

Erie County Technical School

Meeting Agenda

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

1. Program Presentation: Graphic Communications, Mr. Joseph Salorino.
2. 2005-2006 Erie County Technical School Proposed Budget – presentation and discussion

7:00 PM - Regular Meeting

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

5. 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.

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

7. Introduction of Guests

8. Correspondence

A. ACTE membership letter

9. Business—Paul Fritz

B. Report - Business Manager

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

- 1) General Fund Revenue and Expenditure Reports, as presented-Nov/Dec
- 2) Food Service Fund Revenue and Expenditure Reports, as presented- Nov/Dec
- 3) Capital Reserve Fund Revenue and Expenditure Reports, as presented -Nov/Dec
- 4) ECTS Foundation Report, as presented- Nov/Dec

- 5) Student Activities Report, as presented-Nov/Dec
- 6) General Fund Checks and Invoices, as presented \$ 711,100.39
- 7) Food Service Checks and Invoices, as presented; \$ 2,698.99
- 8) Capital Reserve Fund Checks and Invoices, as presented; \$ 8,974.55
- 9) ECTS Foundation Checks and Invoices, as presented; \$ 3,191.91
- 10) VISA purchasing card payment, as presented; \$ 50,985.33, and \$ 36,196.71
- 11) Treasurer's Report, as presented - Nov/Dec
- 12) General Fund Budget Transfers, none

10. 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. (12/04 agenda)**
- C. Motion to employ the attached list of instructors for Term III RCTC (12/04 agenda).**
- 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. (12/04 agenda)**
- 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. (12/04 agenda)**
- F. Motion to approve Agnes Cermak's request to retire effective April 2, 2005 and to approve Retirement Compensation per the Administrative Compensation Plan. (12/04 agenda)**
- G. 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.**
- H. Motion to employ Dominick Comi and Steve Sceiford as RCTC instructors for Term III, at the established rate of \$22.50 per hour.**
- I. 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 \$1.87 per hour.**

11. Operations

- A. Superintendent's Report—Dr. Verel Salmon
- B. Director's Report—Dr. Aldo Jackson
- C. Solicitor's Report—Mr. Timothy M. Sennett
 - 1) Summit Township- transfer of 10 acre parcel for parks and recreation
- D. High School Report—Mr. Neil Donovan
- E. RCTC Report—Mrs. Mary Ellen Camp
- F. Facilities Manager's Report—Mr. Steven Sceiford
 - 2) Letter to architect regarding roof project
 - 3) 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 (12/04 agenda).**
- 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. (12/04 agenda)**
 - 2) **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 14th – 16th, 2005.**
 - 3) **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 16th - 18th.**
 - 4) **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.**
- 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. (12/04 agenda)**
- 2) **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.**
- 3) **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.**

L. Other Operations

- 1) **Motion to accept a donation of 33 computer systems from the National Christina Foundation. (12/04 agenda)**
- 2) **Motion to accept a donation of a 1990 Ford Taurus wagon from Mr. Cross DiGangi for the Automotive Technologies Program.**
- 3) **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.**
- 4) **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.**
- 5) **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.**

12. Other Business

13. Supplemental Information

- A. Board attendance report
- B. Monthly Enrollment Report
- C. Work Experience Report
- D. Recruitment & Application Process Survey

- E. Recruiting and Application Survey Data Analysis
- F. Plastics Technology- Learning Packet-Injection Molding Safety
- G. NRES- Duty Task list
- H. SPE- Plastics Technology article reprint
- I. Performance Indicators-chart- KIPS
- J. **Next meeting: February 24, 2005**

14. Adjournment