

Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, October 28, 2004

Eagle's Nest Dining Area

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

6:00 PM – Work Session

1. Program Presentation in the Construction Trades laboratory:
Instructors: Mr. Charles Lytle and Mr. Dave Yanosko
2. Natural Resources and Environmental Sciences – Dr. Aldo Jackson and Dr. Verel Salmon

7:00 PM – Regular Meeting

3. Call to Order
4. Roll Call
5. Moment of Reflection
6. Pledge of Allegiance
7. **Motion to accept the Minutes of the September 23, 2004 Work Session and Regular Meeting, as presented.**
8. Introduction of Guests-
9. Correspondence- none
10. 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 \$296,858.12
- 7) Food Service Checks and Invoices, as presented; \$ 2093.67
- 8) Capital Reserve Fund Checks and Invoices, as presented; \$ 2,350.00
- 9) ECTS Foundation Checks and Invoices, as presented; \$ none
- 10) VISA purchasing card payment, as presented; \$ 72,182.19
- 11) Treasurer's Report, as presented.
- 12) General Fund Budget Transfers, as presented

11. Human and Quality Resources—Natalie Fatica

A. Report—Coordinator of Human and Quality Resources

- 1) **Motion to employ John Dumbeck at the rate of \$22.50 per hour as Term I RCTC instructor.**
- 2) **Motion to approve The Security Benefit Group of Companies as a Service Provider for the IRS code section 403 (b) contributory retirement plans.**
- 3) **Motion to hire Mr. John Viscuso as a substitute custodian at the rate of \$8.00 per hour beginning October 1, 2004.**
- 4) **Motion to hire Mr. James Sipes as a part time custodian at the rate of \$11.60 per hour beginning on or after November 1, 2004.**
- 5) **Motion to accept the request of Denise Cochran to transfer to a part time custodian (C-2) from a full time custodian (C-1), at the rate of \$11.85 per hour beginning on or after November 1, 2004.**
- 6) **Motion to employ the attached list of instructors for Term II RCTC.**
- 7) **Motion to hire Renee King to teach Medical Terminology I at \$22.50 per hour for 30 hours.**

12. Operations

A. Superintendent's Report—Dr. Verel Salmon

- B. Director's Report—Dr. Aldo Jackson
- C. Solicitor's Report—Mr. Timothy M. Sennett
- D. High School Report—Mr. Neil Donovan
- 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

J. Student Field Trips and Fundraising

- 1) Motion to approve the Cosmetology field trip to Angelo's Beauty Supply on November 19, 2004.**

K. Facility Use Requests

- 1) Motion to approve the use of facilities request from AASP– Alliance of Automotive Service Providers to use the Cafeteria for monthly meeting on October 21, 2004 from 7:00 – 10:00 PM.**

L. Other Operations- none

13. Other Business- none

14. Supplemental Information

- A. Board attendance report
- B. Enrollment Report
- C. Student Co-op report
- D. *Floor Care Professional* – Metal Fab student project article
- E. *The Press* – Plastics lab article
- F. **Next meeting: Tuesday, November 23, 2004 beginning at 6:00 PM**

15. Adjournment