Meeting Minutes

Erie County Technical School
AVTS Operating Committee
And
ECTS Foundation Board of Directors
Thursday, August 28, 2003

6:00 PM – **Work Session**

- Suzanne Matthews, Commercial Art instructor, presented her plans to participate in a Fulbright Memorial Fund Teacher Program in Japan. Mrs. Matthews was selected to participate this year. The program gives a minimum of two awards to each of the 50 states. Recipients of the grant will travel to Japan to participate in a three-week program that features an orientation in Japan followed by visits to primary and secondary schools, teacher training colleges, cultural sites, and industrial facilities. Meetings with Japanese teachers and students, and home-stays are key components of the program. The Japanese government sponsors the program. Mrs. Matthews has oriented her curriculum to include a strong Japanese focus this year in order to share her experience and information with her students.
  (Copy of the program overview is filed in the official minutes book)

- Regional Career and Technical Center (RCTC)
  - Dr. Jackson described the tuition-free initiative for laid-off workers.
    (See Director's Report for further explanation)
  - Dr. Jackson presented a revised budget plan for RCTC that includes the RCTC Manager position, and the reduced state funding of the Choices/Options Program.
    (Copy of budget plan is filed in the official minutes book).

- PSSA scores-information-Dr. Jackson shared test score results for school districts' vocational and non-vocational students.
  (Copy of results reports filed in the official minutes book).

7:25 PM - **Regular Meeting**

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:25 pm.

- Moment of Reflection
- Pledge of Allegiance

Roll Call

Mr. 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	present
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, absent
Dr. Aldo Jackson, Director, present
Mrs. Jennifer Gornall-Rouch, 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
Mrs. Mary Ellen Camp, RCTC Manager, present
Mr. Steve Sceiford, Facilities Manager, present

Minutes of the July 31, 2003

Motion to accept the Minutes of the July 31, 2003 Work Session and Regular Meeting, as presented.
Moved by Dr. Cuzzola, with second by Mr. Mitchell.
Approved with all "ayes" voice vote.

Guests and Comments

Others present: Rosanne Gangemi, Angela Gangemi, Mike Bednar, Charlie Lytle. David Michalak, AFT local 1589 President, commented that the professional unit has ratified the early-bird tentative contract agreement, and expressed thanks to the Administration and Board. Mr. Michalak encouraged the board to also ratify the tentative agreement.

Correspondence- none

Business

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

Motion to approve the following reports, payments and invoices.

- General Fund Revenue and Expenditure Reports, as presented (pgs 1-5).
- General Fund Checks and Invoices, as presented (pgs 6-16); $ 224,777.62
- Capital Reserve Fund Revenue and Expenditure Reports, as presented (pgs 17-18)
- Capital Reserve Fund Checks and Invoices, as presented ( ); $ none
- ECTS Foundation Report, as presented (pgs 19-20)
- ECTS Foundation Checks and Invoices, as presented ( ); $ none
- Food Service Fund Revenue and Expenditure Reports, as presented (pgs 21-22)
- Food Service Checks and Invoices, as presented (pg 23); $ 75.00
- Student Activities Report, as presented (pg 24)
- Treasurer's Report, as presented.
- Budget Transfers – none
  (Copies of all reports, payments, and invoice listings are filed in the official minutes book).

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

Human and Quality Resources

Report presented by Natalie Fatica (Copy filed in the official minutes book).

Professional contract with AFT Local 1589

Motion to ratify the tentative professional contract with AFT Local 1589 effective July 1, 2004 through June 30, 2009.
(Copy of agreement filed in official minutes book).
Moved by Mr. Sonney, with second by Mr. Mitchell.
Approved by roll call vote: Voting “yea”: Rosendahl, Dove, Bucksbee, Vargulich, Sonney, Cuzzola, Kelley, Mitchell, Barnes. Voting “no”: Kolesar. Absent: Loftus.

Job descriptions

Motion to approve the revised job descriptions, as presented.
(Copies filed in official minutes book).
Moved by Mr. Kelley, with second by Dr. Cuzzola.
Approved with all “ayes” voice vote.

Mary Ellen Camp - RCTC Manager

Motion to appoint Mary Ellen Camp as the RCTC Manager effective August 18, 2003, at her approved salary under the Administrative Compensation Plan.
Moved by Mrs. Rosendahl, with second by Mr. Dove.
Approved with all “ayes” voice vote.

Substitute instructors for 2003-2004

Motion to employ the attached list of substitute instructors for 2003-2004.
(Copy of list filed in official minutes book).
Moved by Mr. Mitchell, with second by Dr. Cuzzola.
Approved with all “ayes” voice vote.

RCTC Term I instructors

Motion to employ RCTC Term I instructors, as listed.
(Copy of list filed in official minutes book).
Moved by Dr. Cuzzola, with second by Mr. Barnes.
Approved with all “ayes” voice vote.

Suzanne Matthews-Fulbright leave

Motion to grant Suzanne Matthews a paid leave in October 2003 for professional growth to participate in the Fulbright Memorial Fund Teacher Program.
Moved by Mr. Kelley, with second by Dr. Cuzzola.
Approved with all “ayes” voice vote.

Jeremiah Baker - Information and Technology Manager

Motion to employ Jeremiah Baker as Information and Technology Manager, at the salary of $40,000 to begin on or after September 2, 2003.
Moved by Mrs. Rosendahl, with second by Dr. Cuzzola.
Approved with all “ayes” voice vote.

Operations

- Superintendent’s Report – Dr. Jackson reported that the superintendents will be discussing the proposed Skill Center lease for the Intermediate Unit to operate a regional special education transition center. The superintendents are scheduled to meet September 5, 2003.
- Director’s Report – Dr. Aldo Jackson (Copy of report filed in official minutes book).
- Solicitor’s Report – Mrs. Jennifer Gornall-Rouch – no report
- High School Report – Mr. Neil Donovan (Copy of report filed in official minutes book).
- RCTC Report – Mrs. Mary Ellen Camp – no report
- Facilities Manager’s Report – Mr. Steven Sceiford (Copy of report filed in official minutes book).
- Technology Manager’s Report – no report

Staff Travel

NCLA Fall Conference -Aldo Jackson and Verel Salmon

Motion to approve the travel request for Aldo Jackson and Verel Salmon to attend the 2003 NCLA Fall Conference to be held in Cincinnati on October 1-3, 2003. Estimated expenses for both individuals are $1,200.
Moved by Mrs. Vargulich, with second by Mr. Sonney.
Approved by roll call vote: Voting “yea”: Rosendahl, Bucksbee, Vargulich, Sonney, Cuzzola, Mitchell, Barnes. Voting “no”: Dove, Kelley, and Kolesar. Absent: Loftus.

Student travel requests- none for this month

Facility Use Requests

Erie Power Squadron

Motion to approve the use of facilities request from the Erie Power Squadron for Mondays, September 8 through October 27, 2003, 7:00 – 9:00 PM.,
And

EMMCO West

Motion to approve the use of facilities request from EMMCO West:
Saturday 9/20/03 – 7:30 – 2:00 PM
Monday 9/22/03 – 5:00 – 10:00 PM
Saturday 12/13/03 – 7:30 – 2:00 PM
Tuesday 12/16/03 – 5:00 – 10:00 PM,
And

AASP

Motion to approve the use of facilities request from AASP on the 3rd Thursday of each month,
And

McDowell girls cross-country

Motion to approve the use of facilities request from McDowell girl’s cross-country team for 6 weeks starting 9/15 and ending 10/28 from 3:00 – 4:30 PM,
And

Community College of Allegheny County

Motion to approve the use of facilities request from the Community College of Allegheny County on Tuesday & Thursdays, September 9 through December 14, 2003, 6:00 – 10:00 PM.
(Note- CCAC conducts EMT training classes)

(Copies of Facility Request Forms are filed in the official minutes book).
Moved by Mr. Mitchell, with second by Mr. Sonney.
Approved with all “ayes” voice vote.

Other Business

- Proposed Skill Center lease for Intermediate Unit regional special education transition center. Dr. Jackson reported that the superintendents will be discussing the lease at their September 5th meeting. If they recommend a lease to begin in September, then the JOC may need to hold a Special Meeting during September to consider the recommendation.

Other Information

- Board Attendance Record (Copy filed in official minutes book)

- Graduate Plans (Copy filed in official minutes book)
- Enrollment Report-District (Copy filed in official minutes book)
- Enrollment Report-Program (Copy filed in official minutes book)
- September meeting date: September 25, 2003

Adjournment

Moved by Mr. Barnes, with second by Mr. Sonney
Mr. Bucksbee adjourned the meeting at 8:20 pm.

Minutes prepared by,

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