Erie County Technical School
Meeting Minutes
AVTS Operating Committee & ECTS Foundation Board of Directors

Tuesday, November 23, 2004

Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

Program Presentation in Drafting and Design

Instructor Mr. Paul Brenneman reviewed the 3 year curriculum offered in the program using a visual Power Point presentation. Six students took part in the presentation and were also present to answer questions: Brian Olson-GM, Ralph Grant-FLB, Jason Lindy-NW, Jessica Keller-GD, Dan Erickson-GD, Will Horn-UC

County of Erie Public Safety Presentation

Mr. Joseph Weindorf, Director of Public Safety/ 911 presented preliminary discussion regarding the use of 10 acres of ECTS property to construct a public safety complex projected to be at a $10 million cost. The building would be built within the next 2 years to replace the main facility on French Street in Erie. The plan would combine personnel from various agencies into one location. The new building would serve 30 employees now operating the 911/Hazmat/Emergency Management communications operations. The solicitors for the organizations will further discuss details involved in this project.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:35 pm

Roll Call

Natalie Fatica, Assistant Secretary, called the roll,
Operating Committee members:

Mrs. Suzie Rosendahl	Fairview	present
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	Absent
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	Absent
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

Motion to appoint Natalie Fatica as Assistant Secretary

Motion to appoint Natalie Fatica as Assistant Secretary who shall in the absence of the secretary perform the duties and exercise the powers of the secretary.
Moved by Mrs. Niebauer, with second by Mr. Duda
With no further discussion the motion is approved with an all "ayes" voice vote.

Minutes of October 28, 2004

Motion to accept the Minutes of the October 28, 2004 Work Session and Regular Meeting, as presented.
Moved by Mr. Ogden, with second by Mrs. Rosendahl
There was discussion regarding the motion that was approved to authorize development of the Environmental Sciences and Natural Resources program and seeking clarification of the intent and the cost and location of the program. Mr. Bucksbee will discuss later in the agenda under Other Business.
With no further discussion the motion is approved with an all "ayes" voice vote.

Guests and Comments

Guests present: Rosanne Gangemi, Joe Salorino, Patricia Palo, Ann Bloxdorf, Nick Sleptzoff, Elaine Shaffer, Joe Weindorf, John Grappy, Yvonne Costellce, Abdul Osman, David Michalak, and Brad Gleason.

Correspondence

- Perry Hi-Way Hose Co., Inc. requesting permission to use the old fire training grounds as a training program for their fire department. Dr. Jackson said that ECTS will wait for more information from the fire department before proceeding. (Letter copy filed in official minutes book).
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Business

Report presented by Dr. Jackson as prepared 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.
- 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 $ 281,246.07
- Food Service Fund Checks and Invoices, as presented; $ 1,430.60
- Capital Reserve Fund Checks and Invoices, as presented; $ none
- ECTS Foundation Checks and Invoices, as presented; $ none
- VISA purchasing card payment, as presented; $ 34,848.18
- Treasurer's Report, as presented.
- General Fund Budget Transfers, none

Moved by Mrs. Vargulich, with second by Mr. Ogden.
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
Mr. Rodgers commented on the ISO audit and the auditor's positive comments.
(Copy of report is filed in the official minutes book).

Tom Eberle - HVAC testing

Motion to approve Tom Eberle for four (4) hours at $22.50/hour for HVAC testing on December 4, 2005 through the RCTC program,
And

Roger Meyer - C-2 custodian

Motion to hire Mr. Roger Meyer as a C-2 part time custodian at the rate of $11.60 per hour on or after November 29, 2004, pending receipt of required background clearances.
And

Sandra Carr - SkillsUSA advisor

Motion to employ Sandra Carr as SkillsUSA advisor at an annual stipend of $1,000.00 per the Professional Unit bargaining agreement.

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

Operations

- Superintendent's Report—Dr. Verel Salmon made verbal remarks concerning the recent superintendents' meeting:
  - Membership to the Regional Chamber of Commerce and Growth Partnership for all AVTS districts under the ECTS umbrella at a cost of $5,000.
  - Discussing adults in the secondary program
  - A position paper prepared in response to the Bosworth report on workforce development and training.

- Director's Report—Dr. Aldo Jackson distributed a recruiting mailing piece that is being developed to send to all 9th graders. (Copy of report is filed in the official minutes book).
- Solicitor's Report—Mr. Timothy M. Sennett commented that he had reviewed the SchoolDESX agreement that is on the agenda for approval.
- High School Report—Mr. Neil Donovan commented that the mailer to be sent to 9th graders is being produced instead of the traditional book covers and calendars and also commented that there are results from tracking severe absenteeism with 40 students on the list. (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).
    - Roof replacement – Auto Tech. Mr. Sceiford reviewed the present poor condition of the roof, showing pictures of trouble spots and proposing that the roof be replaced.

<u>Repair of the roof over the Auto Tech lab</u>

Motion to authorize ECTS Administration to proceed and have the architect prepare and solicit bids for the repair of the roof over the Auto Tech lab.
Moved by Mr. Ogden, with second by Mrs. Niebauer.
With no further discussion the motion is approved with all "ayes" voice vote.

- Technology Manager's Report—Mr. Jerry Baker added that the National Christina Foundation has donated computer equipment. Mrs. Rosendahl asked for information regarding savings from the donations and savings from negotiations with SchoolDESX.
  (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- none

Student Field Trips and Fundraising

<u>Eriez Magnetics on December 15, 2004</u>

Motion to approve the field trip to Eriez Magnetics on December 15, 2004 for Electronics, Facility Engineering and Electrical Engineering.
Moved by Mr. Duda, with second by Mrs. Niebauer.
With no further discussion the motion is approved with all "ayes" voice vote.

Facility Use Requests

<u>Boy Scouts of America</u>

Motion to approve the use of facilities request from the Boy Scouts of America on first Thursday of each month until summer 2005, 7:00 – 8:30 PM.

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

Other Operations

Act 48 Continuing Education Plan

Motion to approve the ECTS Act 48 Continuing Education Plan for the 2004- 2007 school years.
Moved by Mrs.Vargulich, with second by Mr. Mitchell.
With no further discussion the motion is approved with all "ayes" voice vote.

SchoolDESX

Motion to approve *Software License and Support Services Agreement* with SchoolDESX, LLC, Inc. for $28,650.00 for the initial one-year term, with the subsequent annual renewal of $4,645.00.
Moved by Mr. Ogden, with second by Mr. Duda.
With no further discussion the motion is approved with all "ayes" voice vote.

Donation from Plastikos, Inc.

Motion to approve the donation of the robotic-arm sprue picker from Plastikos Inc. for the Plastics Technologies program.
Moved by Mrs. Rosendahl, with second by Mrs. Vargulich.
With no further discussion the motion is approved with all "ayes" voice vote.

Discussion: Adults enrolled in the Secondary Programs

Dr. Jackson reviewed a position paper and a letter from the solicitor regarding adults in the high school program (copies are filed in the official minutes book). Dr. Jackson is planning for 6-8 programs enrolling adults beginning with the 05-06 school year. Mrs. Rosendahl suggested using focus groups to get opinions from faculty, students, and parents. Mr. Bucksbee would like to have procedures and Dr. Jackson will draft a policy statement.

ESNR- program discussion

The committee further discussed the creation of the natural resources program with questions about specific curriculum, cost, funding sources and whether to develop and/or to implement in 05-06 school year.

Environmental Sciences and Natural Resources Program-Motion

Motion to authorize ECTS Administration to develop curriculum for Environmental Sciences and Natural Resources Program to present to the ECTS Operating Committee for consideration.
Moved by Mr. Ogden, with second by Mrs. Rosendahl.
With no further discussion the motion is approved with all "ayes" voice vote.

Other Business

- Supplemental Information
- Board attendance report
- Monthly Enrollment Report

- Co-op Student listing

(Copies of all supplemental items are filed in the official minutes book)

- **Next meeting: Tuesday, December 14, 2004 beginning at 6:00 PM**

Adjournment

Moved by Mr. Ogden, with second by Mr. Duda to adjourn the regular meeting
Mr. Bucksbee adjourned the meeting at 10:05 pm.

Minutes prepared by,

Natalie Fatica, Assistant Secretary
Erie County Technical School
Erie County Technical School Foundation