Erie County Technical School
Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors
Thursday, January 27, 2005
Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

Program Presentation in Graphic Communications

Instructor Mr. Joe Salorino reviewed the curriculum offered in the Graphics Communications program and demonstrated some of the equipment being used in the lab.

2005-2006 Budget

Dr. Aldo Jackson, Director, presented a review of the proposed 2005-2006 Erie County Technical School General Fund and Capital Reserve Budget. The Budget will be on next month's agenda for JOC consideration for recommendation to the participating districts for approval. The proposed budget includes total district contributions at the same amount as 04-05. (Copy of the proposed budget filed in the official minutes book).

Regular Meeting

Call to Order

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

Roll Call

Paul Fritz, Secretary, called the roll:

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

Administrators

Dr. Verel Salmon, 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
Mrs. Janet Kennerknecht, Supervisor of Student Services	Absent
Mr. Patrick Holland, Supervisor of Student Services	Present

Moment of Reflection

Pledge of Allegiance

Union City ASD- Jackson appointment

Motion to accept the Union City Area School District appointment of Loretta Jackson as representative to the Erie County Technical School Operating Committee for a term expiring in December 2006.

Moved by Mrs. Niebauer, with second by Mr. Ogden.
With no further discussion the motion is approved with an all "ayes" voice vote.

Mr. Bucksbee welcomed Ms. Jackson, and the other Committee members and Administrators introduced themselves.

Minutes of November 23, 2004, and December 14, 2004

Motion to accept the Minutes of the November 23, 2004, and December 14, 2004 Work Sessions and Regular Meetings, 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.

Guests and Comments

Guests present: Elaine Shaffer, Lisa Sorensen, Mike Bednar, and Rosanne Gangemi.

Correspondence

ACTE membership letter recognizing the 100% membership of ECTS staff.
(Copy filed in the official minutes book)

Business

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

Financial reports, payments, and invoices

Motion to approve the following reports, payments and invoices:
- General Fund Revenue and Expenditure Reports, as presented-Nov/Dec
- Food Service Fund Revenue and Expenditure Reports, as presented- Nov/Dec
- Capital Reserve Fund Revenue and Expenditure Reports, as presented -Nov/Dec
- ECTS Foundation Report, as presented- Nov/Dec
- Student Activities Report, as presented-Nov/Dec
- General Fund Checks and Invoices, as presented $ 711,100.39
- Food Service Checks and Invoices, as presented; $ 2,698.99
- Capital Reserve Fund Checks and Invoices, as presented; $ 8,974.55
- ECTS Foundation Checks and Invoices, as presented; $ 3,191.91
- VISA purchasing card payment, as presented; $ 50,985.33, and $ 36,196.71
- Treasurer's Report, as presented - Nov/Dec
- General Fund Budget Transfers, none

Moved by Mr. Ogden, 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 check 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 filed in the official minutes book)

Michelle Swain

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

Term III RCTC

Motion to employ the attached list of instructors for Term III RCTC, And,

Robert Craft –NTHS-$500.00 stipend

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, And,

Grossman & Brockman – Column change

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, And,

Agnes Cermak- retirement

Motion to approve Agnes Cermak's request to retire effective April 2, 2005 and to approve Retirement Compensation per the Administrative Compensation Plan, And,

Mariea Sargent - long term substitute

Motion to approve Mariea Sargent as a long term substitute in Drafting and Design at the rate of pay of $200.00 per day effective January 26, 2005, And,

Comi & Sceiford- RCTC Term III

Motion to employ Dominick Comi and Steve Sceiford as RCTC instructors for Term III, at the established rate of $22.50 per hour, And,

Darrell Brannon

Motion to approve Darrell Brannon as ECTS substitute instructor, at the established rate of $75 per day, and as substitute instructional aide at a rate of $11.87 per hour.

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

Operations

- Superintendent's Report—Dr. Verel Salmon made verbal remarks regarding the recent superintendents' meeting:
    - Membership to the Regional Chamber of Commerce and Growth Partnership is being recommended through ECTS as an umbrella membership including all districts at an annual cost of $5,000, beginning July 1, 2005.
    - The Regional Chamber is asking that a survey be completed by all districts.
    - The proposed budget was discussed and recommended adoption by the JOC and districts.
    - Concerns were discussed about the request from Erie County to construct an emergency management facility on ECTS property.
    - 13th year students attending ECTS: administrative concerns and payments.
    - The Alternative Education (CAEP) successful program was discussed, with possible expansion.

  - The superintendents expressed appreciation to Mr. Steve Sceiford, for the building conditions and accommodations made to the RCI program at the Skill Center.
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book)
  - Samples were distributed of the recent recruiting pieces that were mailed to students and parents.
  - Presented JOC committee members with certificates of recognition as part of the PSBA school director appreciation month.
- Solicitor's Report—Mr. Timothy M. Sennett
  - Summit Township sent a letter requesting ECTS consider the transfer/sale of a 10 acre parcel on Hamot Road for parks and recreation. The district superintendents will discuss at their next meeting with a subsequent recommendation to the JOC. (Copy of letter is filed in the official minutes book)
  - County of Erie sent a letter requesting ECTS and the County enter into a memorandum of understanding to discuss the lease of 20 acres of land for the purpose of constructing a building with the primary function of housing a variety of emergency management operations.

Memorandum of Understanding- County of Erie

Motion to enter into the Memorandum of Understanding as presented by the County of Erie for the lease of 20 acres of land for a building housing emergency management operations (The actual memorandum of understanding is filed in the official minutes book).

Moved by Mr. Ogden, with second by Mrs. Niebauer.
Motion is approved by voice vote with seven (7) "ayes" votes and one (1) no vote (Mr. Duda).

- 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).
  - Letter to architect regarding roof project
  - Cost proposal for paving from Russell Standard
- Technology Manager's Report—Mr. Jerry Baker (Copy of report is filed in the official minutes book).
- Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht (Copy of report is filed in the official minutes book).

Staff Travel

Steve Sceiford-PASBO

Motion to approve Steve Sceiford to attend the PASBO Conference March 8-11, 2005 in Valley Forge, PA.

Moved by Mrs. Vargulich, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote

Student Field Trips and Fundraising

Michalak-Auto Tech-Pittsburgh

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, And,

Shaffer-CTE Week-Harrisburg

Motion to approve Mrs. Elaine Shaffer and three ECTS students to travel to Harrisburg for the CTE Week event in the Capitol Building on February 14^{th} – 16^{th}, 2005, And,

Craft-PTLA-Hershey

Motion to approve travel to Hershey for the state PTLA competition for Mr. Craft and four of his Tourism and Hospitality Program students on February 16^{th} - $18^{th,}$ And,

Northwest Rural Electric Co-op

Motion to approve the Electronics, Electrical Engineering and Facility Engineering instructors, and one instructional assistant, and approximately 55 students traveling to Northwest Rural Electric Co-op on February 21, 2005.

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

Facility Use Requests

German Shepherd Dog Club

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 25^{th} 2005 and for Saturday, September 17, 2005 from 8:00 AM – 5:00 PM. And,

CCAC Public Safety

Motion to approve the use of facilities request from the CCAC Public Safety to use the Health Assistant Lab on Tuesdays and Thursdays, beginning January 27, 2005 through June 4, 2005 from 6:00PM – 10:00PM for an Emergency Medical Training (EMT) class, And,

Alliance of Automotive Service Providers

Motion to approve the use of facilities request from the Alliance of Automotive Service Providers (AASP) to use the cafeteria on Thursday, January 20, 2005 from 7:00PM – 10:00PM.

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

Computer Donation-National Christina Foundation

Motion to accept a donation of 33 computer systems from the National Christina Foundation, And,

Auto Donation-Cross DiGangi

Motion to accept a donation of a 1990 Ford Taurus wagon from Mr. Cross DiGangi for the Automotive Technologies Program.

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

PDE-3074, Self-Certification- Roof and Paving

Motion to approve the submission of *PDE-3074, Self-Certification application for non-reimbursable construction project* for: 1) The roof replacement and HVAC units for Auto Tech, and 2) Paving repairs, per the attached completed forms.
(Copies are 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.

Minolta Bizhub C350 color copier

Motion to approve the purchase of a Minolta Bizhub C350 color copier from Kubinski Business Systems in the amount of $11,998 under Commonwealth of PA contract MA5C8096XP, per their proposal received January 25, 2005.

Moved by Mr. Ogden, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.

Color Copier maintenance agreement

Motion to approve a 3 year maintenance agreement with Kubinski Business Systems for the C350 copier that includes toner, drum, developer, parts and on-site labor at a cost of $0.075 per color copy, and $0.0119 per black/white copy.

Moved by Mr. Ogden, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.

Other Business

Supplemental Information

- Board attendance report
- Monthly Enrollment Report
- Work Experience Report
- Recruitment & Application Process Survey
- Recruiting and Application Survey Data Analysis
- Plastics Technology- Learning Packet-Injection Molding Safety
- NRES- Duty Task list
- SPE- Plastics Technology article reprint
- Performance Indicators-chart- KIPS
  (Copies of all supplemental items are filed in the official minutes book)
- Next meeting: February 24, 2005

Adjournment

Moved by Mr. Ogden with second by Mrs. Niebauer to adjourn the regular meeting.
Mr. Bucksbee adjourned the meeting at 8:45 pm.

Minutes prepared by,

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