Meeting Minutes

Erie County Technical School
AVTS Operating Committee
And
ECTS Foundation Board of Directors
Thursday, September 25, 2003

6:00 PM – **Work Session**

- Presentation: Single Audit Report-GASB 34
  James Gloekler, CPA, and Natalie Heberlein, CPA, reviewed the Single Audit Report as prepared by Gorzynski, Felix and Gloekler, P.C. for the year ended June 30, 2003. The report is in the new format required by Governmental Accounting Standards Board (GASB), Statement 34. The new reporting method is being implemented for this school a year earlier than required. The GASB 34 format requires additional financial statements than in previous years: Government Wide Statement of Net Assets and Statement of Activities. Also required is the Management Discussion and Analysis. The report includes the auditor's unqualified opinion that the financial statements present fairly the financial position of the school and further the report contains no findings or questioned costs.
  (Copy of the Single Audit Report is filed in the official minutes book and is available for public inspection).

- RCTC- Emissions Control training – Mr. David Michalak, RCTC Auto Tech Instructor described the proposed agreement with PENNDOT for automobile emissions testing and training. The testing requirement is pursuant to a court case and agreement with US Environmental Protection Agency, EPA. The testing requirements for Pennsylvania registered vehicles rely heavily on the "on-board diagnostic" OBD systems present in cars manufactured since 1996. This technology allows a technician to attach a cable to a car's on-board computer and download information that helps him diagnose common engine problems that lead to increased pollution. Also required is a gas cap test to check for harmful evaporative emissions escaping from a vehicle's gas tank into the atmosphere. Different regions and counties of the state will have different testing requirements to satisfy.
  The proposed programs for RCTC include a technician training component as well as the Internet based testing component for technicians trained elsewhere.
  (Copy of the Drive Clean program is included in the official minutes book).

- Operations Reports- Mr. Bucksbee asked the Administrative Staff to review their reports prior to the start of the Regular Meeting.

  - Facilities Manager's Report – Mr. Steven Sceiford (Copy of report filed in official minutes book)
  - Technology Manager's Report – Mr. Jerry Baker (Copy of report filed in official minutes book)
  - RCTC Report – Mrs. Mary Ellen Camp (Copy of report filed in official minutes book)
    - Dr. Jackson reviewed the RCTC report, due to Mrs. Camp's absence and referred to the Term I financial report indicating a profit of $17,000+.
  - High School Report – Mr. Neil Donovan (Copy of report filed in official minutes book)

        - Dr. Jackson reviewed the High School Activity report in the absence of Mr. Donovan. Dr. Jackson invited the committee members to Fall Fest Open House (Printed invitations were given to the committee members).
    - Solicitor's Report – Mr. Timothy M. Sennett- no report
    - Director's Report – Dr. Aldo Jackson (Copy of report filed in official minutes book)
    - Superintendent's Report – Dr. David Smith offered verbal remarks regarding the superintendent meetings and planned meetings for discussion of the IU transition center and regional choice initiatives.

7:08 pm- **Regular Meeting**

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:08 pm**.**

- Moment of Reflection
- Pledge of Allegiance

Roll Call

Mr. Fritz, Secretary, called the roll:

Mrs. Suzie Rosendahl (Entered the work session at 6:20pm)	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	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, absent
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

Minutes of August 28, 2003
Minutes of the September 15, 2003

Motion to accept the Minutes of the August 28, 2003 Work Session and Regular Meeting, as presented, and
Motion to accept the Minutes of the September 15, 2003 Special Meeting, as presented.
Moved by Mr. Mitchell, with second by Mr. Kelley.
With no discussion the motion approved with all "ayes" voice vote.

(Copies filed in the official minutes book)

Guests and Comments

Mr. Bucksbee acknowledged the visitors in attendance. Visitors made no comments.
Others present: Rosanne Gangemi, David Michalak, and Mike Bednar.

Correspondence

Letter received from Senator Rick Santorum in response to Resolution in Support of Secondary Vocational –Technical Schools (Copy filed in 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 $ 323,030.29
- Capital Reserve Fund Revenue and Expenditure Reports, as presented
- Capital Reserve Fund Checks and Invoices, as presented; $ 12,156.55
- ECTS Foundation Report, as presented
- ECTS Foundation Checks and Invoices, as presented; $ none
- Food Service Fund Revenue and Expenditure Reports, as presented
- Food Service Checks and Invoices, as presented; $ 3,664.45
- Student Activities Report, as presented
- Treasurer's Report, as presented.
- Budget Transfers – none

Moved by Mrs. Vargulich, with second by Mrs. Rosendahl.
With no discussion the motion approved with all "ayes" voice vote.
(Copies of all reports, payments, and invoice listings are filed in the official minutes book).

Single Audit Report of June 30, 2003

Motion to accept the Single Audit Report of June 30, 2003, Gorzynski Felix and Gloekler, P.C.
Moved by Dr. Cuzzola, with second by Mr. Sonney.
The audit report was reviewed during the preceding work session.
With no discussion the motion approved with all "ayes" voice vote.
(Copy filed in the official minutes book)

Human and Quality Resources

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

Term I instructors - RCTC

Motion to employ the attached revised list of instructors for Term I RCTC.
Moved by Mr. Mitchell, with second by Dr. Cuzzola.
With no discussion the motion approved with all "ayes" voice vote.
(Copy filed in the official minutes book)

Staff Travel

Motion to approve travel request for Mary Ellen Camp to attend Critical Job Training Grant special event in Pittsburgh on the evening of September 25th.
Moved by Dr. Cuzzola, with second by Mrs. Rosendahl.
With no discussion the motion approved with all "ayes" voice vote.

Student travel and activity requests

Motion to approve the request of Mr. Yanosko for his students to participate in the building project for Fairview Elementary School, and

to approve the travel request of Mrs. Carr for the Student Forum meetings, and

to approve the student field trips, as presented, for September and October, 2003, and

to approve off-site work for ECTS students at the PennDOT facility in Erie.

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

Facility Use Requests- None

Other Operations

RCTC Emissions Inspector Certification Training

Motion to approve the RCTC Emissions Inspector Certification Training program to begin in November 2003 as authorized by the Pennsylvania Department of Transportation.
The training program was discussed in the preceding work session.
Moved by Mr. Kelley, with second by Mr. Mitchell.
With no discussion the motion approved with all "ayes" voice vote.
(Copy of approved training contracts filed in the official minutes)

Secondary tuition rate

Motion to retain the secondary tuition rate at $6.00 per class hour, effective for the 2003-2004 school year.
Moved by Mr. Kelley, with second by Mr. Mitchell.
With no discussion the motion approved with all "ayes" voice vote.

Transportation agreements

Motion to authorize ECTS Administration to enter into transportation agreements with Fort LeBoeuf School District and Millcreek Township School District to transport ECTS Tourism and Hospitality students.
Moved by Mrs. Rosendahl, with second by Dr. Cuzzola.
Dr. Jackson further explained the need to enter into contracts for these students as described on the motion form.
The motion approved with all "ayes" voice vote.

Other business

Mr. Mitchell congratulated and thanked Mr. David Yanosko, Construction Trades instructor, for his efforts in the recent Coastal Clean-up Day. A recent Erie Times News article described the event and the amount of trash collected.

Other Information

- Board Attendance Record (Copy filed in official minutes book).
- Enrollment by lab (Copy filed in official minutes book).
- Enrollment by District (Copy filed in official minutes book).
- Co-Op Students list (Copy filed in official minutes book).

- RCTC Term I enrollment and financial report (Copy filed in official minutes book).

- **October meeting date: October 23, 2003**

Executive Session

At 7:18 pm Mr. Bucksbee called an executive session for the committee to discuss the Administrative Staff and Business Manager Compensation Plans for 2003-2004.

At 7:35 pm Mr. Bucksbee called the meeting back to order.

Mr. Bucksbee reviewed the committee's proposed compensation plans with the administrators in attendance, Mr. Fritz and Ms. Fatica, pursuant to Act 93.

Administrative Staff and Business Manager Compensation Plans

Motion to approve the Administrative Staff and Business Manager Compensation Plans for 2003-2004,
Moved by Mr. Kelley, with second by Dr. Cuzzola.
With no further discussion the motion approved with all "ayes" voice vote.
(Copies of the plans are filed in the official minutes book)

Adjournment

Moved by Mr. Sonney to adjourn the meeting
Mr. Bucksbee adjourned the meeting at 7:35 pm.

Minutes prepared by,

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