Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, March 24, 2005

Eagle's Nest Dining Area

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

6:00 PM – Work Session

1. Program Presentation: Auto Technology- Mr. Fred Brockman and Mr. David Michalak

2. GECAC – Erie PA reentry program – Mr. Robert Boeh, Program Director

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 Minutes of the February 24, 2005 Work Session and Regular Meeting, as presented.**

6. Introduction of Guests

7. Correspondence

8. 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 $ 319,551.36
     7) Food Service Checks and Invoices, as presented; $ 2,337.60
     8) Capital Reserve Fund Checks and Invoices, as presented; $ 20,972.55
     9) ECTS Foundation Checks and Invoices, as presented; $ none
     10) VISA purchasing card payment, as presented; $ 52,410.74
     11) Treasurer's Report, as presented
     12) General Fund Budget Transfers, none

9. Human and Quality Resources—Natalie Fatica

A. Report—Coordinator of Human and Quality Resources

1) Motion to approve Fidelity Investments Tax Exempt Services Company as a Service Provider for the IRS code section 403 (b) contributory retirement plans.

2) Motion to accept the resignation of Neil Donovan, Principal.

10. Operations

A. Superintendent's Report—Dr. Verel Salmon

1) Zibo Vocational Institute

B. Director's Report—Dr. Aldo Jackson

C. Solicitor's Report—Mr. Timothy M. Sennett

D. High School Report—Mr. Ed Kuhar

E. RCTC Report—Mrs. Mary Ellen Camp

F. Facilities Manager's Report—Mr. Steven Sceiford

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 Mary Ellen Camp to travel to the Women Work! National Conference in Washington, DC from April 6-8. Approximate cost is $600, to be paid from the New Choices/New Options grant.

J. Student Field Trips and Fundraising

1) Motion to approve a field trip for Skills-USA competitors to Willow Valley Conference Center from April 3 through April 6, 2005.

2) Motion to approve a field trip for Electronics, Electrical Engineering Technology and Facility Engineering students to the Niagara Power Vista in Lewistown, New York on May 3, 2005, with alternate dates set as May 10th or May 17th.

3) Motion to approve a field trip for Child Care Services students to Tutor Time Child Care Center, Mercyhurst Child Learning Center and Shriner's Hospital for Children on April 29, 2005.

4) Motion to approve the field trip for Mrs. Matthew's Commercial Art students to travel to Edinboro University on April 19, 2005 to experience the annual High School Art Day

K. Facility Use Requests

1) **Motion to approve the use of facilities request from ICAR (Inter-Industry Conference on Auto Collision Repair) to use the Auto Body Repair Lab and Theory Room from 6:00p.m.-10:00p.m. for Body shop training (dates in March and April) and Room 18 from 9:00a.m.-2:00p.m. for Customer Service training (dates in May).**

2) **Motion to approve the use of facilities request from Pennsylvania State University – Erie County Coop. Extension to hold a 4-H Cook off and workshop in the cafeteria on Saturday, April 2, 2005 from 8:30a.m.-12:30p.m. and use the facility from 7:30a.m.-2:00p.m.**

3) **Motion to approve the use of facilities request from AASP on March 24, 2005 from 7:00p.m.-10:00p.m.for their monthly meeting.**

4) **Motion to approve the use of facilities request from Career Alternative Education to use the Eagles Nest for PDE Alternative Education meeting on May 11, 2005 from 9:00a.m.-12:00p.m.**

5) **Motion to approve the use of facilities request from PDE for a NW PA region meeting on April 13, 2005 from 8:00 AM to 1:00 PM in the Eagle's Nest.**

L. Other Operations

1) **Motion to approve the revised School Calendar for 2005-06 school year as presented.**

2) **Motion to purchase 80 desktop computers and 2 laptop computers from Dell Computer as quoted for a total purchase cost of $79,767.60, per the PA state contract #70137.**

3) **Motion to approve a lease with Pitney-Bowes for a DM400L mailing system, as quoted, at $156.00 per month for 60 months.**

11. Other Business

12. Supplemental Information

A. Board attendance report

B. Monthly Enrollment Report

C. Work Experience Report

D. **Next meeting: April 28, 2005**

13. Adjournment