

**Meeting Minutes**

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

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**5:30 PM – Work Session**

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**Central High School**

School District of the City of Erie Regional Career and Technical School-Tour of facility  
Mr. Dave Kranking, Vocational Director, conducted a walking tour of the vocational facilities at Central HS. Superintendents attending were Dr. Walter, Dr. Maynard, Mrs. Myers, and Mr. Bova. Mr. Matt Pundt, Central HS Assistant Director, also provided information during the tour.

**2004-2005 Budget**

Dr. Aldo Jackson, ECTS Director, reviewed the 2004-2005 General Fund Budget as developed by the Administration, Budget Committee, and the Professional Advisory Council. The budget will be considered during the Regular Meeting for approval.

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**7:00 PM – Regular Meeting**

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**Call to Order**

Mr. Bucksbee, Chairperson, called the meeting to order at 7:15 pm.

**Roll Call-members**

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       | absent  |
| Mrs. Alice Niebauer    | Millcreek      | present |
| Mr. David Rodgers      | North East     | present |
| Mr. James Mitchell     | Northwestern   | present |
| 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                             | absent  |
| Mr. Steve Sceiford, Facilities Manager                         | present |

- Moment of Reflection
- Pledge of Allegiance

#### **Minutes of February 26, 2004**

Motion to accept the Minutes of the February 26, 2004 Work Session and Regular Meeting, as presented.

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

With no further discussion the motion is approved with an all “ayes” voice vote.

(Original minutes are filed in the official minutes book)

#### **Guests and Comments**

Mr. Bucksbee acknowledged visitors in attendance: Rosanne Gangemi, no comments

#### **Correspondence**

None for this month

#### **Business**

Report presented by Paul Fritz, Business Manager (Copy 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.
- Food Service Fund Revenue and Expenditure Reports, as presented.
- Capital Reserve Fund Revenue and Expenditure Reports, as presented.
- ECTS Foundation Report, as presented
- Student Activities Report, as presented.
- Budget Transfers- none this month
- General Fund Checks and Invoices, as presented \$359,355.90
- Food Service Checks and Invoices, as presented; \$7,120.78
- Capital Reserve Fund Checks and Invoices, as presented; \$0.0
- ECTS Foundation Checks and Invoices, as presented; \$0.0
- Treasurer’s Report, as presented.

Moved by Mr. Ogden, with second by Mrs. Niebauer  
With no further discussion the motion is approved with an all “ayes” voice vote.  
(Copies of all reports, payments and invoice lists are filed in the official minutes book).

#### **2004-2005 General Fund Budget**

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.

Moved by Mr. Sonney, with second by Mr. Rodgers.  
With no further discussion the motion is approved with Nine (9) “ayes” voice votes, and One (1) “no” voice vote (Mr. Mitchell).  
(Copy of the Recommended Budget is filed in the official minutes book).

#### **Human and Quality Resources**

Report presented by Natalie Fatica, Coordinator of Human and Quality Resources  
(Copy of report is filed in the official minutes book).

#### **Term IV RCTC**

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

#### **Job descriptions**

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

#### **Substitute instructors**

Motion to add James W. Young to list of approved substitute instructors.

Moved by Mr. Mitchell, with second by Mrs. Niebauer  
With no further discussion the motion is approved with an all “ayes” voice vote.  
(Copies are filed in the official minutes book).

#### **Operations-Reports**

- Superintendent’s Report—Dr. David Smith commented on the progress so far in working with area colleges in awarding credits for RCI classes to be offered.
- Director’s Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book)
- Solicitor’s Report—Mr. Timothy M. Sennett encouraged JOC members to attend the Knox Law Firm Municipal Symposium on March 30.
- High School Report—Mr. Neil Donovan (Copy of report is filed in the official minutes book)
- RCTC Report—Mrs. Mary Ellen Camp (Copy of report is filed in the official minutes book)
- Facilities Manager’s Report—Mr. Steven Sceiford (Copy of report is filed in the official minutes book)

- Technology Manager's Report—Mr. Jerry Baker (Copy of report is filed in the official minutes book)

#### **Staff Travel**

None this month

#### **Student field trips**

Motion to approve student field trips, as requested:

- 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, and
- 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, and

#### **Facility Use Requests**

Motion to approve Facility Use Requests, as presented:

- EMMCO West, and
- Erie Insurance Group for automobile structural training, June 7th through June 11th from 8:00 AM to 4:30 PM, and
- ICAR for Automobile Collision Repair training from April 13 through May 4<sup>th</sup> on Tuesday's and Thursdays from 6:00 PM to 10:00 PM, and

#### **Other Operations**

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

Moved by Mrs. Vargulich, with second by Mrs. Niebauer

With no further discussion the motion is approved with an all "ayes" voice vote.

(Copies of all field trip and facility use requests are filed in the official minutes book).

#### **Other Business**

#### **Scholarship committee**

Mrs. Rosendahl agreed to serve on the Foundation/AFT Scholarship committee

#### **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).
- SPE – Plastics program article (Copy filed in the official minutes book).
- Salary and Benefits Reports (Copy filed in the official minutes book).

- *The Hedgehog Concept*, Jim Collins (Copy filed in the official minutes book).
- Next meeting: April 22, 2004

**Adjournment**

Moved by Mr. Ogden, with second by Mrs. Niebauer to adjourn  
Mr. Bucksbee adjourned the meeting at 7:50 pm.

Minutes prepared by,

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