Meeting Minutes

Erie County Technical School
AVTS Operating Committee
And
ECTS Foundation Board of Directors
Thursday, October 23, 2003

6:00 PM – **Work Session**

Presentation: Where We Are Headed: A Vision and an Assessment
Dr. Jackson, Director, offered a Leadership Vision framework to steer the school as it moves from a "good school" to becoming a "great school." (Copy of presentation filed in the official minutes book).

7:00 PM - **Regular Meeting**

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:00 pm.

Roll Call

Mr. Fritz, Secretary, called the roll:

Mrs. Suzie Rosendahl	Fairview	present
(Entered the work session at 6:20pm)		
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	present
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, 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 September 25, 2003

Motion to accept the Minutes of the September 25, 2003 Work Session and Regular Meeting, as presented. Moved by Mrs. Vargulich, with second by Mr. Kelley.
With no discussion, motion approved with all "ayes" voice vote.

Report-Dr. David Smith, Superintendent of Record

Mr. Bucksbee moved the superintendent's report to this part of the meeting in order to allow visiting district superintendents to make a presentation regarding regional choice programs.

Dr. Smith said that the district superintendents have been meeting and discussing what a fair rental fee might be for those schools and entities utilizing space at the Skill Center for a regional choice program. He distributed a report to the committee members that outlined factors and costs to be considered in developing a rental fee structure and asked for the committee's input into each component (Copy of this report is filed in the official minutes book).
Dr. Smith also referred the committee to a summary rental report in the agenda mailing that was prepared by the Business Manager and Facility Manager (Copy of this report is filed in the official minutes book).

After discussion on each item listed in the Superintendent's Report the committee reached consensus about which cost items should be included in a rental fee. Dr. Smith, in consort with the superintendents, will now be able to develop a specific rental fee agreement based on the discussions and consensus on the cost items.

District Superintendents- regional choice

Mr. Bucksbee welcomed the district superintendents in attendance: Mr. Kessler (Fairview), Dr. Walter (General McLane), Dr. Maynard (Girard), Dr. Miller (North East), and Dr. Campbell (Fort LeBoeuf).

Dr. Campbell, spokesperson for the group, presented an update and timeline for the proposed regional choice program to be known as "Erie County Academy for Collegiate and Advanced Studies Program." (Copy filed in the official minutes book).

Dr. Campbell presented a list of proposed course offerings for 2004-05 including advanced courses for grades 9 and 10, and collegiate courses for grades 11 and 12 (Copy filed in the official minutes book). She also distributed a chart showing historical costs associated with the operation of the Skill Center building (Copy filed in the official minutes book). The committee members discussed the proposal and the request for Skill Center space.

Motion to approve the use of 10 existing classrooms in the Skill Center Building for "Erie County Academy for Collegiate and Advanced Studies" for school year 2004-2005 and beyond.
Moved by Mr. Kelley, with second by Mr. Loftus.
Motion approved with an all "ayes" voice vote.

Dr. Campbell thanked the Committee for their consideration and approval.
(The superintendents left the meeting)

Guests and Comments

Mr. Bucksbee acknowledged the other visitors in attendance. These visitors made no comments. Others present: Rosanne Gangemi and Mike Bednar.

Correspondence

Letter received from Erie County Department of Health regarding an inspection of the facility on October 10, 2003 with no violations reported.

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 $ 306,448.74
- Food Service Fund Revenue and Expenditure Reports, as presented
- Food Service Checks and Invoices, as presented; $ 9,112.65
- 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; $ none
- Student Activities Report, as presented
- Treasurer's Report, as presented.
- Budget Transfers, as presented

Moved by Dr. Cuzzola, with second by Mrs. Rosendahl
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).

Carr, Brenneman

Motion to pay Sandra Carr a $1000.00 stipend for advising VICA and Paul Brenneman $500.00 for advising the National Technical Honor Society, for school year 2003-2004, and

RCTC term 2

To approve RCTC instructors for Term 2, (Copy of list filed in official minutes book) and

Principal substitutes

To approve the appointment of Mr. Ed Kuhar, Mr. James Infantino, Mr. Ed Koster, and Mr. Leroy Palloto as substitute principals of Erie County Technical School. Compensation will be an amount up to, but not exceeding, $300.00 per day.

Moved by Mr. Dove, with second by Mr. Loftus.
Mr. Donovan explained that the substitute principals may be paid at individually agreed upon rates with the maximum per day rate of $300.
With no further discussion, the motion approved by voice vote with ten (10) "ayes" and one (1) no vote (Mr. Dove).

Operations-reports

- Superintendent's Report – Dr. David Smith
  Dr. Smith commented that he expects to have a building rental fee agreement for approval at the November meeting for the collegiate and advanced studies program.
- Director's Report – Dr. Aldo Jackson (Copy filed in the official minutes book)
- Solicitor's Report – Mr. Timothy M. Sennett – no report
- High School Report – Mr. Neil Donovan (Copy filed in official minutes book)

- RCTC Report – Mrs. Mary Ellen Camp (Copy filed in 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

- Mr. Donovan will travel to Harrisburg to sit on the Pennsylvania Department of Education Bureau of Community And Student Services' Crisis Response Committee. This meeting will take place on Thursday, November 6th with all expenses covered by PDE.

- Pennsylvania Women Work! has scheduled a reception for Pennsylvania legislators, New Choices/New Options program directors and clients in the Capitol Rotunda. PA Women Work! Corporate Board is sponsoring the event. The purpose is to highlight the success of the programs. Mary Ellen Camp, RCTC Manager, will attend the legislative "meet and greet" event in Harrisburg on Tuesday, October 21. Approximate cost $25 for meals.

Student travel

Northwest Rural Electric Co-op

Motion to approve a field trip to Northwest Rural Electric Co-op. on November 13, 2003 for Electrical Engineering, Facility Maintenance, and Electronics students, and

Erie Times News

To approve a field trip for Graphic Communications students to the Erie Times News facility on 10-30-03, and

ECTS Skills-USA VICA

To approve ECTS Skills-USA VICA chapter annual leadership conference on November 25th and 26th, 2003 in the school cafeteria and at the Courtyard by Marriot in Summit Township.

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

Facility Use

French Creek Council, BSA

Motion to approve the use of facilities request from French Creek Council, BSA, for November 13, 2003 from 6:30 – 10:00 PM.
Moved by Mr. Mitchell, with second by Mrs. Vargulich.
With no further discussion, motion approved with all "ayes" voice vote.

Other Operations

The Clone Store

Motion to accept a donation of a Windows 2003 Server (2), a Windows 2000 Server and a Self-Paced Training Kit, from The Clone Store, and

Miller-Dalloz Fall Protection Company

To accept the donation of fall-restraint equipment from Miller-Dalloz Fall Protection Company in Franklin, Pa, and

Honda of Cleveland

To accept the donation of Honda auto body parts from Honda of Cleveland.

Moved by Mr. Kelley, with second by Mr. Sonney.
Dr. Jackson commented that the auto parts donation is a result of the NATEF program in Auto Body Repair.
With no further discussion, motion approved with all "ayes" voice vote.

Other Business

Mr. Dove complemented the superintendents' committee on their regional choice presentation and the planning for the Skill Center building utilization.

Dr. Cuzzola made comments supporting the collegiate and advanced studies program being proposed by the superintendents.

Dr. Smith commented that he will not be able to attend the November meeting due to a meeting conflict. He will have a representative to present the information regarding the proposed Skill Center building rental agreement.

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)
- November meeting date: November 20, 2003

Executive Session- personnel

Mr. Bucksbee called for an executive session of the committee to discuss a personnel matter. Because there would be no additional motions following the executive session, Mr. Bucksbee concluded the regular meeting.

Adjournment

Moved by Mr. Sonney to adjourn the meeting.
Mr. Bucksbee adjourned the regular meeting at 8:20 pm.

Minutes prepared by,

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