Erie County Technical School
Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors
Thursday, February 24, 2005
Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

Program Presentation: Culinary Arts

Instructors Mr. Curt Oakes and Mrs. Janet Grossman presented a power point slide show representing the curriculum offered in the Culinary Arts program and then conducted a tour through the lab and kitchen areas.

Career and Technical Education in Pennsylvania

Dr. Aldo Jackson reviewed the report, *Career and Technical Education in Pennsylvania*: *Opportunities for Commonwealth Policy,* prepared by Jobs for the Future of Boston MA. The report was compared and linked to the ECTS Quality Action Plan, part of ECTS's long range planning. (Copies of the report and action plan are filed in the official minutes book)

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:10 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	Present

Administrators:

Dr. Robert Towsey, Superintendent of Record	Absent
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	Absent
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

Minutes of January 27, 2005

Motion to accept the Minutes of the January 27, 2005 Work Session and Regular Meeting, as presented.
Moved by Mr. Sonney, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Guests and Comments

Guests present: Patty Palo, Mike Bednar, and Rosanne Gangemi, Kathleen Palloto. Elaine Shaffer thanked the Committee for allowing her to take students to Harrisburg for Career and Technical Education week activities February 11th – 18th.

Correspondence

- PAVA- letter from Jackie Cullen regarding Governor Rendell's proposed 2005-2006 Budget (Copy filed in the official minute's book).

- Letter to Regional Chamber and Growth Partnership acknowledging affiliated membership of our 11 school districts and ECTS. (Copy filed in the official minutes book)

Business

Report presented by Paul Fritz, Business Manager (Copy filed in the official minute's 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 $280,040.39
- Food Service Checks and Invoices, as presented; $1,540.92
- Capital Reserve Fund Checks and Invoices, as presented; $ none

- ECTS Foundation Checks and Invoices, as presented; $ none
- VISA purchasing card payment, as presented; $34,855.87
- Treasurer's Report, as presented
- General Fund Budget Transfers, none

Moved by Mrs. Niebauer, with second by Mrs. Rosendahl.
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 minute's book).

2005-2006 General Fund Budget

Motion to recommend the 2005-2006 General Fund Budget to the participating school districts for adoption in the amount of $4,990,862 of total expenditures with Secondary Program District Contributions, per the funding formula, in the total amount of $2,784,867.
Moved by Mr. Ogden, with second by Mrs. Niebauer.
With a brief discussion regarding district contributions Mr. Bucksbee called for a roll call vote: the motion is approved with nine (9) "ayes" voice votes: Rosendahl, Ogden, Bucksbee, Vargulich, Sonney, Loftus, Niebauer, Rodgers, Duda. Two members absent: Mitchell, Jackson.
(Copy of the Recommended Budget is filed in the official minute's 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 for 45 hours of sign language/ transliterating services at $35.00 per hour, and,

Mariea Sargent - RCTC Term III

Motion to employ Mariea Sargent for remainder of Auto Cad I and III during RCTC Term III at the rate of $22.50 per hour, and,

Ann Millimaci - Substitute Instructor

Motion to approve Ann Millimaci as a substitute instructor at Erie County Technical School at the rate of pay of $75.00 per day and as a substitute instructional aide at the rate of pay of $11.87 effective February 25th pending receipt of clearance, and,

Joan Sonnenberg-Dismissal/Disability

Motion to dismiss Joan Sonnenberg and continue her benefits under disability retirement, per the classified unit contract Article V- Section 6- Leaves, E. Disability Leave, and,

Jim Sipes - C-2 Custodian- Regular status

Motion to grant regular employment status to Jim Sipes, a C-2 Custodian, effective February 15th, 2005 with a rate of $11.85, and,

Kathleen Palloto - Cafeteria Manager

Motion to approve Kathleen Palloto as Cafeteria Manager effective March 14, 2005 at a salary of $23,350, per the Administrative Compensation Plan, and,

Roger Meyer, C-2 Custodian-Resignation

Motion to accept the resignation of Roger Meyer, part-time custodian effective February 24, 2005, and,

RCTC Term IV

Motion to employ the attached list of instructors for RCTC_Term IV, and,

Ronald Pluta - Substitute Instructor

Motion to approve Ronald Pluta as a substitute instructor, effective February 24, 2005.

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

Operations

- Superintendent's Report—Dr. Jackson reported on the PAC meeting discussion:
  - Land use requests- County of Erie, Summit Township
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book)
- Solicitor's Report—Mr. Timothy M. Sennett
  - Letter sent to ECTS regarding Emergency Municipal Tax
  - Request to Sammartino and Associates for a fair market value and rental value property appraisal for parcels being considered for transfer/sale.
- 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)
- 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 – none this month

Student Field Trips and Fundraising

Metal Fab - LeBoeuf Manufacturing

Motion to approve a field trip for Metal Fab students to travel to LeBoeuf Manufacturing on March 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.

Facility Use Requests

ICAR

Motion to approve the use of facilities request from ICAR (Inter-Industry Conference on Auto Collision Repair) to use the Board Conference room for their monthly meeting on February 10, 2005 from 7:00p.m.-9:00p.m, and,

French Creek Council, BSA

Motion to approve the use of facilities request from French Creek Council, BSA for Venture Training on February 5, 2005 from 9:30a.m.-11:30a.m, and,

AASP

Motion to approve the use of facilities request from AASP on February 17, 2005 from 7:00p.m.-10:00p.m.for their monthly meeting.

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

Other Operations

Dr. Robert Towsey - Superintendent of Record

Motion to appoint Dr. Robert Towsey, Interim Superintendent of the Millcreek Township School District as the Superintendent of Record for the remainder of the 2004-2005 school year. The term of service will be January 25, 2005 to June 30, 2005.
Moved by Mrs. Niebauer, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.

School Calendar for 2005-06

Motion to approve the School Calendar for 2005-06 school year 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.

Waive Board Policy 009

Motion to waive Board Policy 009 Policy Formulation guidelines for final adoption of board policies.
Moved by Mr. Duda, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Adopt Board Policy 625-Procurement Cards

Motion to adopt Board Policy 625-Procurement Cards, as presented.
Moved by Mr. Duda, with second by Mr. Ogden.
The administration and board closely reviewed the proposed policy for use of a procurement card process.
The motion is approved with an all "ayes" voice vote.
(Copy of approved policy filed in the official minutes book and policy book)

Purchasing Card Users

Motion to approve the list of purchasing card users, as presented
Moved by Mr. Duda, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of list filed in official minute's book).

Other Business

Foundation/AFT Scholarship

Mr. Bucksbee agreed to serve on the Foundation/AFT Scholarship committee to select two worthy vocational students to receive $500 scholarships.
(Scholarship criteria and selection process description filed in official minute's book).

Supplemental Information

- Board attendance report
- Monthly Enrollment Report
- Work Experience Report
- RCTC Policy and Procedure Handbook-fulltime students
- Student response letter- sample
- Next meeting: March 24, 2005

Adjournment

Moved by Mr. Ogden with second by Mrs. Niebauer to adjourn the regular meeting.
Mr. Bucksbee adjourned the meeting at 8:40 pm.

Minutes prepared by,

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