Meeting Minutes

Erie County Technical School
AVTS Operating Committee
And
ECTS Foundation Board of Directors
Thursday, January 22, 2004

Work Session – 6:00 pm

- Mr. Neil Donovan, Principal, reviewed a draft of the Safe Schools Plan. A final version will be presented at the February meeting for approval.
  (Copy of draft plan is filed in the official minutes book).

- Dr. Aldo Jackson, Director, presented a general plan for Erie City Regional Career and Technical School and Erie County Technical School Collaboration. Dave Kranking (Erie City) and Aldo Jackson met on Tuesday, January 13 to discuss ways the two schools could collaborate in program offerings. Besides identifying programs where the two schools could work together, the administrators noted other issues that will need addressed. The committee members were asked to endorse the continuation of planning for collaboration.
  (Note: Motion during Regular Meeting)
  (Summary copy of discussion filed in the official minutes book).

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the meting to order at 7:20 pm.

Roll Call

Mr. Fritz, Secretary, called the roll:

Mrs. Suzie Rosendahl	Fairview	present	
Mr. John Ogden	Fort LeBoeuf	present	
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	present	
Mrs. Nancy Cole	Union City		absent
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 December 18, 2003

Motion to accept the Minutes of the December 18, 2003 Work Session, Re-organizational, and Regular Meeting, as presented.
Moved by Mrs. Rosendahl, with second by Mr. Ogden.
With no discussion, motion approved with all "ayes" voice vote.
(Original minutes filed in the official minutes book).

Guests and Comments

Mr. Bucksbee acknowledged visitors in attendance. Others present: Rosanne Gangemi, and Mike Bednar. Also Patty Palo, Guidance Counselor, introduced her sons Jacob and James who attended as part of the requirements for a Community Service Boy Scout merit badge.

Correspondence

- Association for Career and Technical Education, letter dated January 8, 2004
- Agnes Cermak- intent to retire letter dated January 20, 2004
- Helen Rock- intent to retire letter dated January 22, 2004
  (Letters filed in the official minutes book)

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
- General Fund Checks and Invoices, as presented $326,837.97
- Food Service Fund Revenue and Expenditure Reports, as presented
- Food Service Checks and Invoices, as presented; $ 5,770.47
- Capital Reserve Fund Revenue and Expenditure Reports, as presented
- Capital Reserve Fund Checks and Invoices, as presented; $ 8,081.32
- ECTS Foundation Report, as presented
- ECTS Foundation Checks and Invoices, as presented; none
- Student Activities Report, as presented
- Treasurer's Report, as presented.

- Budget Transfers – none

Moved by Mrs. Niebauer, with second by Mr. Mitchell.
With no discussion, motion approved with all "ayes" voice vote.
(Copies of all reports, payments, and invoice lists 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).

John Tychan

Motion to accept resignation of John Tychan effective January 8, 2004.
Moved by Mrs. Vargulich, with second by Mr. Duda.
With no discussion, motion approved with all "ayes" voice vote.

Term III RCTC

Motion to employ the instructors for Term III RCTC, list attached
Moved by Mrs. Rosendahl, with second by Mr. Duda.
With no discussion, motion approved with all "ayes" voice vote.

Suzanne Matthews

Motion to deny Suzanne Matthews' request for an unpaid personal leave.
Moved by Mr. Ogden, with second by Mrs. Niebauer.
After much discussion motion approved by roll call vote: Voting "aye": Bucksbee, Vargulich, Sonney, Niebauer, Rodgers, Mitchell. Voting "no": Rosendahl, Ogden, Loftus, Duda. Absent: Cole.

Operations-reports

- Superintendent's Report – Dr. David Smith (Copy filed in the official minutes book).
- Director's Report – Dr. Aldo Jackson (Copy filed in the official minutes book).
- Solicitor's Report – Mr. Timothy M. Sennett
  Mr. Sennett welcomed the new committee members, and thanked the committee for changing the November and December meeting dates, which he will be able to attend.
- High School Report – Mr. Neil Donovan (Copy filed in the official minutes book).
- RCTC Report – Mrs. Mary Ellen Camp (Copy filed in the official minutes book).
- Facilities Manager's Report – Mr. Steven Sceiford (Copy filed in the official minutes book)
- Technology Manager's Report – Mr. Jerry Baker (Copy filed in the official minutes book).

Staff Travel – Information only

PAVA Symposium

Neil Donovan, Natalie Fatica, Mary Ellen Camp and Aldo Jackson will be attending the PAVA Symposium in Hershey, PA on February 18-20 at an estimated cost of $400 per attendee.

Student travel and activity requests

PA Education week

Motion to approve Mrs. Shaffer's request to escort three ECTS students to Harrisburg for PA Education week on February 9-11, 2004.

Moved by Mrs. Vargulich, with second by Mr. Ogden.
After some discussion regarding hotel accommodations and supervision, motion approved with all "ayes" voice vote.

Facility Use Requests

Experior Assessments

Motion to approve the use of facilities request from the Experior Assessments to use the Cosmetology Lab for PA Cosmetology State Boards. Dates for the 2004 school year are listed on the attached request form (Copy filed in the official minutes book)
Moved by Mr. Sonney, with second by Mrs. Niebauer.
With no discussion, motion approved with all "ayes" voice vote.

Other Operations

Krise Bus Service

Motion to approve the student field trip transportation contract with Krise Bus Service, as presented: $1.43 per mile, and $10.25 per hour.
Moved by Mr. Ogden, with second by Mrs. Rosendahl.
After some discussion, motion approved with all "ayes" voice vote.

Multi-Plastics Company

Motion to accept the donation of four plastics screens for the plastics recycling grinders in the Plastics Technologies lab from Multi-Plastics Company in Saegertown, Pa.
Moved by Mr. Ogden, with second by Mrs. Niebauer.
With no discussion, motion approved with all "ayes" voice vote

Skill Center feasibility study

Mr. Bucksbee asked the committee to consider a motion to select an architect to complete a feasibility study of the proposed Skill Center building renovation project. Two architectural firms were discussed at the December 2003 meeting and the committee members were asked to return in January with a recommendation from their respective school districts.

Halgren, Restifo, Loop & Coughlin, Architects

Motion to contract with Halgren, Restifo, Loop & Coughlin, Architects, to complete a feasibility study of renovations to the Skill Center building and that the study not exceed a total cost of $5,000.
Moved by Mr. Ogden, with second by Mrs. Niebauer.
After some discussion, motion approved with eight (8) "Ayes" voice votes, and two (2) "no" voice votes (Voting "no"- Duda and Loftus).

Collaboration of program offerings

Mr. Bucksbee asked the committee to consider a motion regarding collaboration of program offerings with the Erie City Career and Technical School.

Motion to endorse Administration to continue to plan for collaboration of program offerings between Erie City Career and Technical Center and Erie County Technical School.
Moved by Mr. Ogden, with second by Mrs. Niebauer.
With no further discussion, motion approved with all "ayes" voice vote
(This topic was discussed during the Work Session preceding the Regular Meeting).

Other Business

Budget sub-committee meeting

Operating Committee budget sub-committee met after the regular meeting in Director's office.
(Mr. Bucksbee, Mr. Loftus, Mrs. Vargulich, Dr. Jackson and Mr. Fritz.).

Other Information

- Board Attendance Record (Copy filed in the official minutes book).
- Co-op Students list (Copy filed in the official minutes book).
- SPE newsletter- ECTS Plastics article – see page 8. (Copy filed in the official minutes book).
- Enrollment by lab (Copy filed in the official minutes book).
- Enrollment by District (Copy filed in the official minutes book).

Executive Session

Mr. Bucksbee announced that an executive session will be held immediately following the Regular Meeting, for the purpose of discussing a personnel discipline issue.

Adjournment

Moved by Mr. Ogden, with second by Mrs. Niebauer to adjourn.
Mr. Bucksbee adjourned the meeting at 8:25 pm.

Minutes prepared by,

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