Meeting Minutes

Erie County Technical School

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, May 27, 2004

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

6:00 PM – Work Session

- Tourism and Hospitality Management Students- Mr. Bob Craft, instructor, introduced the student team that has won the American Hotel & Lodging Association inaugural lodging management program competition that was held in Orlando, Florida. Team members included Dawn Anselment (General McLane), Katie Caldwell (Ft. LeBoeuf), Krystal Nolan (Millcreek), Lindsey Stevenson (Harbor Creek).

- Enrollment review-2004-2005 – Dr. Jackson presented the enrollment report for 2004-05 admissions and applications (Copy included in the official minutes book).

- Purchasing card program- Mr. Fritz, Business Manager, described the proposed program to issue purchasing cards to instructors and staff to streamline the purchasing process. The process will allow for easier and faster ordering and receipt of supplies needed to conduct the school's business. The cards will not circumvent the legal purchasing requirements regarding quotes and bidding.

- Executive Session- Mr. Bucksbee called for an executive session of the committee to discuss personnel issues including hirings, terminations, and demotions.

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:10 pm.

Roll Call

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

Mrs. Suzie Rosendahl	Fairview	absent
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	absent
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	on leave
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 April 22, 2004

Motion to accept the Minutes of the April 22, 2004 Work Session and Regular Meeting, as presented.
Moved by Mrs. Vargulich, with second by Mr. Ogden
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, Marchelle Eberle, David Michalak, Rich Blore, and John Seifert.

- Mr. Michalak, Local 1589 AFT President made remarks in support of the Tool and Die Program and Mr. Blore.
- Rich Blore, Tool and Die Program instructor, made remarks concerning the local tool and die industry and the need for worker training.
- John Seifert, Director of the Regional Choice initiative, presented a letter confirming the participating districts' intent to lease space at the Skill Center Building for 2004-05 school year. Mr. Seifert asked the Committee to consider a motion to approve the lease agreement. There are currently eight districts participating with 30 students. (North Coast School will be vacating the Skill Center Building at the end of their 2003-04 school year).

Regional Choice lease agreement

Motion to approve a lease agreement with the school districts participating in the Regional Choice Initiative for the 2004-05 school year in the amount of $36,000 for space in the Skill Center Building, and further to authorize the Technical School administration and solicitor to draft the lease document for same with the Northwest Tri County Intermediate Unit.
Moved by Mr. Ogden, with second by Mrs. Vargulich.
With no further discussion the motion is approved with an all "ayes" voice vote.
(Copy of letter and lease to be 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 and invoices, 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 $359,220.38
- Food Service Checks and Invoices, as presented; $6,911.35
- Capital Reserve Fund Checks and Invoices, as presented; $none
- ECTS Foundation Checks and Invoices, as presented; $none
- Treasurer's Report, as presented.
- General Fund Budget Transfers, as presented

Moved by Mrs. Niebauer, 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).

Bonds, depositories, newspaper, Treasurer, procurement cards

Motion to purchase public official bonds for the Secretary and Treasurer for school year 2004-2005 in the amount of $50,000 each, and
Motion to approve PNC Bank and PSDLAF and PLGIT as depositories of school funds for 2004-2005, and
Motion to designate Erie Times News as newspaper of general circulation for 2004-2005, and
Motion to nominate and then elect Mr. James Sonney as Treasurer for a one year term beginning July 1, 2004, and

Motion to approve a PNC VISA procurement card program for staff to use when purchasing appropriate items for school use.
Moved by Mrs. Cole, with second by Mrs. Niebauer.
With no further discussion the motions are approved with an all "ayes" voice vote.

Human and Quality Resources

Report prepared by Natalie Fatica, Coordinator of Human and Quality Resources
(Dr. Jackson reviewed the report due to Ms. Fatica's absence-on leave)
(Copy of report is filed in the official minutes book).

RCTC, Term V, summer curriculum development

Motion to employ the attached list of instructors for RCTC, Term V, and
Motion to approve the attached list of faculty and staff for summer curriculum development.
Moved by Mrs. Vargulich, with second by Mrs. Cole.
With no further discussion the motions are approved with an all "ayes" voice vote.
(Copies of employee lists are filed in the official minutes book).

Richard Blore

Due to declining enrollments, we recommend demoting Richard Blore for the 2004-2005 school year. (per the motion form filed in the official minutes book)
Moved by Mr. Sonney, with second by Mr. Ogden.
With no further discussion the motion is approved with an all "ayes" voice vote.

Sherry States

Motion to approve Sherry States additional pay for clinical instruction for 15 days at her per diem rate column E, step 14, at $43,974.00, pro-rated on a daily basis of $237.70.
Moved by Mrs. Vargulich, with second by Mrs. Cole.
With no further discussion the motion is approved with an all "ayes" voice vote.

Andrea M. Lucarotti

Motion to employ Andrea M. Lucarotti as Cosmetology Instructor, at step 8 column A/B with the salary of $36,558 for the 2004-2005 school year.
Moved by Mr. Ogden, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.

Jan Kennerknecht

Motion to employ Jan Kennerknecht as Supervisor of Instructional Support with the salary of $60,000 effective with the 2004-2005 school year.
Moved by Mrs. Niebauer, with second by Mr. Ogden.
With no further discussion the motion is approved with an all "ayes" voice vote.

Patrick Holland

Motion to employ Patrick Holland as Supervisor of Instructional Support with the salary of $60,000 effective for the 2004-2005 school year.
Moved by Mrs. Cole, with second by Mr. Ogden.
With no further discussion the motion is approved with an all "ayes" voice vote.

John Viscuso and Claudette Maitland

Motion to hire John Viscuso and Claudette Maitland as summer help at the rate of $8.00 per hour beginning on or after May 28th, 2004 pending clearances.
Moved by Mr. Loftus, with second by Mr. Ogden.
With no further discussion the motion is approved with an all "ayes" voice vote.

Resignation-Robert Shreve

Motion to accept the resignation of Robert Shreve effective June 30, 2004.
Moved by Mr. Duda, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.
(Resignation letter filed in official minutes book)

Operations

- Superintendent's Report—Dr. David Smith spoke briefly supporting the planning efforts for Regional Choice Initiative at the Skill Center building for 2004-05
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book)
- Solicitor's Report—Mr. Timothy M. Sennett invited the committee members to the annual Erie Club picnic to be held on July 22, the evening of the scheduled July Operating Committee meeting.
- 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

Mary Ellen Camp to attend PA-CTEC

Motion to approve travel request for Mary Ellen Camp to attend PA-CTEC Conference on June 23, 24, and 25 at Seven Springs. Approximate cost $400 payable from New Choices/New Options grant.
Moved by Mrs. Niebauer, with second by Mrs. Cole.
With no further discussion the motion is approved with an all "ayes" voice vote.

Student Field Trips-no requests

Facility Use Requests

McKean Little League
Erie County Athletic Commission
Erie Kennel Club

Motion to approve the use of facilities request from McKean Little League for Little League Practice & Games, April 1st through June 30th, and
Motion to approve the use of facilities request from Erie County Athletic Commission for meetings, September 28th, November 23rd and May 5th, 2005 in the Board Room, and
Motion to approve the use of facilities request from Erie Kennel Club for May 26th through June 30th 6:30 – 8:00 PM pending Proof of Liability Insurance.
Moved by Mrs. Vargulich, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.

Other Operations

Salmon-Superintendent of Record for the 2004-2005

Motion to appoint Dr. Verel Salmon, Superintendent of the Millcreek Township School District as the Superintendent of Record for the 2004-2005 school year.
Moved by Mrs. Niebauer, with second by Mr. Loftus.
The committee discussed the amount of compensation to be paid.
The motion is approved with an all "ayes" voice vote.

Dell Computer

Motion to purchase 55 computers from Dell Computer, per the attached quotations for a total of $60,418.05, from Capital Reserve Fund.
Moved by Mr. Sonney, with second by Mrs. Cole.
With no further discussion the motion is approved with an all "ayes" voice vote.

Other Business

Foundation Scholarship
Donation from Ridg-U-Rak

Motion to approve the 2004 ECTS Foundation Scholarship award to Kyra Bruno in the amount of $500, and
Motion to approve the donation of the shelving donated from Ridg-U-Rak for Electrical Engineering.
Moved by Mr. Ogden, with second by Mrs. Cole.
With no further discussion the motions are approved with an all "ayes" voice vote.

Policy No. 004. Membership

Motion to waive the board policy and to adopt Policy No. 004. Membership, as revised. (Copy of revised policy filed in the official minutes book)
Moved by Mrs. Vargulich, with second by Mr. Duda.
With no further discussion the motion is approved with an all "ayes" voice vote.

<u>July 22, 2004 Operating Committee</u>

Motion to change the scheduled time of the July 22, 2004 Operating Committee meeting to start at 5:00 pm. (changed from 6:00 pm)
Moved by Mr. Ogden, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.

Other Information

- Board Attendance Record (Copy filed in official minutes book).
- Enrollment Report—District (Copy filed in official minutes book
- Enrollment Report—Lab (Copy filed in official minutes book
- Co-op Students-list (Copy filed in official minutes book)
- *The Integrator*-Electronics program article (Copy filed in official minutes book)
- *Business Magazine*-Drafting and Design program article (Copy filed in official minutes book)
- Parent Satisfaction Survey (Copy filed in official minutes book)
- Student Satisfaction Survey (Copy filed in official minutes book)
- **Next meeting: June 24, 2004**

Adjournment

Moved by Moved by Mr. Ogden, with second by Mrs. Niebauer to adjourn
Mr. Bucksbee adjourned the meeting at 8:26 pm.

Minutes prepared by,

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