federal Perkins budget. The Association for Career and Technical Education (ACTE) has organized a national campaign to resist the Republican efforts to decrease or eliminate federal support of secondary vocational education.
3. On March 30, 2004, Mr. Donovan will attend the annual Municipal Law Symposium at the Courtyard by Marriott. This symposium offers local school administrators an opportunity to receive updates and refreshers on legal matters related to the effective management and leadership of their schools.
4. ECTS students have begun to take advantage of the ISO corrective action process that is available to any ECTS staff member or customer. This process allows a student to submit a recommendation for improvement or suggest a new idea. The Corrective Action form takes the recommendation through a formal process where the ISO management team appoints the appropriate staff to address the suggestion and respond to the student in a timely manner. This process allows one of our most important customers, the student, to have a voice in the continual improvement of our organization.
5. This winter the ECTS sending school's schedules have been affected by adverse weather ten times. This is an unusually high number of incidents of school closings and two-hour delays. Typically, the tech school will remain open unless the vast majority of our eleven sending schools close. The Erie County Technical School had one two-hour delay due to icy conditions on January 27th; we have not had a snow day this year.

RCTC Report
March 2004

RCTC

Term IV classes begin the week of Monday, March 22. There will be 25 programs operating over the next seven weeks. Currently, there are 143 adults registered for these classes. Registrations will be accepted through the first night of class.

We will be participating in the Crawford County Job Fair sponsored by CareerLink on April 22. This daylong event will be held at the Meadville Mall. RCTC and New Choices/New Options have served several residents from Crawford County in the past year. The Erie CareerLink will have their Job Fair at the Shrine Club in Erie on May 12.

New Choices / New Options

We completed our fourth class for this year on March 18. Many of the graduates have enrolled in classes in the RCTC program as their next step toward employment. We continue tracking clients and assisting as needed with counseling, support, encouragement and employment leads. Despite the poor job market in Erie, a surprising number of New Choices graduates are finding jobs.

The next program begins March 29. It runs Monday through Thursday, 9:00 to Noon, and Friday from 9:00 a.m. to 11:00 p.m. In addition, math brush-up classes are held on Wednesdays from 12:00 Noon to 1:30 p.m. for those interested.

Maintenance Department Report for March 2004

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed bid specifications for the replacement of the walk in cooler and freezer.
2. Completed bid specifications for the repair of the front drive of the high school.
3. Facilitated the pickup and placement of the 75-ton Van Dorn injection-molding machine for the plastics lab.
4. Communicated with the following Contractors/Vendors:

- Hite Co.	- SofCo
- UniFirst	- Simplex
- Muller Locksmith	- Janitor's Supply
- Johnson Controls	- Doritex
- Lowe's	- Lindsey Refrigeration
- Doyle Alarm Services	- Janitors Supply Co.

B. Meetings Attended

1. Weekly Administrative meetings.
2. PASBO Plant Managers
3. Meetings with Vendors for the School.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Removed snow from drives and walks at the High School/ Skill Center.
3. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. Goals

1. Bid open for replacement of the walk in cooler and freezer and repair of the front driveway.
2. Facilitate the replacement of lockers at our high school.
3. Work with Hallgren Restifo Loop & Coughlin on the feasibility study for the Skill Center.

Technology Department Report

1. BUSINESS INTERACTION
 - A. CDW-G
 - B. Dell
 - C. Kubinski Business Systems
 - D. Steris Corporation
 - E. Food Service Solution

2. NETWORK
 - A. Developed documentation for the VPN Client installations
 1. Step-by-step documentation for the SonicWall Global VPN Client
 - B. Installations of the VPN Client on Admin staff's home computers
 - C. Developing solution for group access control using Microsoft ISA Server
 - D. Removal of 10BaseT network switch from our relay rack
 - E. Optimizing use of current 100BaseTX switches
 - F. Disabling ports on SonicWall Firewall to protect against new viruses

3. COMPUTER REPAIR/MAINTENANCE
 - A. On going maintenance of our workstations and servers
 - B. Technology inventory for Pennsylvania Department Education

4. Web Page
 - A. On-going maintenance of our web site
 - B. Added sections for E-Board
 - C. Added Bid Specifications

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

.....

DATE: March 25, 2004

SUBJECT: Field trip request

CATEGORY: **OPERATIONS: X** **PERSONNEL:** **INFORMATION:**

INITIATED BY: Neil Donovan, Principal

DESCRIPTION: With the approval of the ECTS Joint Operating Committee, Mrs. Carr and two ECTS staff will accompany 24 ECTS students to the Pittsburgh Hilton on April 5,6,7, 2004 for the annual SkillsUSA skills competitions. Students will travel via Starways Coach Lines. Fees for registration and lodging will be paid by the SkillsUSA student organization.

RECOMMENDATION:

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.

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

.....

DATE: March 25, 2004

SUBJECT: Field trip request

CATEGORY: **OPERATIONS: X** **PERSONNEL:** **INFORMATION:**

INITIATED BY: Neil Donovan, Principal

DESCRIPTION: With the approval of the ECTS Joint Operating Committee, Mr. Mark Cyphert and an additional ECTS staff member will accompany 18 AM students to Eriez Magnetics, and 11 PM students to the Rodger Brothers semi-trailer fabrication plant in Albion, Pa. on April 8, 2004. Students will travel via Krise Bus Service.

RECOMMENDATION:

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.

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 25, 2004

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION:

EMMCO West to hold EMS State Practical and Written exams. The dates and times are attached. They will be using the cafeteria, staff lounge and 9 classrooms.

RECOMMENDATION:

Motion to approve the use of facilities request from EMMCO West.

Joint Operating Committee
Meeting Agenda Packet

March 25, 2004

35

MAR-08-04 16:02 FROM-EMMCO WEST

8143370871

T-123 P.002/005 F-389

MAR-08-2004 02:23 FROM:ERIE COUNTY TECHNICAL 18148649400

TO:18143370871

P:2/5



Erie County Technical School
Buildings and Grounds Use Request Form

Organization Name: Emmco West, Inc
Address: 16271 Conneaut Lake Road meddville Pa
Organization's Event/Description: Emt Testing

Date(s) of Event: see attached Time of Event: 08:00Am - 4:00Pm
Sections or Areas of Buildings or Grounds to be used: see attached

Equipment needed: None

Representative's Name: Theodore W Heterick
Address (if different from above): _____
E-Mail Address: ted@emmco.org
Telephone: 714-337-5380 Fax: 714-337-0871

Area	Organization Type			
	School-related	Community Service	Non-profit	For Profit
Classroom	No Charge	No Charge	\$10/hour	\$20/hour
Cafeteria	No Charge	No Charge	\$10/hour	\$20/hour
Corridor	No Charge	No Charge	\$10/hour	\$20/hour
Kitchen	No Charge	No Charge	No Charge	\$25/hour
Laboratory	No Charge	\$10/hour	\$15/hour	\$25/hour
Grounds	No Charge	No Charge	No Charge	\$20/hour
Custodial Fees (During non school hours)	No Charge	\$25/hour	\$25/hour	\$25/hour

Joint Operating Committee
Meeting Agenda Packet

March 25, 2004
36

MAR-08-04 10:02 FROM:EMMCO WEST

8143370871

T-123 P.003/005 F-389

MAR-8-2004 02:23 FROM:ERIE COUNTY TECHNICAL 18148649400

TO:18143370871

P:3/5

It is understood that the responsibility and liability of the organization making this request includes, but is not limited to the following considerations:

1. Use of the buildings and grounds on Saturdays or Sundays, while not prohibited, is discouraged. If use of the facility is granted for a Saturday or Sunday, there will be costs in addition to any rental fee that will be assessed.
2. All facility use fees and other charges for such use must be paid in full prior to the date the activity is scheduled.
3. **School-related and Community Service organizations** will normally not be required to provide proof of liability insurance, but they will be requested to sign an Indemnification and Waiver of Liability form. **Non-profit organizations** are required to present proof of public liability coverage with limits of \$300,000 per accident. **Profit-making organizations** are required to present proof of public liability coverage with limits of \$500,000 per accident. The school's Operating Committee, through the recommendation of the school's Director, may require higher limits of liability insurance for specific and/or unique situations.
4. Understand that the Erie County Technical School will not be held liable for injuries or illness incurred on school property by individuals directly or indirectly associated with the event taking place.
5. Provide adequate supervision to assure proper use and care of the building, grounds, equipment, and furnishings.
6. The organization is responsible for setting up, moving, dismantling, and returning furniture, equipment, and supplies to their proper place. *Use of kitchen facilities requires the presence of a representative of the cafeteria staff. Remuneration shall be at the prevailing rate per hour, paid directly to the individual involved in addition to any applicable usage fee.*
7. The organization is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. *A fee will be charged for special or additional set-up services required prior to or after scheduled use.*
8. To work cooperatively with the staff member(s) on duty and understand that granting of this request is limited to the facilities and equipment listed on this request form.

Bringing onto school property and/or consuming alcoholic beverages or other controlled substances is specifically prohibited.

Representative's Signature: *Theodore A. Smith*

Director's Signature: *Allen J. Smith*

☒ Request Approved: ☐ Request Denied: Reason _____

Joint Operating Committee
Meeting Agenda Packet

March 25, 2004

37

MAR-08-04 16:02 FROM-EMMCO WEST

8143370871

T-123 P 004/005 F-389

MAR-6-2004 02:23 FROM:ERIE COUNTY TECHNICAL 18148649400

TO: 18143370871

P:475

EMMCO WEST, INC.
a non-profit emergency medical services
organization for northwest pennsylvania



Suite 101
16271 Conneaut Lake Road
Meadville, PA 16335
Phone (814) 337-5380

February 4, 2004

Erie County Vo-Tech School
Attention Ms. Lasher
8500 Oliver Road
Erie, PA 16509

Ms Lasher,

The following is a request for application for the use of your facility for the purpose of EMS state practical and written examinations in Erie County.

~~On~~ Saturday April 3, 2004 7:00 AM until 3:00 PM we will need the cafeteria, 9 class rooms and the teachers lounge.

~~On~~ Tuesday April 6, 2004 5:00pm until 10:00 PM we will need the cafeteria 3 class rooms and the teachers lounge.

~~On~~ Saturday June 5, 2004 7:00 AM until 3:00 PM we will need the cafeteria, 9 class rooms and the teachers lounge.

~~On~~ Tuesday June 8 2004, 5:00 PM until 10:00 PM we will need the cafeteria, 3 class rooms and the teachers lounge.

~~On~~ Friday June 18 2004, from 4:00 PM until 10:00 PM we will need the cafeteria only.

~~On~~ Saturday June 19, 2004, from 7:00 AM until 3:00 PM we will need the cafeteria, 9 class rooms and the teachers lounge.

I understand that there is a cost involved with this request and that I will need to fill out paper work for you if your space is available. I have already contacted our insurance carrier to provide the necessary information required, it will be forwarded to your facility

If you have any question or need any information please feel free to contact me at EMMCO West (814) 337-5380.

Sincerely,

counties of
clarion, crawford, erie, forest, mercer, venango, warren
The Bottom Line is PATIENT CARE

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 25, 2004

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION:

Erie Insurance Group to hold Automobile structural training in the Auto body classroom and shop area from June 7th through June 11th from 8:00 AM to 4:30 PM.

RECOMMENDATION:

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.



**Erie County Technical School
Buildings and Grounds Use Request Form**

Organization Name: Erie Insurance Group

Address: 100 Erie Insurance Place - Erie Pa 16530

Organization's Event/Description: Automobile structural training

Date(s) of Event: 6-7/611 Time of Event: 8:AM to 4:30 PM

Sections or Areas of Buildings or Grounds to be used: Autobody classroom & laboratory (shop area)

Equipment needed: floor jacks & jack stands

Representative's Name: Paul Cash

Address (if different from above): 8685 Dundee Rd - Erie 16509

E-Mail Address: paul.cash@erieinsurance.com

Telephone: 814 8640343 Fax: 814-8640433

Area	Organization Type			
	School-related	Community Service	Non-profit	For Profit
Classroom	No Charge	No Charge	\$10/hour	\$20/hour
Cafeteria	No Charge	No Charge	\$10/hour	\$20/hour
Corridor	No Charge	No Charge	\$10/hour	\$20/hour
Kitchen	No Charge	No Charge	No Charge	\$25/hour
Laboratory	No Charge	\$10/hour	\$15/hour	\$25/hour
Grounds	No Charge	No Charge	No Charge	\$20/hour
Custodial Fees (During non school hours)	No Charge	\$25/hour	\$25/hour	\$25/hour

DEL-17-2002 19:36 FROM: ERIE COUNTY TECHNICAL SCHOOL

It is understood that the responsibility and liability of the organization making this request includes, but is not limited to the following considerations:

1. Use of the buildings and grounds on Saturdays or Sundays, while not prohibited, is discouraged. If use of the facility is granted for a Saturday or Sunday, there will be costs in addition to any rental fee that will be assessed.
2. All facility use fees and other charges for such use must be paid in full prior to the date the activity is scheduled.
3. **School-related and Community Service organizations** will normally not be required to provide proof of liability insurance, but they will be requested to sign an Indemnification and Waiver of Liability form. **Non-profit organizations** are required to present proof of public liability coverage with limits of \$300,000 per accident. **Profit-making organizations** are required to present proof of public liability coverage with limits of \$500,000 per accident. The school's Operating Committee, through the recommendation of the school's Director, may require higher limits of liability insurance for specific and/or unique situations.
4. Understand that the Erie County Technical School will not be held liable for injuries or illness incurred on school property by individuals directly or indirectly associated with the event taking place.
5. Provide adequate supervision to assure proper use and care of the building, grounds, equipment, and furnishings.
6. The organization is responsible for setting up, moving, dismantling, and returning furniture, equipment, and supplies to their proper place. *Use of kitchen facilities requires the presence of a representative of the cafeteria staff. Remuneration shall be at the prevailing rate per hour, paid directly to the individual involved in addition to any applicable usage fee.*
7. The organization is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. *A fee will be charged for special or additional set-up services required prior to or after scheduled use.*
8. To work cooperatively with the staff member(s) on duty and understand that granting of this request is limited to the facilities and equipment listed on this request form.

Bringing onto school property and/or consuming alcoholic beverages or other controlled substances is specifically prohibited.

Representative's Signature: _____

Director's Signature: _____

☒ Request Approved: ☐ Request Denied: Reason _____

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

.....

DATE: March 25, 2004

SUBJECT: Equipment donation

CATEGORY: **OPERATIONS: X** **PERSONNEL:** **INFORMATION:**

INITIATED BY: Neil Donovan, Principal

DESCRIPTION: With the approval of the ECTS Joint Operating Committee, Mr. Frank Paparelli, Plastics Technologies instructor, will accept a donation from the Plastikos company of an auger-grinder, a piece of auxiliary equipment common to the plastics industry.

RECOMMENDATION:

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

Vocational Scholarship

AFT LOCAL 1589

And

ERIE COUNTY TECHNICAL SCHOOL FOUNDATION

Scholarship Committee Members:

- Five (5) AFT members
- **One (1) ECTS Foundation Board Member**
- One (1) ECTS Administrator

The Scholarship criteria for awarding scholarships to worthy vocational students is as follows:

- Two \$500 scholarships will be awarded each May during the Awards Assembly to graduating seniors who plan to continue their training or certification in a vocationally related field of study.
- \$500 will come from the AFT Local 1589.
- \$500 will come from the ECTS Foundation.
- Criteria for selection:
 1. Their lab instructors will nominate deserving students. The instructor will complete a nomination form.
 2. Nominated students must complete an application form and write an essay titled, "How I Plan To Use My Vocational Education Training To Reach My Future Goals".
 3. Nominated students must provide proof of acceptance into a full-time *post-secondary training program* in a vocationally-related field (college, trade school, apprenticeship, state or national certification program)
 4. The completed nomination form, application form, accompanying essay and proof of acceptance into full-time, post-secondary training must be submitted to the chairperson of the Scholarship Committee by the end of March.
- Criteria for awarding scholarships:
 1. The Scholarship Committee will review all nominations and will select two recipients. The names of the students and a brief synopsis of why they were selected will be brought before a General Membership meeting for approval by the end of April. The ECTS Foundation Board of Directors will approve the nominations at the regular April meeting.
 2. Names of scholarship recipients will be announced at the Awards Assembly program in May and \$500.00 scholarship checks will be presented to the two recipients during the program.

Erie County Technical School
Board Member Attendance Record

School District	Current														Total	Percent
	Representative	Mar-03	Apr-03	May-03	Jun-03	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04			
Fairview	Rosendahl	Y	Y		Y		Y	Y	Y		Y	Y	Y	9	75%	
Ft Leboeuf	Ogden	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	100%	
Gen Mclane	Bucksbee	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	100%	
Girard	Vargulich	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	100%	
Harbor Creek	Sonney	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	10	83%	
Iroquois	Loftus	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	11	92%	
Millcreek	Niebauer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	100%	
North East	Rodgers	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	11	92%	
Northwestern	Mitchell	Y	Y		Y	Y	Y	Y	Y	Y		Y		9	75%	
Wattsburg	Duda	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12	100%	
Union City	Cole	Y	Y	Y			Y	Y	Y	Y			Y	8	67%	
Monthly Total		11	10	9	10	9	10	11	11	8	9	10	10			
Monthly %		100%	91%	82%	91%	82%	91%	100%	100%	73%	82%	91%	91%		89%	

School District	2003-2004 Admissions				%	2003-2004 Applications				2002-2003 Admissions			
	1st	2nd	3rd	Total		1st	2nd	3rd	Total	1st	2nd	3rd	Total
Fairview	26	12	5	43	68%	21	13	10	44	17	9	7	33
Fort LeBoeuf	36	14	19	69	70%	47	16	24	87	32	20	19	71
General McLane	24	27	19	70	59%	25	31	23	79	42	22	6	70
Girard	24	11	11	46	57%	22	14	16	52	19	15	14	48
Harbor Creek	25	22	11	58	54%	29	23	14	66	34	12	21	67
Iroquois	9	4	9	22	41%	24	6	13	43	11	12	7	30
Millcreek	70	60	42	172	58%	94	67	61	222	88	54	46	188
North East	45	23	23	91	106%	55	28	30	113	43	31	26	100
Northwestern	50	16	12	78	106%	56	14	14	84	22	14	14	50
Union City	21	15	8	44	83%	35	23	8	66	24	9	9	42
Wattsburg	35	22	16	73	99%	28	25	21	74	30	23	21	74
Totals	365	226	175	766	84%	436	260	234	930	362	221	190	773

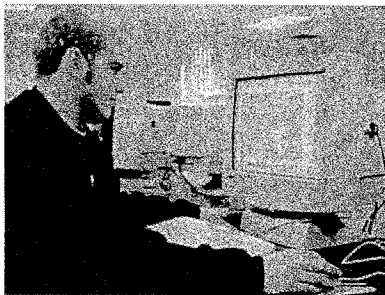
	2003-2004 Admissions				2003-2004 Applications			
	Program/Year Level				Program/Year Level			
Vocational Laboratory	1st	2nd	3rd	Total	1st	2nd	3rd	Total
Auto Body	13	15	8	36	23	17	9	49
Automotive Technologies	34	24	12	70	31	33	16	80
Child Care	20	15	11	46	45	16	14	75
Commercial Art	20	9	12	41	22	13	16	51
Computer Info. Systems	21	14	9	44	33	14	11	58
Construction Trades	23	27	18	68	23	33	25	81
Cosmetology	14	13	11	38	35	17	12	64
Culinary Arts	32	30	15	77	48	37	20	105
Drafting & Design	15	11	15	41	14	8	22	44
Electrical Engineering	12	11	12	35	12	13	17	42
Electronics	11	6	8	25	13	6	9	28
Facilities Engineering	14	13	10	37	15	9	15	39
Graphic Communications	18	9	8	35	11	13	9	33
Health/Medical Assistant	16	17	12	45	35	18	19	72
Metal Fabrication	15	10	6	31	14	10	10	34
Tool & Die	8	2	8	18	9	3	10	22
Networking Technologies	15			15	11			11
Plastics Tech--Sr.	18			32	5			5
Plastics Tech--3-Yr	14				6			6
Tourism & Hospitality Mgmt.	32			32	31			31
TOTAL	365	226	175	766	436	260	234	930

Last Name	First Name	Company	dog	School District	Start Date	Wage
Bartosek	Brandon	SCHAAL	MTF3PM04	GIRARD	9/18/2003	\$6.00
Besonson	Andy	ERIEZOO	FEN3PM04	FT LEBOE	8/27/2003	\$6.00
DeMarco	Cameron	ZEYON	MTF3PM04	NORTH EA	3/1/2004	\$7.00
Duckett	Eric	CHERNICK	EET3PM04	NORTH EA	9/23/2003	\$6.00
Hamrick	Joe	MANGEL	ABR3PM04	UNION CI	1/19/2004	\$5.15
Jones	Casey	F & S	DDE3PM04	WATTSBUR	10/28/2003	\$5.50
Kinney Jr.	Steve	GREAT	TDI3PM04	NORTHWES	1/26/2004	\$6.50
Kremer	Thomas	BONNELLI	ABR3PM04	MILLCREE	1/12/2004	\$6.00
Kuffer	Bill	RK CAMP	FEN3PM04	FAIRVIEW	3/15/2004	\$6.00
Kuzyayev	Vladimir	MORELITE	DDE3PM04	GIRARD	12/2/2003	\$7.00
Leonheart	Mephis	NEW	AUT3PM04	NORTHWES		\$6.50
Lewis	Jessica	YMCA	CCS2PM04	NORTHWES	1/13/2004	\$5.15
Lindemuth	Kalyn	SIGNAL	ELC3PM04	NORTH EA	8/28/2003	\$6.00
Megat III	John	CHERNICK	EET3PM04	UNION CI	9/11/2003	\$6.00
Morales	James	SIGNAL	ELC3PM04	HARBOR C	9/18/2003	\$6.00
Nuse	Darin	TRUX	ABR3PM04	WATTSBUR	9/4/2003	\$5.85
Pacansky	Jenni	GIRARD	CCS3PM04	GIRARD	3/2/2004	\$5.41
Palochak	Julie	MANCHES	HEA3PM04	MILLCREE	2/16/2004	\$8.55
Parmarter	James	ERIEZOO	FEN3PM04	NORTH EA	2/2/2004	\$6.00
Pentycofe	Luke	SKINNER	TDI3PM04	FT LEBOE	12/2/2004	\$7.00
Peters	Doug	PARKSIDE	HEA3PM04	NORTH EA	2/5/2007	\$7.00
Phillips	Adam	GARYMILL	AUT3PM04	MILLCREE	12/1/2003	\$6.50
Phillips	Bill	FERRARO	AUT3PM04	WATTSBUR	12/10/2003	\$6.50
Reinwald	Christopher	WATSON'S	ABR3PM04	FT LEBOE	9/23/2003	\$6.50
Reinwald	Eric	TRUX	MTF3PM04	FT LEBOE	9/2/2003	\$5.85
Serwinski	Adam	BOB ORE	ABR3PM04	HARBOR C	9/5/2003	\$7.25
Vallimont	Josh	VALLIMON	CNT3PM04	WATTSBUR	2/16/2004	\$10.00
Van Damia	Joseph	SIGNAL	ELC3PM04	MILLCREE	9/22/2003	\$6.00
VanHoozer	Brian	PARKER	CNT3PM04	MILLCREE	3/15/2004	\$7.00

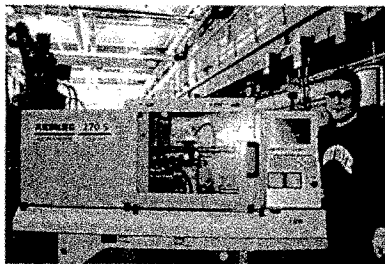
Average Wage is: \$6.44



ECTS Success Stories



John is pictured working on an X-Bar chart as part of his statistics class while in the engineering computer lab



John displays one of the injection molding machines used in the Plastics Processing lab

With high school graduations only a few short months away, it seems only appropriate to check in on a former Erie County Technical School Plastics Technology graduate. John Williams was enrolled in the Plastics Technology program during the 2001/02 school year. Prior to completing the one-year program, John was one of five students selected to receive the SPE's annual Student Recognition Award. He graduated from General McLane High School in May 2002 and nearly two years later he is well on his way to a promising career in the plastics industry.

John is currently a sophomore in the 4-year baccalaureate program in Plastics Engineering Technology at Penn State Erie, The Behrend College. This semester alone John is taking 17 credits including a five hour Plastics Processing lab (PLET 270), a two hour Plastics Materials & Properties lab (PLET 206W) and a statistics computer lab in Quality Control for Plastics Processing (QC 200). In addition, he is taking three general education courses in Effective Speech, Art and Labor Industrial Relations. When John isn't in school or studying, he can be found working as a maintenance technician at Chuck E Cheese's where he works 30 hours per week.

"College is great and I really like Penn State but I never realized how much work it would be," notes John. "The work load is possible to handle but I had to learn and apply time management skills and get used to sleep deprivation. It will be worth it in the long run."

Students in the Plastics Engineering Technology program complete a good deal of their lab work during their sophomore year. John credits the ECTS's Plastics Technology class for providing him with a solid background on how to do set-ups and overall operation of the injection molding machines. "My first lab in college was more like a review. Many students didn't even know what an injection molding machine looked like but thanks to the Plastics Technology program at ECTS, I had a head start on my fellow classmates. Now my classes are getting much more detailed and technical than what we learned at ECTS. We did perform two and three stage processes

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RICHARD W. DEETER, President



John poses by one of the first Reed injection molding machines, which is on display in the Roche Hall

during the high school program but now we're really learning the in-depth aspects of injection molding."

John said they don't run parts for the sake of producing a product but more for the purpose of learning about various processes such as hesitation, how plastic flows through the mold, what happens when the plastic flows through the gate and how to run a quality process. "We run parts according to the American Society for Testing & Materials (ASTM) standards."

"In the engineering statistics class that I'm taking this semester, we're learning how to test plastics – everything from impact and tensile tests to viscosity tests. We're also studying what different plastics do at various shear rates and we produce quality control charts in order to see if the process that we've set up is actually a quality process or not. In addition, we're learning a lot about critical dimensions and tolerances. By utilizing X-Bar and R charts, we can check to see if the parts are made within a customers' specifications."

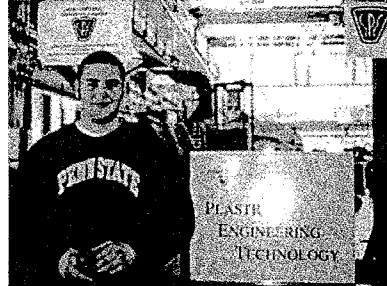
John's particular area of interest is in design and the operation of the injection molding machines. "I really enjoy working with my hands and like the design class especially."

John adds that Mr. Brian Young, plastics instructor and his academic advisor, has been a tremendous help and influence since he started at Penn State. "I've really learned a lot from Mr. Young and appreciate all he's done for me. No one has sparked my interest this much in learning about the plastics field since Mr. Paparelli at ECTS."

Once John finishes college, he hopes to be employed as a plastics engineer either in the area of design or processing. John ultimately would like to start his own plastics company focusing on design and molding of automotive parts.

"Penn State Erie's Plastics Engineering Technology program has a nearly 100 percent national placement rate and I'm ready to go wherever I can find challenging and rewarding employment."

John stands in front of the
Plastics Engineering Technology lab.



John and study friend, Laura Stuart, are
pictured in the Engineering Lobby of Roche Hall
while taking a break from preparing for a quiz
in Plastics Processing II.

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* Students enrolled in the Plastics Engineering Technology program at Penn State receive extensive "hands-on" experience in the college's state-of-the-art processing laboratory, where they learn the fundamentals of operating equipment used in the plastics industry and gain an understanding of how the various mechanical, hydraulic, and electrical systems of processing machinery interact to form a plastic product. The curriculum encompasses all of the major processing methods but emphasizes injection molding. The curriculum includes applied mathematics, physics, inorganic and polymer chemistry, fundamental and advanced topics dealing with chemical and physical properties of plastics materials and their processing characteristics, and an in-depth look at part and mold design utilizing computer-aided technology. Quality control and technical communications are also included. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Graduates are qualified for positions in plastics processing, part design, tooling design, plant engineering, production control, and technical sales in the plastics industry. * Excerpt taken directly from Plastics Engineering Technology (PLTBD) page on psu.edu.

Erie County Technical School Employee Benefit Summary Projected for 2004-2005

The table below details the salary and benefits you receive. The table reports all benefits as annual amounts.

Name:	Administrator
--------------	----------------------

Salary and Schedule Information

Salary:	\$91,752.00
Schedule Days of Work:	260
Personal Days	3
Daily Rate Paid for Benefit Time:	\$ 352.89

Benefits Information

Life Insurance: \$184000	\$ 319.30
LTD Insurance:	\$ 587.21
Social Security:	\$7,019.03
PSERS:	\$3,881.11
Workers Compensation Insurance:	\$ 825.77
Medical and Drug Insurance:	\$8,700.00
Dental and Vision Insurance:	\$1,044.00
Membership: ACTE	\$ 80.00
Employee Assistance Program:	\$ 21.00
Uniforms:	\$ 0.00
Total Benefits:	\$22,397.42
Total Salary & Benefits:	\$114,149.42

Other Benefit Information

Tuition Reimbursement (per credit):	\$ 195.00
Professional Liability Insurance	
Life Insurance Purchase Option	X
Group Discount Fitness Program	X
403b Retirement Account Program	X

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Erie County Technical School Employee Benefit Summary Projected for 2004-2005

The table below details the salary and benefits you receive. The table reports all benefits as annual amounts.

Name:	Teacher
--------------	----------------

Salary and Schedule Information

Salary:	\$44,047.00
Schedule Days of Work:	185
Personal Days	3
Daily Rate Paid for Benefit Time:	\$ 238.09

Benefits Information

Life Insurance: \$60000	\$ 104.40
LTD Insurance:	\$ 281.90
Social Security:	\$3,369.60
PSERS:	\$1,863.19
Workers Compensation Insurance:	\$ 396.42
Medical and Drug Insurance:	\$8,700.00
Dental and Vision Insurance:	\$1,044.00
Membership: ACTE	\$ 80.00
Employee Assistance Program:	\$ 21.00
Uniforms:	\$ 180.00
Total Benefits:	\$15,960.51
Total Salary & Benefits:	\$60,007.51

Other Benefit Information

Tuition Reimbursement (per credit):	\$ 150.00
Professional Liability Insurance	X
Life Insurance Purchase Option	X
Group Discount Fitness Program	X
403b Retirement Account Program	X

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**Erie County Technical School
Employee Benefit Summary
Projected for 2004-2005**

The table below details the salary and benefits you receive. The table reports all benefits as annual amounts.

Name:	S-1 Secretary (260)
--------------	----------------------------

Salary and Schedule Information

Salary:	\$27,336.00
Schedule Days of Work:	260
Personal Days	3
Daily Rate Paid for Benefit Time:	\$ 105.14

Benefits Information

Life Insurance: \$33000	\$ 87.00
LTD Insurance:	\$ 174.95
Social Security:	\$2,091.20
PSERS:	\$1,156.31
Workers Compensation Insurance:	\$ 246.02
Medical and Drug Insurance:	\$8,700.00
Dental and Vision Insurance:	\$1,044.00
Membership:	\$ 0.00
Employee Assistance Program:	\$ 21.00
Uniforms:	\$ 0.00
Total Benefits:	\$13,520.49
Total Salary & Benefits:	\$40,856.49

Other Benefit Information

Tuition Reimbursement (per credit):	\$ 134.00
Professional Liability Insurance	
Life Insurance Purchase Option	X
Group Discount Fitness Program	X
403b Retirement Account Program	X

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Erie County Technical School Employee Benefit Summary Projected for 2004-2005

The table below details the salary and benefits you receive. The table reports all benefits as annual amounts.

Name:	M-1 Maintenance (260)
--------------	------------------------------

Salary and Schedule Information

Salary:	\$37,315.00
Schedule Days of Work:	260
Personal Days	3
Daily Rate Paid for Benefit Time:	\$ 143.52

Benefits Information

Life Insurance: \$33000	\$ 87.00
LTD Insurance:	\$ 238.82
Social Security:	\$2,854.60
PSERS:	\$1,578.42
Workers Compensation Insurance:	\$ 335.84
Medical and Drug Insurance:	\$8,700.00
Dental and Vision Insurance:	\$1,044.00
Membership:	\$ 0.00
Employee Assistance Program:	\$ 21.00
Uniforms:	\$ 353.60
Total Benefits:	\$15,213.27
Total Salary & Benefits:	\$52,528.27

Other Benefit Information

Tuition Reimbursement (per credit):	\$ 134.00
Professional Liability Insurance	
Life Insurance Purchase Option	X
Group Discount Fitness Program	X
403b Retirement Account Program	X

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**Erie County Technical School
Employee Benefit Summary
Projected for 2004-2005**

The table below details the salary and benefits you receive. The table reports all benefits as annual amounts.

Name:	C-1 Custodian (260)
--------------	----------------------------

Salary and Schedule Information

Salary:	\$24,648.00
Schedule Days of Work:	260
Personal Days	3
Daily Rate Paid for Benefit Time:	\$ 94.80

Benefits Information

Life Insurance: \$33000	\$ 87.00
LTD Insurance:	\$ 157.75
Social Security:	\$1,885.57
PSERS:	\$1,042.61
Workers Compensation Insurance:	\$ 221.83
Medical and Drug Insurance:	\$8,700.00
Dental and Vision Insurance:	\$1,044.00
Membership:	\$ 0.00
Employee Assistance Program:	\$ 21.00
Uniforms:	\$ 268.32
Total Benefits:	\$13,428.08
Total Salary & Benefits:	\$38,076.08

Other Benefit Information

Tuition Reimbursement (per credit):	\$ 134.00
Professional Liability Insurance	
Life Insurance Purchase Option	X
Group Discount Fitness Program	X
403b Retirement Account Program	X

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Erie County Technical School Employee Benefit Summary Projected for 2004-2005

The table below details the salary and benefits you receive. The table reports all benefits as annual amounts.

Name:	Fulltime Aide
--------------	----------------------

Salary and Schedule Information

Salary:	\$13,603.00
Schedule Days of Work:	185
Personal Days	3
Daily Rate Paid for Benefit Time:	\$ 73.53

Benefits Information

Life Insurance: \$33000	\$ 87.00
LTD Insurance:	\$ 87.06
Social Security:	\$1,040.63
PSERS:	\$ 575.41
Workers Compensation Insurance:	\$ 122.43
Medical and Drug Insurance:	\$8,700.00
Dental and Vision Insurance:	\$1,044.00
Membership:	\$ 0.00
Employee Assistance Program:	\$ 21.00
Uniforms:	\$ 35.28
Total Benefits:	\$11,712.80
Total Salary & Benefits:	\$25,315.80

Other Benefit Information

Tuition Reimbursement (per credit):	\$ 134.00
Professional Liability Insurance	
Life Insurance Purchase Option	X
Group Discount Fitness Program	X
403b Retirement Account Program	X

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LABORATORY:

The Hedgehog Concept

A Hedgehog Concept is not a goal to be the best, a strategy to be the best, an intention to be the best, a plan to be the best. It is an *understanding* of what you can be the best at. The distinction is absolutely crucial.

Homework

**Individual exercises:**

How to find your personal Hedgehog Concept.

[Listen in](#)

Can my Hedgehog Concept help provide satisfaction with my current work.

[Listen in](#)

**Company exercises:**

How to find your company's three circles.

[Listen in](#)

What are your 3 circles?

The essential strategic difference between the good-to-great and comparison companies lay in two fundamental distinctions. First, the good-to-great companies founded their strategies on deep understanding along three key dimensions—what we came to call the three circles. Second, the good-to-great companies translated that understanding into a simple, crystalline concept that guided all their efforts—hence the term *Hedgehog Concept*.

More precisely, a Hedgehog Concept is a *simple, crystalline concept that flows from deep understanding about the intersection of the following three circles:*

1. *What you can be the best in the world at* (and, equally important, what you *cannot* be the best in the world at). This discerning standard goes far beyond core competence. Just because you possess a core competence doesn't necessarily mean you can be the best in the world at it. Conversely, what you can be the best at might not even be something in which you are currently engaged.

2. *What drives your economic engine*. All the good-to-great companies attained piercing insight into how to most effectively generate sustained and robust cash flow and profitability. In particular, they discovered the single denominator—profit per x —that had the greatest impact on their economics. (It would be cash flow per x in the social sector.)

3. *What you are deeply passionate about*. The good-to-great companies focused on those activities that ignited their passion. The idea here is not to stimulate passion but to discover what makes you passionate.

Extra Credit

Pull the Plug

Stop doing that! Current behaviors might be barriers to your success.

[Read the article](#)

Reading Room

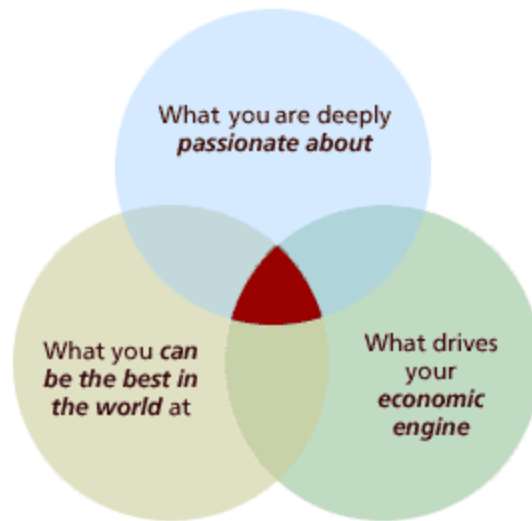
Flow—The Psychology of Optimal Experience by Mihaly Csikszentmihalyi

Learn to order the information that enters consciousness and improve the quality of life by understanding what causes you deep enjoyment and fulfillment.

It's in the Research

The foundation of all ideas generated by Jim and the Chimps is supported by years of research.

[Read on.](#)



Three circles of the Hedgehog Concept

To quickly grasp the three circles, consider the following personal analogy. Suppose you were able to construct a work life that meets the following three tests. First, you are doing work for which you have a genetic or God-given talent, and perhaps you could become one of the best in the world in applying that talent. ("I feel I was just born to be doing this.") Second, you are well paid for what you do. ("I get paid to do this? Am I dreaming?") Third, you are doing work you are passionate about and absolutely love to do, enjoying the actual process for its own sake. ("I look forward to getting up and throwing myself into my daily work, and I really believe in what I'm doing.") If you could drive toward the intersection of these three circles and translate that intersection into a simple, crystalline concept that guided your life choices, then you'd have a Hedgehog Concept for yourself.

To have a fully developed Hedgehog Concept, you need *all three* circles. If you make a lot of money doing things at which you could never be the best, you'll only build a successful company, not a great one. If you become the best at something, you'll never remain on top if you don't have intrinsic passion for what you are doing. Finally, you can be passionate all you want, but if you can't be the best at it or it doesn't make economic sense, then you might have a lot of fun, but you won't produce great results.

To gain clarity on your three circles,
build the mechanism of the Council.

So, who is on your Council? ➡



Contact Information