

Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Tuesday, December 14, 2004

Eagle's Nest Dining Area

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

1. Program Presentation in Electronics: Instructor: Mr. Tim Mientkiewicz

7:00 PM – Organizational Meeting

1. Temporary Chairperson –Solicitor acts as Temporary Chairperson of the AVTS Operating Committee.

2. Call to Order
3. Moment of Reflection
4. Pledge of Allegiance

5. Motion to accept district appointed committee members for 3-year terms (2004-2007).

- A. Fairview School District: Suzie Rosendahl
- B. Millcreek Township School District: Alice Niebauer
- C. North East School District: David Rodgers

6. Roll Call

7. Call for nominations and election of Chairperson
8. Motion to close nominations for Chairperson
9. Vote on nominations for Chairperson

10. Temporary Chairperson turns gavel over to newly elected Chairperson

11. Call for nominations and election of Vice-Chairperson
12. Motion to close nominations for Vice-Chairperson
13. Vote on nominations for Vice-Chairperson

14. Motion to approve time, place and dates of Committee Meetings for 2005

Regular Meeting

15. Motion to accept the Minutes of the November 23, 2004 Work Session and Regular Meeting, as presented.

16. Introduction of Guests

17. Correspondence

18. Business—Paul Fritz

A. Report - Business Manager

B. Motion to approve the following reports, payments and invoices:

- 1) General Fund Revenue and Expenditure Reports, as presented.
- 2) Food Service Fund Revenue and Expenditure Reports, as presented.
- 3) Capital Reserve Fund Revenue and Expenditure Reports, as presented.
- 4) ECTS Foundation Report, as presented
- 5) Student Activities Report, as presented.
- 6) General Fund Checks and Invoices, as presented \$ 283,993.50
- 7) Food Service Checks and Invoices, as presented; \$ 1,339.67
- 8) Capital Reserve Fund Checks and Invoices, as presented; \$ 8,974.55
- 9) ECTS Foundation Checks and Invoices, as presented; \$ none
- 10) VISA purchasing card payment, as presented; \$ 50,985.33
- 11) Treasurer's Report, as presented.
- 12) General Fund Budget Transfers, none

19. Human and Quality Resources—Natalie Fatica

A. Report—Coordinator of Human and Quality Resources

B. Motion to approve contract to pay Michelle Swain \$1,470.00 for 42 hours of sign language/transliterating services at \$35.00 per hour.

C. Motion to employ the attached list of instructors for Term III RCTC.

D. Motion to pay Robert Craft a \$500.00 stipend for advising the National Vocational Technical Honor Society for 2004-05 per the Professional Unit Bargaining Agreement.

- E. **Motion to increase Janet Grossman's salary to Column "D" step 16 at the rate of \$44,874.00 effective January 24, 2005 and increase Fred Brockman's salary to Column "D" step 16 at the rate of \$44,874.00 effective January 24, 2005.**
- F. **Motion to approve Agnes Cermak's request to retire effective April 1, 2005 and to approve Retirement Compensation per the Administrative Compensation Plan.**
- G. **Motion to approve the sabbatical leave request from Paul Brenneman for the second semester of 2004-2005 school year for restoration of health as permitted by PA Public School Code. (pending receipt of medical statement from his physician)**

20. Operations

- A. Superintendent's Report—Dr. Verel Salmon
- B. Director's Report—Dr. Aldo Jackson
- C. Solicitor's Report—Mr. Timothy M. Sennett
- D. High School Report—Mr. Neil Donovan
- E. RCTC Report—Mrs. Mary Ellen Camp
- F. Facilities Manager's Report—Mr. Steven Sceiford
 - 1) Letter to architect regarding roof project
 - 2) Cost proposal for paving from Russell Standard
- G. Technology Manager's Report—Mr. Jerry Baker
- H. Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht
- I. Staff Travel
 - 1) **Motion to approve Steve Sceiford to attend the PASBO Conference March 8-11, 2005 in Valley Forge, PA**
- J. Student Field Trips and Fundraising
 - 1) **Motion to approve a field trip for Mr. Michalak and his team of Auto Tech students to travel to the Community College of Allegheny County in Pittsburgh, PA to compete in the Western PA Student Auto Skills Contest on January 12, 2005.**
- K. Facility Use Requests
 - 1) **Motion to approve the use of facilities request from the German Shepherd Dog Club for Tuesday Nights 6:00-8:00PM from May 3rd– October 25th 2005 and for Saturday, September 17, 2005 from 8:00 AM – 5:00 PM.**

L. Other Operations

- 1) **Motion to accept a donation of 33 computer systems from the National Christina Foundation.**

21. Other Business

22. Supplemental Information

- A. Board attendance report
- B. Monthly Enrollment Report
- C. Work Experience Report
- D. Skills USA District Competition Placement
- E. **Next meeting: January 27, 2005**

23. Adjournment