Meeting Minutes

Erie County Technical School
AVTS Operating Committee
And
ECTS Foundation Board of Directors
Thursday, November 20, 2003

6:00 PM – **Work Session**

- Suzanne Matthews, Commercial Art instructor, recently returned from a month long program in Japan sponsored by the Fulbright Memorial Fund Teacher Program. Mrs. Matthews presented a slide show of her travels and her insights about the educational system in Japan. She also distributed a follow-on plan of how she intends to convey to her students the viewpoint and facilitate a greater understanding of the Japanese people, through lessons of art, design, and work philosophies.

- Aldo Jackson, Director, presented an action plan that includes best practices that the school wants to implement during the next five year period, 2003-2008:
  Nationally accredited programs, Teachers as instructional managers, Marketing and public relations, Co-enrollment of adults, Integrated contextual academics, Regional collaboration, and New emerging programs.
  (Copy of Quality Action Plan-Great Career and Technical Education is filed in the official minutes book).

- Aldo Jackson, Director, reviewed his Director's report regarding the cancellation of the Intermediate Unit special education services contract.
  (Copy of Director's report filed in the official minutes book)

7:50 PM - **Regular Meeting**

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:50 pm

Roll Call

Mr. Fritz, Secretary, called the roll:

Mrs. Suzie Rosendahl	Fairview		absent
Mr. Lewis Dove	Fort LeBoeuf	present	
Mr. James Bucksbee	General McLane	present	
Mrs. Marilyn Vargulich	Girard	present	
Mr. James Sonney	Harbor Creek		absent
Mr. Thomas Loftus	Iroquois	present	
Dr. Joseph Cuzzola	Millcreek	present	
Mr. Thomas Kelley	North East		absent
Mr. James Mitchell	Northwestern	present	
Mr. Jon Barnes	Union City	present	
Mrs. Charlotte Kolesar	Wattsburg	present	

Administrators

Dr. David Smith, Superintendent of Record	present
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
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

Motion to accept the Minutes of the October 23, 2003 Work Session and Regular Meeting, as presented.
Moved by Mrs. Vargulich, with second by Mr. Mitchell.
With no discussion, motion approved with all "ayes" voice vote.

Guests and Comments

Mr. Bucksbee acknowledged visitors in attendance. Others present: Mike Bednar, Rosanne Gangemi, and David Michalak. Mr. Michalak addressed the board expressing thanks to the departing board members and encouraged their continuing involvement in the school.

Correspondence

No correspondence

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 $ 320,843.57
- Food Service Fund Revenue and Expenditure Reports, as presented
- Food Service Checks and Invoices, as presented; $ 11,835.02
- Capital Reserve Fund Revenue and Expenditure Reports, as presented
- Capital Reserve Fund Checks and Invoices, as presented; $ 0
- ECTS Foundation Report, as presented
- ECTS Foundation Checks and Invoices, as presented; $ 0
- Student Activities Report, as presented
- Treasurer's Report, as presented.
- Budget Transfers, as presented

Moved by Dr. Cuzzola, with second by Mr. Dove
With no discussion, motion approved with all "ayes" voice vote.
(Copies of all reports, payments and invoice lists, and budget transfers 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).

Retirement-Janice Sherman

Motion to approve the retirement of Janice Sherman, Cosmetology Instructor, effective June 4, 2004,
and

NTHS Advisor-Mrs. Sherman

To approve the replacement of Mr. Brenneman with Mrs. Sherman as faculty sponsor for the National Technical Honor Society for the 2003-04 school year,
and

RCTC Proctors

To approve the list of RCTC proctors for the Pennsylvania emissions testing program at the S-2 pay rate of $13.20 per hour.

Moved by Mrs. Vargulich, with second by Mr. Dove.
With no discussion, the motion approved with all "ayes" voice vote.

Operations-reports

- Superintendent's Report – Dr. David Smith
  Dr. Smith verbally commended the board for the support of the Great Career and Technical Education Action Plan discussed during the work session. Also the superintendents are continuing to meet regarding Regional Choice.
- Director's Report – Dr. Aldo Jackson (Copy filed in the official minutes book)
- Solicitor's Report – Mrs. Jennifer Gornall –Rouch- no report
- 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

No staff travel requests this month.

Student travel and activity requests

Courtyard by Marriott

Motion to approve the field trip to the Courtyard by Marriott on December 8th, 9th, 15th and 16th for the County Health "Safe Food Preparation" certificate, for the Culinary Arts and Tourism and Hospitality programs,
and

ICON Screen Printing

To approve a field trip for students from the PM Graphic Communications class on December 11, 2003 to ICON Screen Printing on French Street in Erie,
and

Facility Use Requests

Northwest Tri-County I.U. #5

To approve the use of facilities request from the Northwest Tri-County I.U. #5 to use the Eagles Nest for Parents meeting on December 3, 2003 from 6:00 – 8:00 PM,
and

Thaddeus Stevens College of Technology

To approve the use of facilities request from the Thaddeus Stevens College of Technology to use the Eagles Nest for Entrance testing on December 2, 2003 from 6:00 – 8:30 PM,
and

Society of Plastic Engineers (SPE)

To approve the use of facilities request from the Society of Plastic Engineers (SPE) to use the Board Room for meeting on the following dates: January 7, 2003, March 3, 2004, and May 5 of 2004**.**

Moved by Dr. Cuzzola, with second by Mr. Barnes.
With no discussion, the motion approved with all "ayes" voice vote.

Other Operations

Kubinksi/Minolta copier lease

Motion to approve a 48-month lease with Minolta Financial Services for a DiAlta 470 copier for $330.00 per month, and to approve a separate maintenance agreement with Kubinski Business Machines for a fixed cost of $600.00 per year.
Moved by Mr. Mitchell, with second by Dr. Cuzzola.
With no discussion, the motion approved with all "ayes" voice vote.

Action Plan—Great Career & Technical Education

Motion to approve the Action Plan—Great Career & Technical Education as presented by the administration.
(Presented during the preceding work session)
(Copy of plan filed in the official minutes book)
Moved by Mrs. Vargulich, with second by Dr. Cuzzola.
Approved by roll call vote: Voting "yea": Dove, Bucksbee, Vargulich, Loftus, Cuzzola, Mitchell, Barnes, Kolesar. Absent: Rosendahl, Kelley, Sonney.

Cancellation of the IU contract

Motion to authorize the administration to cancel the IU contract for special education services beginning with the 2004-2005 school year.
Moved by Mrs. Vargulich, with second by Mr. Dove
Approved by roll call vote: Voting "yea": Dove, Bucksbee, Vargulich, Loftus, Cuzzola, Mitchell, Barnes, Kolesar. Absent: Rosendahl, Kelley, Sonney.

Agility Agreement with Commonwealth of Pennsylvania

Motion to approve the Agility Agreement with Commonwealth of Pennsylvania, Department of Transportation, effective for a period of five years, as per the resolution attached.
(Copy of agreement filed in the official minutes book)
Moved by Mr. Barnes, with second by Mr. Mitchell.
Dr. Jackson described the agreement. The motion was approved with all "ayes" voice vote.

Donation-Lincoln Electric Company

Motion to accept the donation of two electric welding machines from Lincoln Electric Company.
Moved by Mr. Mitchell, with second by Dr. Cuzzola.
The motion was approved with all "ayes" voice vote.

Other Business

Budget Committee

Mr. Bucksbee asked for board members to volunteer to serve on a Budget Committee to prepare the 2004-2005 operating budget. Mr. Bucksbee, Mr. Loftus and Mrs. Vargulich agreed to participate.

Board member recognition

The November Joint Operating Committee meeting marks the last meeting for four of our board members. Jon Barnes (Union City) joined the operating committee in January 2002. Joseph Cuzzola (Millcreek) and Lewis Dove (Fort LeBoeuf) became members of the committee in December 1999. Charlotte Kolesar (Wattsburg) is leaving the ECTS board after serving 20 years on the joint operating committee and over 24 years on the Wattsburg School Board. Mrs. Kolesar joined the committee in June 1984.

Mr. Bucksbee expressed the Committee and school's gratitude to these board members for their service to the students and staff of the Erie County Technical School. They have represented their districts well and helped to establish strong working relationships between their school districts and the technical school.

Mr. Bucksbee recognized the service of these board members with a special memento presented to each.

Other Information

- Board Attendance Record (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)
- Co-Op Students list (Copy filed in the official minutes book)
- Follow up survey-AYES students (Copy filed in the official minutes book)
- Next meeting date: December 18, 2003

Adjournment

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