Erie County Technical School
Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors
Thursday, March 24, 2005
Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

Program Presentation: Auto Technology

Mr. Fred Brockman, instructor, conducted a tour through the Auto Technology lab briefly describing the curriculum and equipment available for the students.

GECAC – Erie PA Reentry Project

Mr. Robert Boeh, Project Director, described the GECAC Erie Pennsylvania Reentry Project as a program for inmates being released onto parole and returning to Erie County. Project participants are provided support and help in making the move back into the community. The GECAC program is piloting this for PA Department of Corrections with federal funding. Job training is a component of the project and GECAC is asking that RCTC develop entry-level training for custodial and culinary workers.

Regular Meeting

<u>Call to Order</u>

Mr. Bucksbee, Chairperson, and Suzie Rosendahl, Vice-chairperson, were absent.
Jennifer Gornall-Rouch, Solicitor, advises the committee appoint a temporary chairperson.

Temporary Chairperson

Moved by Mr. Ogden, with second by Mrs. Vargulich that Mrs. Niebauer acts as temporary chairperson for this meeting.
The motion is approved with an all "ayes" voice vote.

Mrs. Niebauer called the meeting to order at 7:25 pm.

<u>Roll Call</u>

Paul Fritz, Secretary, called the roll:

<u>Committee members:</u>

Mrs. Suzie Rosendahl	Fairview	Absent
Mr. John Ogden	Fort LeBoeuf	Present
Mr. James Bucksbee	General McLane	Absent
Mrs. Marilyn Vargulich	Girard	Present
Mr. James Sonney	Harbor Creek	Present

Mr. Thomas Loftus	Iroquois	Absent
Mrs. Alice Niebauer	Millcreek	Present
Mr. David Rodgers	North East	Present
Mr. James Mitchell	Northwestern	Present
Ms. Loretta Jackson	Union City	Present
Mr. Eric Duda	Wattsburg	Absent

Administrators:

Dr. Verel Salmon, Acting Superintendent of Record	Present
Dr. Aldo Jackson, Director	Present
Mrs. Jennifer Gornall-Rouch, Solicitor	Present
Mr. Ed Kuhar, Acting 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
Mrs. Janet Kennerknecht, Supervisor of Student Services	Present
Mr. Patrick Holland, Supervisor of Student Services	Present

Moment of Reflection

Pledge of Allegiance

Minutes of February 24, 2005

Motion to accept the Minutes of the February 24, 2005 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.

Guests and Comments

Guests present: Elaine Shaffer-no comments

Correspondence-none

Business

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

Financial Reports, Payments and Invoices

Motion to approve the following financial 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 $ 319,551.36
- Food Service Checks and Invoices, as presented; $ 2,337.60
- Capital Reserve Fund Checks and Invoices, as presented; $ 20,972.55
- ECTS Foundation Checks and Invoices, as presented; $ none
- VISA purchasing card payment, as presented; $ 52,410.74
- Treasurer's Report, as presented
- General Fund Budget Transfers, none
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Moved by Mr. Ogden, with second by Mr. Mitchell.
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copies of all reports, payments, and check lists are filed with the official minutes).

Human and Quality Resources

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

Fidelity Investments

Motion to approve Fidelity Investments Tax Exempt Services Company as a Service Provider for the IRS code section 403 (b) contributory retirement plans, and

Resignation of Neil Donovan

Motion to accept the resignation of Neil Donovan, Principal, effective March 23, 2005, and

Bethany Gafner- substitute

Motion to approve the addition of Ms. Bethany Gafner to the substitute instructor list at Erie County Technical School at the rate of pay of $75.00 per day and approval as a substitute instructional aide at the rate of pay of $11.62 effective March 24, 2005, and

RCTC Term IV

Motion to employ additional instructors for RCTC Term IV: Wayne Britton, Yvonne Strobel, Valerie Burek, Robert Marr, and Lisa Tirpak.

Moved by Mrs. Vargulich, with second by Mr. Ogden.
With no further discussion, the motions are approved with an all "ayes" voice vote.

Operations

- Superintendent's Report—
  - Dr. Verel Salmon reported verbally on his recent trip to Zibo Vocational Institute in China. A memorandum of understanding was signed to establish relations between ECTS and Zibo Institute and to develop cooperation. (Motion of approval under Other Operations). Dr. Salmon urged the committee to consider sending a contingent to travel to Zibo.
- Director's Report—Dr. Aldo Jackson (Copy of report is filed with the official minutes)

- Solicitor's Report—
  - Mrs. Jennifer Gornall-Rouch reported that property appraisals requested from Sammartino & Mueller Real Estate Valuation should be complete by April 15th.
- High School Report—Mr. Ed Kuhar (Copy of report is filed with the official minutes)
- RCTC Report—Mrs. Mary Ellen Camp (Copy of report is filed with the official minutes)
- Facilities Manager's Report—Mr. Steven Sceiford (Copy of report is filed with the official minutes)
- Technology Manager's Report—Mr. Jerry Baker (Copy of report is filed with the official minutes)
- Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht (Copy of report is filed with the official minutes)

Staff Travel

Mary Ellen Camp- Women Work!

Motion to approve Mary Ellen Camp to travel to the Women Work! National Conference in Washington, DC from April 6-8. Approximate cost is $600, to be paid from the New Choices/New Options grant.
Moved by Mrs. Vargulich, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Student Field Trips and Fundraising

Skills-USA

Motion to approve a field trip for Skills-USA competitors to Willow Valley Conference Center from April 3 through April 6, 2005, and

Niagara Power Vista

Motion to approve a field trip for Electronics, Electrical Engineering Technology and Facility Engineering students to the Niagara Power Vista in Lewistown, New York on May 17th, and

Child Care Services-Mercyhurst/Shriner's

Motion to approve a field trip for Child Care Services students to Tutor Time Child Care Center, Mercyhurst Child Learning Center and Shriner's Hospital for Children on April 29, 2005, and

Commercial Art-Edinboro

Motion to approve the field trip for Commercial Art students to travel to Edinboro University on April 19, 2005 to experience the annual High School Art Day.

Moved by Mr. Sonney, with second by Mr. Ogden
With no further discussion, the motions are approved with an all "ayes" voice vote.

Facility Use Requests

ICAR-May 2005

Motion to approve the use of facilities request from ICAR (Inter-Industry Conference on Auto Collision Repair) to use the Auto Body Repair Lab and Theory Room from 6:00p.m.-10:00p.m. for Body shop training (dates in March and April) and Room 18 from 9:00a.m.-2:00p.m. for Customer Service training (dates in May), and

4-H Cook off- April 2, 2005

Motion to approve the use of facilities request from Pennsylvania State University – Erie County Coop. Extension to hold a 4-H Cook-off and workshop in the cafeteria on Saturday, April 2, 2005 from 8:30a.m.-12:30p.m. and use the facility from 7:30a.m.-2:00p.m, and

AASP- March 24, 2005

Motion to approve the use of facilities request from AASP on March 24, 2005 from 7:00p.m.-10:00p.m.for their monthly meeting, and

PDE Alternative Education-May 11, 2005

Motion to approve the use of facilities request from Career Alternative Education to use the Eagles Nest for PDE Alternative Education meeting on May 11, 2005 from 9:00a.m.-12:00p.m, and

PDE-NW Region – April 13, 2005

Motion to approve the use of facilities request from PDE for a NW PA region meeting on April 13, 2005 from 8:00 AM to 1:00 PM in the Eagle's Nest.

Moved by Mr. Sonney, with second by Mr. Ogden
With no further discussion, the motions are approved with an all "ayes" voice vote.

Other Operations

Motion to approve the revised School Calendar for 2005-06 school year as presented removed from agenda.

Zibo Vocational Institute

Motion to approve the Memorandum of Understanding between Erie County Technical School, USA, and Zibo Vocational Institute, Shadong province, China.
Moved by Mr. Sonney, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of memorandum filed with the official minutes).

Dell Computer purchase

Motion to purchase 80 desktop computers and 2 laptop computers from Dell Computer as quoted for a total purchase cost of $79,767.60, per the PA state contract #70137, and

Pitney-Bowes lease

Motion to approve a lease with Pitney-Bowes for a DM400L mailing system, as quoted, at $157.00 per month for 60 months, and

PAVA- Aldo Jackson

Motion to allow Aldo Jackson to seek the office of PAVA vice president.

Moved by Mr. Sonney, with second by Mrs. Vargulich.
With no further discussion, the motions are approved with an all "ayes" voice vote.

Other Business-none this month

Supplemental Information

- Board Attendance Report
- Monthly Enrollment Report
- Work Experience Report
- Staff Development Survey – IU5
- SPE- Plastics article

(Copies filed with the official minutes)

- Next meeting: April 28, 2005

Adjournment

Moved by Mr. Ogden with second by Mr. Sonney to adjourn the regular meeting.
Mrs. Niebauer adjourned the meeting at 8:30 pm.

Executive Session

Mrs. Niebauer, Temporary Chairperson, called an executive session of the committee to discuss confidential personnel matters.

Minutes prepared by,

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