Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, June 24, 2004

Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session and Executive Session

- Graphic Communications Project- Joe Salorino, Graphics instructor, spoke to the committee regarding a student project recently completed by Sheila Syroka (Fort LeBoeuf student) and Lou Dove, Fort LeBoeuf resident. The project was the writing, production and printing of a book authored by Mr. Dove. Copies of the book were given to each of the committee members.

Executive Session

Mr. Bucksbee called an executive session of the committee to discuss:

- Administrative Compensation Plans
- Administrative performance reviews and salaries
- Personnel- Staff requirements

Mr. Bucksbee reconvened the work session at 7:25 PM.

- Leadership & Management Survey-Dr. Jackson reviewed the results of the semi-annual survey conducted at the school. (Copy of the survey results summary is included in the official minutes book).

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:40 pm

Roll Call

Mr. Fritz, Secretary, called the roll, Operating Committee members:

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	absent
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	absent
Mr. Jerry Baker, Information and Technology Manager	absent
Mrs. Mary Ellen Camp, RCTC Manager	absent
Mr. Steve Sceiford, Facilities Manager	present

Moment of Reflection

Pledge of Allegiance

Minutes of the May 27, 2004

Motion to accept the Minutes of the May 27, 2004 Work Session and Regular Meeting, as presented.
Moved by Mrs. Niebauer, with second by Mr. Duda
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 recognized visitors in attendance: Rosanne Gangemi, David Michalak, Mike Bednar, and Dale Will.

- Mr. Michalak, Local 1589 AFT President made remarks in support of the Transition Specialist position and the work that Mr. Will has done over the past year in that part-time position.

- Mr. Will, Transition Specialist, made remarks regarding his efforts and the numbers and placement of students with co-op employers over the past year (Copies of hand-outs filed in the official minutes book).

Correspondence- none for this month

Business

Report presented by Paul Fritz, Business Manager (Copy filed in the official minutes book).

Reports, payments, invoices, and budget transfers

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.
- General Fund Checks and Invoices, as presented $507,060.21
- Food Service Checks and Invoices, as presented; $3,350.61
- Capital Reserve Fund Checks and Invoices, as presented; $17,756.55
- ECTS Foundation Checks and Invoices, as presented; $500.00
- Treasurer's Report, as presented.
- General Fund Budget Transfers, as presented

Moved by Mr. Rodgers, with second by Mr. Ogden.
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).

Insurance policies effective July 1, 2004

Motion to approve the insurance policies effective July 1, 2004 as listed:

- SA Wagner-Utica- property/liability/auto $63,657
- Wagner-Giblin –PSBA-worker compensation $18,130

Moved by Mrs. Rosendahl, with second by Mrs. Vargulich.
With no further discussion the motion is approved with an all "ayes" voice vote.
(Copies of proposals are filed in the official minutes book)

Human and Quality Resources

Dr. Jackson reported that applications are being accepted for three professional positions that have been posted and advertised: Networking, Child Care, and Culinary Arts

Matthews-Curriculum Development

Motion to add Suzanne Matthews to the approved list of faculty and staff for summer curriculum development: 40 hours @ $25 per hour, totaling $1,000.
Moved by Mrs. Niebauer, with second by Mrs. Cole.
With no further discussion the motion is approved with an all "ayes" voice vote.

Admin Compensation Plans-tabled

Motion to table the consideration of the Administrative Staff and Business Manager Compensation Plans, as presented.
Moved by Mrs. Niebauer, with second by Mr. Duda.
With no further discussion the motion is approved with an all "ayes" voice vote.

Jason Patalon - summer help

Motion to hire Jason Patalon as summer help at the rate of $8.00 per hour beginning on or after June 25, 2004 pending receipt of Act 34 and Act 151 clearances.
Moved by Mrs. Vargulich, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.

Administrator Compensation-04-05

Motion to approve the administrators and business manager 2004-05 annual compensation as recommended by the Director according to the 2003-04 compensation plans.
Moved by Mr. Sonney, with second by Mrs. Cole.
With no further discussion the motion is approved with an all "ayes" voice vote.
(Copy of salary recommendations filed in the official minutes book)

Dale Will-furlough

Motion to furlough Dale Will, Transition Specialist, due to declining enrollments, effective with the 2004-05 school year subject to his right to a Local Agency Law hearing.
Moved by Mr. Loftus, with second by Mr. Sonney.
Approved with all "ayes" voice vote.

Operations

- Superintendent's Report—Dr. David Smith spoke regarding Regional Choice plans to offer courses this fall and a funding request letter being sent to Dept of Education for RCI.
    - Mr. Bucksbee presented a memento to Dr. Smith in recognition of his two years' of service as Superintendent of Record: 2002-03, 2003-04.
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book)
- Solicitor's Report—Mr. Timothy M. Sennett commented that the Regional Choice lease agreement with IU #5 has been completed and signed by all parties. (Copy filed in the May 2004 official minutes book)
- 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- no requests

Student Field Trips-no requests

Facility Use Requests

Indiana University of PA

Motion to approve the use of facilities request from Indiana University of PA for weekly classes to be will be held on Tuesdays from 4-6 PM, from mid-September 2004 to end of April 2005.
Moved by Mr. Duda, with second by Mrs. Niebauer.
Approved with all "ayes" voice vote.

Other Operations

Wal-Mart donation

Motion to accept the donation of miscellaneous hand tools for the Auto Tech lab from Wal-Mart on Asbury Road.
Moved by Mr. Sonney, with second by Mrs. Rosendahl.
Approved with all "ayes" voice vote.

Revised school calendar for 2004-2005

Motion to approve the revised school calendar for 2004-2005, as presented.
Moved by Mrs. Vargulich, with second by Mrs. Cole.
Approved with all "ayes" voice vote.
(Copy of calendar filed in the official minutes book).

Other Business

Other Information

- Board Attendance Record
- CAEP-Community Kids- Times News article re-print
- Summer Curriculum Development Sample
- **Next meeting: July 22, 2004 beginning at 5:00 PM**

Executive Session

Mr. Bucksbee, Chairperson, called an executive session of the committee to discuss the Director's performance reviews and compensation.

Mr. Bucksbee called the meeting back to order at 9:23 PM.

Director's compensation

Motion to approve the Director's compensation for 2004-05 at $90,456.
Moved by Mr. Ogden, with second by Mrs. Rosendahl.
Approved with all "ayes" voice vote.

Adjournment

Moved by Mr. Sonney, with second by Mr. Ogden to adjourn.
Mr. Bucksbee adjourned the meeting at 9:24 pm.

Minutes prepared by,

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