Erie County Technical School

Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, August 26, 2004

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

Grievance Hearing

The Operating Committee convened at 5:00 pm for the purpose of hearing a grievance presented by the Professional Bargaining Unit AFT Local 1589.

Work Session and Executive Session

Student Satisfaction Surveys

Mr. Donovan reviewed the high school student satisfaction survey results for 2003-2004. (Copy filed in the official minutes book).

Strategic Plan Review

Dr. Jackson reviewed the Strategic Plan that was adopted for 2001- 2007. As required by PDE the JOC reviews the plan at it's midpoint to make appropriate changes. Dr. Jackson will bring a revised document to the September JOC meeting for approval, which will include the current Quality Action Plan.
(Copy of Strategic Plan filed in the official minutes book).

Operations

Mr. Bucksbee requested the operational reports be presented during the worksession:

- Superintendent's Report—Dr. Verel Salmon-verbal comments regarding planning for new programs possibly Natural Resources and Environment in conjunction with Millcreek Twp. SD and Asbury Woods Nature Center. Dr. Salmon also invited ECTS staff to the October in-service training at Millcreek Twp. SD.
- Director's Report—Dr. Aldo Jackson (Copy of report is filed in the official minutes book).
- Solicitor's Report—Mr. Timothy M. Sennett – no report
- 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).

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:20 pm

Roll Call

Mr. Fritz, Secretary, called the roll, Operating Committee members:

Mrs. Suzie Rosendahl	Fairview	Absent
Mr. John Ogden	Fort LeBoeuf	present
Mr. James Bucksbee	General McLane	present
Mrs. Marilyn Vargulich	Girard	Absent
Mr. James Sonney	Harbor Creek	present
Mr. Thomas Loftus	Iroquois	present
Mrs. Alice Niebauer	Millcreek	Absent
Mr. David Rodgers	North East	present
Mr. James Mitchell	Northwestern	Absent
Mrs. Nancy Cole	Union City	Absent
Mr. Eric Duda	Wattsburg	Present

<u>Administrators</u>

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 July 22, 2004

Motion to accept the Minutes of the July 22, 2004 Regular Meeting, 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.
(Original minutes are filed in the official minutes book)

Guests and Comments

Guests present: Rosanne Gangemi, Angela Gangemi, David Michalak, Suzanne Matthews - no comments

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 $300,297.02
- Food Service Checks and Invoices, as presented; $ none
- Capital Reserve Fund Checks and Invoices, as presented; $ none
- ECTS Foundation Checks and Invoices, as presented; $ none
- VISA purchasing card payment, as presented; $40,185.08
- Treasurer's Report, as presented.
- General Fund Budget Transfers, none this month

Moved by Mr. Sonney, with second by Mr. Duda.
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).

Food Service prices

Motion to set Food Service prices as follows, effective September 1, 2004:

- Student breakfast-paid $1.25
- Student breakfast-reduced $0.30
- Student lunch-paid $1.75
- Student lunch-reduced $0.40
- Adult breakfast $2.00
- Adult lunch $3.50

Moved by Mr. Sonney, with second by Mr. Loftus.
The motion is approved with an all "ayes" voice vote.

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).

Teacher orientation

Motion to pay Andrea Lucarotti, Donna Erdman and Samuel Mehler for two days of new teacher orientation, paid at their per diem rates.
And,

Substitute teacher list

Motion to approve the addition of Mr. Paul Jensen to the ECTS substitute teacher list
Motion to employ the attached list of instructors for 2004-2005-Term I- RCTC.

And,

Accuride, Inc.

Motion to approve a maximum of 130 hours for Mark Cyphert and 250 hours for Tom Kostreba at $22.50 per hour to provide weld instruction on-site at Accuride, Inc.
And,

Resignation of Valerie Burek

Motion to accept the resignation of Valerie Burek, S-2 Secretary, effective August 16th, 2004.
And,

Samuel Mehler - Networking Instructor

Motion to employ Samuel Mehler as half-time Networking Instructor, at step 3 column A/B with the salary of $ 33,558, prorated to half-time at $16,779 for the 2004-2005 school year, per the Professional Unit contract, pending receipt of Act 34 and Act 151 clearances.
And,

Timothy Cross - substitute custodian

Motion to hire Timothy Cross as a substitute custodian as needed at the rate of $8.00 per hour beginning August 27th 2004.
Moved by Mr. Ogden, with second by Mr. Duda
The committee reviewed the résumé's and credentials as presented.
(Copies are filed in official minutes book).
With no further discussion the motions are approved with all "ayes" voice vote.

Operations

Staff Travel

Jackson - 2004 NCLA Fall Conference

Motion to approve the travel request for Aldo Jackson to attend the 2004 NCLA Fall Conference to be held in Harwich, MA from September 29 to October 1, 2004.
Moved by Mr. Sonney, with second by Mr. Rodgers.
With no further discussion the motion is approved with all "ayes" voice vote.

Student Field Trips and Fundraising

Commercial Art - New York City

Motion to approve the field trip request of Ms. Matthews for her Commercial Art students to New York City for an educational field trip on April 6th through the 9th, 2005.
And,

Skills USA-Annual candy sale

Motion to approve the annual candy sale fund raising project for the Skills USA student organization.
Moved by Mr. Sonney, with second by Mr. Duda.
With no further discussion the motions are approved with all "ayes" voice vote.

Facility Use Requests

Erie County School Counselors

Motion to approve the use of facilities request from Erie County School Counselors for October 20, 2004 from 4:00-6:00 PM.
Moved by Mr. Loftus, with second by Mr. Rodgers.
With no further discussion the motion is approved with all "ayes" voice vote.

Other Operations

Secondary tuition rate

Motion to set the secondary tuition rate at $7.00 per class hour, effective for the 2004-2005 school year.
Moved by Mr. Sonney, with second by Mr. Duda.
With no further discussion the motion is approved with all "ayes" voice vote.

Cooperative education program - altered

Motion to accept the administration's recommendation that the cooperative education program be altered, in terms of staffing patterns, effective with the 2004-2005 school year due to the persistent decline in student participation in the cooperative education program.
Moved by Mr. Sonney, with second by Mr. Ogden.
With no further discussion the motion is approved with all "ayes" voice vote.

Supplemental Information

- Board attendance report
- Article –American Hotel and Lodging Association
- A Better School Through ISO, 3DM, and Strategic Planning
- ECTS Scorecard
- HS Course Evaluation
- Vision Diagram
- Strategic Plan – 2001-2007
- 2004 Governor's Institute

    (Copies of all supplemental items filed in official minutes book).
- Next meeting: September 23, 2004 beginning at 6:00 PM

Adjournment

Moved by Mr. Ogden, with second by Mr. Duda to adjourn the regular meeting
Mr. Bucksbee adjourned the meeting at 7:40 pm.

Executive Session

Mr. Bucksbee, Chairperson, called an executive session of the committee to discuss personnel issues including the AFT Local 1589 grievance and the Classified employee contract negotiations.

Minutes prepared by,

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