Erie County Technical School
Meeting Minutes
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

Program Presentation in the Construction Trades laboratory

Construction Trades instructors Mr. Charles Lytle and Mr. Dave Yanosko presented a tour and verbal description of the curriculum and vocational requirements for the students enrolled in their program. The Operating Committee saw various shop projects that are underway in the lab showcasing the skills being taught.
All of the other instructors will be given an opportunity to present their labs to the Operating Committee during future monthly work sessions.

Environmental Sciences and Natural Resources (ESNR)

Dr. Aldo Jackson and Dr. Verel Salmon presented rationale for the implementation of a new Environmental Sciences and Natural Resources (ESNR) program. Supplemental material reviewed included a sample curriculum outline from Venango Technology Center, 2004 Northwest PA demand occupational list, and PA statewide occupations information. The proposed three-year program could begin with the 2005-2006 school year and would be the technical school's first agriculture education program in its 36 year history. The ESNR program would be designed to appeal to students whom have a career interest in such diverse fields as environmental science, agri-science, forestry management, landscape and turf grass management, parks and recreation and horticulture. With the Operating Committee approval the administration will draft a program of study, establish a program advisory committee and seek input from that group. The administration will also develop an equipment inventory and instructional materials list. Recruitment for the new program will begin Fall 2004.
(Supplemental information is filed in the official minutes book)
(See motion under Other Business section of the Regular Meeting)

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:05 pm

Roll Call

Mr. Fritz, 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	present
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	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	present
Mr. Patrick Holland, Supervisor of Student Services	present

Moment of Reflection
Pledge of Allegiance

Minutes of the September 23, 2004

Motion to accept the Minutes of the September 23, 2004 Work Session and Regular Meeting, as presented.
Moved by Mr. Duda, with second by Mrs. Niebauer
With no further discussion the motion is approved with an all "ayes" voice vote.
(Original minutes are filed in the official minutes book)

Guests and Comments

Guests present: Rosanne Gangemi, Mike Bednar, Charlie Lytle

Correspondence- none

Business

Report presented 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: $ 296,858.12
- Food Service Checks and Invoices, as presented: $ 2093.67
- Capital Reserve Fund Checks and Invoices, as presented: $ 2,350.00
- ECTS Foundation Checks and Invoices, as presented: $ none
- VISA purchasing card payment, as presented: $ 72,182.19
- Treasurer's Report, as presented.
- General Fund Budget Transfers, as presented

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 invoice lists are filed in the official minutes book).

Human and Quality Resources

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

John Dumbeck - Term I RCTC

Motion to employ John Dumbeck at the rate of $22.50 per hour as Term I RCTC instructor.
And,

Security Benefit Group of Companies

Motion to approve The Security Benefit Group of Companies as a Service Provider for the IRS code section 403 (b) contributory retirement plans.
And,

John Viscuso - substitute custodian

Motion to hire Mr. John Viscuso as a substitute custodian at the rate of $8.00 per hour beginning October 1, 2004.
And,

James Sipes – C-2 part time custodian

Motion to hire Mr. James Sipes as a C-2 part time custodian at the rate of $11.60 per hour (probationary rate) beginning on or after November 1, 2004.
And,

Denise Cochran - transfer to C-2 part time custodian

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.
And,

Term II RCTC

Motion to employ the attached list of instructors for Term II RCTC.
And

Renee King -RCTC Term II

Motion to hire Renee King to teach Medical Terminology I at $22.50 per hour for 30 hours, RCTC Term II.

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

Operations

- Superintendent's Report—Dr. Verel Salmon made verbal remarks supporting the work of the county-wide Civic Coordinating Committee and its efforts to seek ways that educational entities, and others, could collaborate.
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book).
- Solicitor's Report—Mr. Timothy M. Sennett-requested an executive session of the committee, at the end of the meeting, to discuss legal issues.
- 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

Student Field Trips and Fundraising

Cosmetology - Angelo's Beauty Supply

Motion to approve the Cosmetology field trip to Angelo's Beauty Supply on November 19, 2004.
And,

Facility Use Requests

AASP– Alliance of Automotive Service

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.

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

Other Business

Environmental Sciences and Natural Resources (ESNR) program

Motion to authorize ECTS administration to develop an Environmental Sciences and Natural Resources (ESNR) program which would be a three-year program beginning with the 2005-2006 school year.

Moved by Mr. Ogden, with second by Mrs. Niebauer
With no further discussion the motion is approved with all "ayes" voice vote.
(This program was discussed during the work session preceding the regular meeting)

Supplemental Information

- Board attendance report
- Enrollment Report
- Student Co-op report
- *Floor Care Professional* – Metal Fab student project article
- *The Press* – Plastics lab article

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

- Next meeting: Tuesday, November 23, 2004 beginning at 6:00 PM

Adjournment

Moved by Mr. Ogden, with second by Mrs. Niebauer to adjourn the regular meeting
Mr. Bucksbee adjourned the meeting at 7:45 pm.

Executive Session

Mr. Bucksbee, Chairperson, called an executive session of the committee to discuss legal matters and personnel issues including current arbitration cases and employee contract negotiations.

Minutes prepared by,

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