Meeting Minutes

Erie County Technical School
AVTS Operating Committee
&
ECTS Foundation Board of Directors
Thursday, April 22, 2004

6:00 PM – Work Session

- Debrief of City of Erie Regional Career & Technical School Tour
  Mr. Bucksbee, Chairperson, asked the committee members to make comments or remarks concerning their impressions, etc. about the tour of the facility made at the prior meeting of March 25, 2004.

  Aldo Jackson, Director, reviewed discussions with the city director, Dave Kranking, regarding enrollments/applications and possible collaborations.
  (Copy of data included in official minutes book)

  The Operating Committee endorsed a plan to have the City of Erie Regional Career & Technical School and the Erie County Technical School collaborate on enrollments in three programs for the 2004-2005 school year. County students on a wait list for the Commercial Art and Cosmetology programs will be asked if they would like to apply to the City's program.

  The two vocational directors will review the enrollments in the Tool & Die and Machine Technology programs to see if technical training in precision machining can be maintained.

- 2004-2005 Enrollment and Application Review
  Aldo Jackson, Director, presented information and statistics regarding projected and historical applications and enrollments. (Copies of data included in the official minutes book).

  The recruitment process is over and 99% of the applications are in. Enrollment is projected to be 867 students, of which 407 are first-year students. Six of the technical school's 19 programs are at or above program capacity.

7:00 PM – Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:25 pm.

Roll Call

Mr. Fritz, Secretary, Called the roll:

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	absent
Mr. Thomas Loftus	Iroquois	absent
Mrs. Alice Niebauer	Millcreek	present
Mr. David Rodgers	North East	present
Mr. James Mitchell	Northwestern	present
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	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 March 25, 2004

Motion to accept the Minutes of the March 25, 2004 Work Session and Regular Meeting, as presented.
Moved by Mr. Mitchell, 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

Introduction of Guests-SkillsUSA State medallist-Greg Keenan

Correspondence

None for this month

Business

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

Reports, payments and invoices

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.
- Budget Transfers--none this month
- General Fund Checks and Invoices, as presented $330,207.60
- Food Service Checks and Invoices, as presented; $6,719.61
- Capital Reserve Fund Checks and Invoices, as presented; $8,974.55
- ECTS Foundation Checks and Invoices, as presented; $680.00
- Treasurer's Report, as presented.

Moved by Mrs. Vargulich, with second by Mrs. Niebauer
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).

Human and Quality Resources

Report presented by Natalie Fatica, Coordinator of Human and Quality Resources
(Copy of report is filed in the official minutes book).

Angelica Towne disability leave

Motion to grant Angelica Towne a disability leave of absence without pay in accordance with the contract Article V- Section 6- Leaves.
Moved by Mr. Ogden, with second by Mr. Mitchell
With no further discussion the motion is approved with an all "ayes" voice vote.
(Copy of letter of request filed in official minutes book)

Substitute instructor list

Motion to approve the addition of Joseph Salorino and Ricky Chervinski to the substitute instructor list at Erie County Technical School at the rate of pay of $75.00 per day.
Moved by Mr. Mitchell, with second by Mr. Rodgers
With no further discussion the motion is approved with an all "ayes" voice vote.

Operations-Reports

- Superintendent's Report—Dr. David Smith
  Dr. Smith distributed a report from John Seifert regarding college credit classes at Skill Center Building for Regional Choice and also some additional information for board members concerning regional education and rental of the Skill Center Building. (Copy filed in the official minutes book).
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book)
- Solicitor's Report—Mr. Timothy M. Sennett, no report.
- 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
Craft-Hospitality Management-Florida

Motion to approve the travel to American Hotel & Lodging Association's Annual Hospitality Competition at Orlando, FL on April 21-24, 2004 of Robert Craft, Hospitality Management Instructor; Elaine Shaffer, Student Services Coordinator; and the following students, as listed on motion form, and

Camp-Harrisburg

To approve travel request for Mary Ellen Camp to attend Leadership Day for New Choices/New Options program directors on May 3 in Harrisburg, and

Camp-State College

To approve travel request for Mary Ellen Camp to attend PAVA "Workshop on Issues Related to the Administration of Adult Career and Technical Education Programs", May 6 and 7 in State College.
Moved by Mr. Ogden, with second by Mrs. Cole
After some discussion regarding student chaperones the motion is approved with Seven (7) "ayes" voice votes, and One (1) "no" voice vote (Mr. Duda). Absent (3) (Rosendahl, Sonney, Loftus)

Student Field Trips
Culinary Arts

Motion to approve the Culinary Arts field trips planned for May 3, 2004 to Old Country Buffet and Olive Garden Restaurant, and

Commercial Art

To approve the Commercial Art class field trip to the Erie Art Museum on May 3, 2004, and

Auto Body

To approve the PPG Auto Body paint travel and workshop for Mr. Balsiger and two students on May 20 and 21, 2004 in Cranberry, Pa.
Moved by Mr. Niebauer, with second by Mr. Ogden
With no further discussion the motion is approved with an all "ayes" voice vote.

Facility Use Requests
Newspapers in Education

Motion to approve the use of facilities request from Newspapers in Education for Parent Workshop on May 24th held in the Cafeteria from 6:30 to 8:00 PM., and

Thermal "G" R/C Model Club

To approve the use of facilities request from Thermal "G" R/C Model Club for Saturday, August 14, 2004 10:00-5:00PM pending Proof of Liability Insurance.
Moved by Mr. Mitchell, with second by Mr. Ogden
With no further discussion the motion is approved with an all "ayes" voice vote.
(Copies of Facility Use requests filed in official minutes book)

Other Operations
STERIS-Donation

Motion to accept the donation of Computer Servers and Server Equipment from STERIS Corporation.
Moved by Mr. Duda, with second by Mrs. Niebauer
Mr. Baker briefly described the equipment and how it may be used; the motion is approved with an all "ayes" voice vote.

Paving Bid award
Freezer/Cooler bid award

Motion to award the following project bids as specified:
Paving project – Russell Standard Corp - $49,996.50
Freezer/Cooler project – Jordan Heating & Air Conditioning - $30,165.00
Moved by Mr. Vargulich, with second by Mr. Mitchell
Mr. Sceiford briefly reviewed the bid proposals received; the motion is approved with an all "ayes" voice vote.
(Copies of the bid proposals awarded filed in official minutes book)

Other Business
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)
- SPE – Plastics program article (Copy filed in official minutes book)
- Scott Enterprises-newsletter article (Copy filed in official minutes book)
- Next meeting: May 27, 2004

Adjournment

Moved by Moved by Mr. Ogden, with second by Mrs. Niebauer to adjourn
Mr. Bucksbee adjourned the meeting at 8:35 pm.

Minutes prepared by,

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