Erie County Technical School
Meeting Minutes
AVTS Operating Committee & ECTS Foundation Board of Directors
Thursday, May 26, 2005
Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

- Auto Body Technology instructor Ken Balsiger, conducted a tour through the auto body lab briefly describing the curriculum and equipment available for the students. Mr. Chris Waiter, senior from North East presented his student portfolio that he had developed throughout his coursework at ECTS.

- PA Wearable Project- Suzanne Matthews, Commercial Art instructor, gave a presentation reviewing the PA Wearable Project. This was a project involving several career and technical schools and PDE to pilot the use of wireless laptop technology for instructional use. Patrick Holland and Jerry Baker also worked on the team at ECTS.

7:00 PM - Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson called the regular meeting to order at 7:20 pm

Roll Call

Paul Fritz, Secretary, called the roll:

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

Administrators:

Dr. Verel Salmon, Acting Superintendent of Record	Absent
Dr. Aldo Jackson, Director	Present
Mr. Timothy Sennett, 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	Absent
Mr. Patrick Holland, Supervisor of Student Services	Present

Moment of Reflection

Pledge of Allegiance

Minutes of April 28, 2005

Motion to accept the minutes of the April 28, 2005 Work Session and Regular Meeting, as presented.
Moved by Mrs. Vargulich, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.

Guests and Comments

Guests present: Eleanor Anderson, Roach Hewitt, Mike Bednar, and Patty Palo- no comments

Correspondence

Thank you letters were sent to legislators regarding visit to Harrisburg and PAVA legislative agenda

- White, Fabrizio, Bebko-Jones, Evans, and Earll
  (Copies of letters are filed with the official minutes).

Business

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

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 $ 296,877.18
- Food Service Checks and Invoices, as presented; $ 1,548.88
- Capital Reserve Fund Checks and Invoices, as presented; $ none
- ECTS Foundation Checks and Invoices, as presented; $ 62.40
- VISA purchasing card payment, as presented; $ 43,118.68
- Treasurer's Report, as presented
- 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 with the official minutes).

Depositories of school funds

Motion to approve PNC Bank and PSDLAF/PNC and PLGIT as depositories of school funds for 2005-06.
Moved by Mrs. Vargulich, with second by Mrs. Niebauer
With no further discussion, the motion is approved with an all "ayes" voice vote.

Newspaper of general circulation

Motion to designate Erie Times News as newspaper of general circulation for 2005-06.
Moved by Mr. Sonney, with second by Mr. Rodgers
With no further discussion, the motion is approved with an all "ayes" voice vote.

Bonds for Secretary and Treasurer

Motion to purchase public official bonds for the Secretary and Treasurer for school year 2005-2006 in the amount of $50,000 each.
Moved by Mrs. Niebauer, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.

Mr. Ogden-Treasurer for 2005-2006

Motion to nominate and then elect Mr. Rodgers as Treasurer for a one year term beginning July, 2005.
Moved by Mrs. Vargulich, with second by Mrs. Niebauer
Mr. Rodgers declined the nomination.
Mr. Bucksbee withdrew the motion from consideration.

Motion to nominate and then elect Mr. Ogden as Treasurer for a one year term beginning July, 2005.
Moved by Mrs. Rosendahl, with second by Mrs. Vargulich
Mr. Ogden accepted the nomination.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Paul Fritz –Secretary

Motion to elect Paul Fritz as Secretary for a four year term beginning July, 2005 and with a stipend of $2,015 for 2005-06.
Moved by Mrs. Niebauer, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.

Human and Quality Resources

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

Executive Session

Mr. Bucksbee, Chairperson, called an executive session of the committee to discuss personnel issues including the principal selection process and recommendation.

Mr. Bucksbee called the regular meeting back to order.

Summer curriculum development

Motion to approve the attached list of faculty and staff for summer curriculum development, **and**

ECCA- payroll

Motion to approve a payroll software agreement with ECCA, Erie, PA, effective July 2005, **and**

Redfield - seasonal employee

Motion to hire Jesse Redfield as a seasonal employee at the rate of $8.00 per hour beginning on or after May 31st, 2005 pending clearances.

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

Hansen – Principal appointment

Motion to approve the appointment of Mr. John Hansen as principal of Erie County Technical School at an annual salary of $76,226 beginning on or after July 1, 2005 pending the receipt of updated clearances.
Moved by Mrs. Niebauer, with second by Mrs. Rosendahl.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Operations

- Superintendent's Report—Dr. Verel Salmon absent, no report
- Director's Report—Dr. Aldo Jackson (Copy of report is filed with the official minutes)

  - Dr. Jackson reviewed a proposal to revise the process of recruiting, admitting, and enrolling high school students as presented by the ECTS Leadership Council. Three job descriptions require approval in order to implement the revised process. (Copy of *Recruitment, Application, Admission and Enrollment-a Process Proposal*, is filed with the official minutes).

Job descriptions

Motion to approve the job descriptions for: Business Partnerships Coordinator, Guidance Services Coordinator, and Admissions Coordinator.
Moved by Mr. Rodgers, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copies of job descriptions are filed with the official minutes).

- Solicitor's Report—Mr. Timothy M. Sennett reported that he has sent letters to Summit Township and Erie County on behalf of the Operating Committee offering to sell or lease property parcels for their use.
  - Letter to Summit Township regarding 10 acre Hamot Road parcel
  - Letter to Erie County regarding 20 acre Pagan Road parcel
    (Copies of letters filed with the official minutes).

- 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 -none

Student Field Trips and Fundraising – none

Facility Use Requests - none

Other Operations

2005-2006 School Calendar-Revision

Motion to revise the initial 2005-2006 School Calendar to reflect a change in three in-service days. Initial in-service days of Monday, October 3, 2005, Monday, January 23 and Monday, February 20, 2006 will be moved to Thursday, August 25, Friday August 26 and Monday, August 29.
Moved by Mrs. Vargulich, with second by Mrs. Rosendahl.
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of calendar filed In official minutes book)

Dr. Judy Miller- Superintendent of Record

Motion to appoint Dr. Judy Miller, Superintendent of the North East School District as the Superintendent of Record for the 2005-2006 school year. Dr. Miller will be compensated for her service in the amount of $1,800. The term of service will be July 1, 2005 to June 30, 2006.
Moved by Mrs. Vargulich, with second by Mr. Sonney
With no further discussion, the motion is approved with an all "ayes" voice vote.

Foundation Scholarship - Amanda Miehl

Motion to approve the 2005 ECTS Foundation Scholarship award to Amanda Miehl in the amount of $500.
Moved by Mrs. Rosendahl, with second by Mr. Sonney
With no further discussion, the motion is approved with an all "ayes" voice vote.

Policy 815-Acceptable Use of Internet

Motion to adopt Policy 815-Acceptable Use of Internet, waiving the guidelines in Policy 009 – Policy Formulation.
Moved by Mr. Sonney, with second by Mrs. Rosendahl.
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of policy is filed with the official minutes).

Other Business

- Discussion – 2005-2006 enrollment report- Dr. Jackson, Director, presented the most up-to-date student enrollment numbers by program. All current programs are planned to continue for 2005-06, at this time.
  (Copy of report filed with the official minutes).

Supplemental Information

- Board attendance report
- Monthly Enrollment Report
- Work Experience Report
- PAVA Legislative Priorities for 2005
- Career Alternative Education Program expansion
- *Where are the workers?*, Erie Times News, May 16, 2005

(Copies filed with the official minutes)

- Next meeting: June 23, 2005

Adjournment

Moved by Mr. Ogden, with second by Mr. Sonney to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:40 pm.

Minutes prepared by,

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