Erie County Technical School
Meeting Minutes
AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, September 23, 2004

Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session and Executive Session

Financial Statement Review – Felix and Gloekler, P.C.

James Gloekler, CPA, and Natalie Heberlein, CPA, reviewed the Financial Statements as prepared by Felix and Gloekler, P.C. for the year ended June 30, 2004. The report is in the format required by Governmental Accounting Standards Board (GASB), Statement 34. The report includes the auditor's unqualified opinion that the financial statements present fairly the financial position of the school and the report contains no findings or questioned costs. (Copy of the Audited Financial Statements is filed in the official minutes book and is available for public inspection).

Executive Session

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

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:50 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	present
Mr. Thomas Loftus	Iroquois	present
Mrs. Alice Niebauer	Millcreek	present
Mr. David Rodgers	North East	present
Mr. James Mitchell	Northwestern	Absent
Mrs. Nancy Cole	Union City	Absent
Mr. Eric Duda	Wattsburg	Absent

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 August 26, 2004

Motion to accept the Minutes of the August 26, 2004 Work Session and Regular Meeting, as presented.
Moved by Mr. Ogden, with second by Mr. Rodgers
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

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 $264,614.65
- Food Service Checks and Invoices, as presented; $ 1,209.84
- Capital Reserve Fund Checks and Invoices, as presented; $ 8,974.55
- ECTS Foundation Checks and Invoices, as presented; $ none
- VISA purchasing card payment-September, as presented; $ 22,509.29
- Treasurer's Report, as presented.

- General Fund Budget Transfers, none this month

Moved by Mrs. Niebauer, with second by Mr. Ogden.
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).

Audited Financial Statements

Motion to accept the Audited Financial Statements for the year ended June 30, 2004, as prepared by Felix and Gloekler, P.C.
Moved by Mrs. Rosendahl, with second by Mrs. Niebauer.
With no further discussion the motion is approved with an all "ayes" voice vote.
(Copy of audited statements is 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).

Substitute teachers-Dombrowski, Buecken

Motion to approve the addition of Nancy Dombrowski and Hans Buecken to the substitute teacher roster at the current pay rate of $75 per day
And,

Term I RCTC

Motion to employ Kimberly Peters, Eric Hartman and Jerry Hills at the rate of $22.50 per hour as Term I RCTC instructors
And,

Interpreter, Michelle Swain

Motion to approve a contract providing sign language/transliterating services for an adult student in Auto Mechanics, Term I by interpreter, Michelle Swain. Cost is $35.00 per hour for 45 hours, or $1575, (50% will be reimbursed by OVR)
And,

Patalon - substitute secretary

Motion to hire Jason Patalon as a substitute secretary at the rate of $8.00 per hour beginning September 23, 2004.

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

Administrative Compensation Plans

Mr. Bucksbee, Chairperson, removed the motion to approve the Administrative Staff and Business Manager Compensation Plans until a later date because of the committee's concerns with the effects of state legislation under Act 72 of 2004, Property Tax Relief for school districts and the impact on the technical school budget.

Operations

- Superintendent's Report—Dr. Verel Salmon discussed the possible addition of a course for Natural Resources and Environment in conjunction with Millcreek Twp. SD and Asbury Woods Nature Center. A sample course of study from Great Oaks Institute of Technology in Cincinnati, OH was distributed (Copy filed in official minutes book).
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book).
- Solicitor's Report—Mr. Timothy M. Sennett reviewed his letter regarding the tax status of educational tuition assistance paid to ECTS employees (Copy of letter filed in official minutes book).
- 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

Matthews- PhotoPlus-NYC

Motion to approve Mrs. Matthew's request to participate in the annual PhotoPlus conference in New York City on October 21 and 22, 2004. Registration and seminar fees total $420.00.
Moved by Mr. Ogden, with second by Mr. Sonney
With no further discussion the motion is approved with all "ayes" voice vote.

Student Field Trips and Fundraising - none

Facility Use Requests

Community College of Allegheny County

Motion to approve the use of facilities request from the Community College of Allegheny County on Tuesdays and Thursdays, September 9 through December 7, 2004, 6:00 – 10:00 PM at no charge.
Moved by Mrs. Niebauer, with second by Mr. Ogden
With no further discussion the motion is approved with all "ayes" voice vote.

AASP

Motion to approve the use of facilities request from AASP on September 16, 2004.
Moved by Mrs. Rosendahl, with second by Mrs. Vargulich
With no further discussion the motion is approved with all "ayes" voice vote.

Other Operations

Sunshine Services

Mr. Bucksbee removed the motion, upon the Director's recommendation, to approve the proposed contract with Sunshine Services for the cleaning of the Skill Center at a cost of $56.81 per cleaning visit effective September 23, 2004.
Dr. Jackson explained that ECTS custodial staff will be responsible for the cleaning work at the Skill Center building.

Donation of 2003 Pontiac Vibe

Motion to approve a donation of a 2003 Pontiac Vibe from the General Motors Corporation for use in the Automotive Technologies program.
Moved by Mrs. Niebauer, with second by Mr. Ogden
With no further discussion the motion is approved with all "ayes" voice vote.

Other Business

Revised strategic plan

Motion to approve the revised strategic plan, as presented.
Moved by Mrs. Vargulich, with second by Mrs. Rosendahl
Dr. Jackson reviewed the revised plan: Creating New Career Opportunities, A Strategic Vision for Erie County Technical School. (Copy is filed in the official minutes book).
The motion is approved with an all "ayes" voice vote.

Supplemental Information

- Board attendance report
- Kelly McMann – AYES Intern of the Year
- Assignment Assessment Rubric
- Enrollment Report
- Enrollment and Admissions Report
- Audited Financial Statements – June 30, 2004
- Creating New Career Opportunities-A Strategic Vision for the Erie County Technical School 2001-2007

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

- Next meeting: October 28, 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 8:25 pm.

Minutes prepared by,

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