

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

Thursday, March 23, 2006

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

6:00 PM - Work Session

- Donna Erdman, instructor, provided a presentation of the Child Care program.
- 2006-2007 General Fund Budget– Aldo Jackson, Director, presented a summary review of the proposed budget as prepared by ECTS administration that has been reviewed by the district superintendents (Copy filed with the official minutes).

Regular Meeting

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7.45 pm.

Moment of Reflection

Pledge of Allegiance

Paul Fritz, Secretary, called the roll:

Committee members:

Mrs. Suzie Rosendahl	Fairview	Absent
Mr. John Ogden	Fort LeBoeuf	Present
Mr. Robert Heath	Girard	Present
Mr. James Bucksbee	General McLane	Present
Mr. Jack Wood	Harbor Creek	Present
Mr. Thomas Loftus	Iroquois	Present
Mrs. Susan Sullivan	Millcreek	Present
Mr. David Rodgers	North East	Present
Mr. Donald Linder	Northwestern	Present
Mrs. Loretta Price	Union City	Absent
Mr. Eric Duda	Wattsburg	Present

Administrators

Dr. Judy Miller, Superintendent of Record	Present
Dr. Aldo Jackson, Director	Present
Mr. Timothy Sennett, Solicitor	Present
Mr. John Hansen, Principal	Present
Mr. Paul Fritz, Business Manager and Board Secretary	Present
Ms. Natalie Fatica, Coordinator of Human and Quality Resources	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

Meeting Minutes of February 23, 2005

Motion to accept the Meeting Minutes of February 23, 2005 as presented.

Moved by Mrs. Sullivan, with second by Mr. Ogden.

With no further discussion the minutes are approved, as presented, with an all “ayes” voice vote.
(Copy is filed with the official minutes)

Guests and Comments

Guest present: Patricia Palo

Correspondence-none

Business

Report – presented during work session - by Paul Fritz, Business Manager (Copy filed with the official minutes).

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 \$ 188,594.99
- Food Service Checks and Invoices, as presented; \$ 616.06
- Capital Reserve Fund Checks and Invoices, as presented; \$ 8,974.55
- ECTS Foundation Checks and Invoices, as presented; \$ 0.00
- VISA purchasing card payment, as presented; \$ 57,457.13
- Treasurer’s Report, as presented
- General Fund Budget Transfers, none this month

Moved by Mr. Wood, with second by Mr. Heath

With no further discussion, the motion is approved with an all “ayes” voice vote.
(Copies of all reports, payments, and check lists are filed with the official minutes).

2006-2007 General Fund Budget

Motion to recommend the 2006-2007 General Fund Budget to the participating school districts for adoption in the amount of \$5,859,316 of total expenditures with Secondary Program District Contributions, per the funding formula, in the total amount of \$3,018,487.

Moved by Mr. Ogden, with second by Mr. Loftus

The motion is approved with a voice vote:

Voting affirmative (aye): Ogden, Heath, Bucksbee, Wood, Loftus, Sullivan, Rodgers, Linder.

Voting negative (no): Duda.

Absent: Rosendahl, Price

(Copy of the budget is filed with the official minutes).

Human and Quality Resources

Report – presented during work session by Natalie Fatica, Coordinator of Human and Quality Resources (Copy filed with the official minutes).

Jeffrey Smith as Information and Technology Manager

Motion to employ Jeffrey Smith as Information and Technology Manager to begin on or after March 24, 2006 at the annual salary of \$50,000 with compensation and benefits according to the Administrative Compensation Plan- Tier I Administrator; and

Term IV RCTC

Motion to employ the attached list of instructors for Term IV RCTC; and

Marchelle Eberle, George Dickey – substitute instructors

Motion to approve the addition of Marchelle Eberle and George Dickey to the substitute instructor list at Erie County Technical School effective March 23, 2006 at the rate of pay of \$75.00 per day; and

Susan Tatalone, RCTC S-3 Secretary

Motion to grant regular employment status to Susan Tatalone, RCTC S-3 Secretary, effective January 30, 2006 at the rate of \$11.82 per hour; and

Karen Moody

Motion to contract with Karen Moody to provide interpretive services for adult student, at hourly rate of \$30.00, not to exceed 45 hours. Office of Vocational Rehabilitation will reimburse us 50% of the total cost; and

Robert Craft- NTHS

Motion to pay Robert Craft a \$500.00 stipend for advising the National Technical Honor Society; and

Kimberly Haupt-substitute food service aide

Motion to hire Kimberly Haupt as a substitute food service aide at the rate of \$8.00 per hour beginning on or after April 3, 2006; and

Robert McCarthy, Marc King - substitute custodians

Motion to hire Robert McCarthy and Marc King as substitute custodians at the rate of \$8.00 per hour beginning on or after March 24, 2006 pending clearances.

All the above moved by Mrs. Sullivan, with second by Mr. Wood
With no further discussion, the motions are approved with an all “ayes” voice vote.

Operations

- Superintendent's Report—Dr. Judy Miller (Copy of report is filed with the official minutes)
- Director's Report—Dr. Aldo Jackson (Copy of report is filed with the official minutes)
- Solicitor's Report—Mr. Timothy M. Sennett – request executive session to discuss real estate sale.
- High School Report— Mr. John Hansen (Copy of report is filed with the official minutes)
- RCTC Report—Mrs. Mary Ellen Camp (Copy of report is filed with the official minutes)
- Facilities Manager's Report—Mr. Steven Sceiford (Copy of report is filed with the official minutes)
- Technology Manager's Report—no report
- Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht (Copy of report is filed with the official minutes)

Staff Travel

Mary Ellen Camp- Washington D.C.-Women Work!

Motion to approve Mary Ellen Camp's travel to the Women Work! National Conference in Washington, DC from April 5 – 7. Approximate cost is \$900, to be paid from the New Choices/New Options grant.

Moved by Mr. Ogden, with second by Mrs. Sullivan

With no further discussion, the motion is approved with an all "ayes" voice vote.

Student Field Trips and Fundraising

Commercial Art- Edinboro University-March 28, 2006

Motion to approve the field trip request for Suzanne Matthews and 20 of her Commercial Art students to travel to Edinboro University for the annual High School Art Day on March 28, 2006; and

Graphic Communication-McCarty Printing-April 6, 2006

Motion to approve the field trip request for Mr. Joseph Salorino and his afternoon Graphic Communications students to travel to McCarty Printing to witness application of printing/bindery processes on April 6, 2006; and

Drafting & Design-BCCC- April 19, 2006

Motion to approve the field trip request for the Drafting & Design class on April 19, 2006 to travel to the Butler County Community College Drafting Contest and Technology Fair; and

Child Care-April 28, 2006

Motion to approve a field trip for Child Care Services students to two area day care centers to be scheduled for Friday, April 28, 2006.

All the above moved by Mrs. Sullivan, with second by Mr. Ogden

With no further discussion, the motion is approved with an all "ayes" voice vote.

Facility Use Requests

German Shepherd Dog Club-October 1, 2006

Motion to approve the use of facilities request from the German Shepherd Dog Club of NWPA to use the school grounds for dog training every Tuesday beginning May 2006 and ending October 1, 2006.

Moved by Mr. Duda, with second by Mrs. Sullivan

With no further discussion, the motion is approved with an all "ayes" voice vote.

Other Operations

School Calendar for 2006-2007

Motion to approve the School Calendar for 2006-2007 school year as presented.

Moved by Mr. Ogden, with second by Mr. Duda

With no further discussion, the motion is approved with an all "ayes" voice vote.

(Copy of calendar filed in official minutes)

Surplus list

Motion to approve the attached list of equipment and supplies as surplus and available for disposition.

Moved by Mrs. Sullivan, with second by Mr. Linder

With no further discussion, the motion is approved with an all "ayes" voice vote.

(Copy of list filed in official minutes)

Tim Rocco Auctioneers

Motion to approve Tim Rocco Auctioneers to conduct an auction of surplus equipment and supplies at a fee of seven percent (7%) of the sales proceeds and \$800.00 for the setup and promotional costs, on a date to be set prior to June 30, 2006.

Moved by Mr. Duda, with second by Mr. Wood

With no further discussion, the motion is approved with an all "ayes" voice vote.

Penn-Ohio Machinery Co

Motion to approve Penn-Ohio Machinery Co. to conduct a sale of surplus equipment at no cost to Erie County Technical School with all associated costs to be paid by the buyers of the equipment and all sales transactions are to be completed by June 30, 2006.

Moved by Mr. Duda, with second by Mr. Heath

With no further discussion, the motion is approved with an all "ayes" voice vote.

Other Business

PSBA Code of Conduct

Motion to adopt the PSBA Code of Conduct standards for effective school governance.

Moved by Mrs. Sullivan, with second by Mr. Duda

With no further discussion, the motion is approved with an all "ayes" voice vote.

(Copy filed with official minutes)

Sam Ring-Northwestern SD

Motion to accept the appointment of Sam Ring as Operating Committee representative from Northwestern School District, effective with the next Operating Committee meeting.

Moved by Mr. Linder, with second by Mrs. Sullivan

With no further discussion, the motion is approved with an all "ayes" voice vote.

Zibo, China trip

Mr. Bucksbee briefly reminded the committee that a contingent is planning a trip to Zibo, China in June to visit vocational training facilities, etc. and requested ECTS Foundation support for some of the associated incidental costs including the customary presentation gifts and a dinner.

Motion for the ECTS Foundation to purchase presentation gifts and dinner on the June 2006 China trip not to exceed \$2,000.

Moved by Mr. Linder, with second by Mrs. Sullivan

With no further discussion, the motion is approved with an all "ayes" voice vote.

Supplemental Information

- Board attendance report
- Work Experience Placement Report
- National Skill Standards Matrix for ECTS Programs
- Leadership and Management Survey results
- The News-Herald – Tuesday, March 7, 2006 – Community College report
- ECTS- Special Education Services- range of services chart
- Chapter 339 Vocational Educational Standards – sample audit checklist
- SkillsUSA 2006 Competition results
(Copies of all the above filed with official minutes)
- Next meeting: April 27, 2006

Executive Session-real estate

Mr. Bucksbee called for an executive session of the committee at 8:40 pm to discuss sale of real estate.

Mr. Bucksbee called the regular committee meeting back to order at 9:30 pm.

Sale of 25.5 acres of unused land to Erie County

Motion to recommend to the school districts for approval the sale of 25.5 acres of unused land for \$350,625.00 to Erie County based on a new site plan to be drawn with the least amount of additional road frontage possible.

Moved by Mrs. Sullivan, with second by Mr. Duda.

With no further discussion, the motion is approved with an all "ayes" voice vote, with an abstention from Mr. Loftus (citing conflict of interest as a county employee).

Adjournment

Moved by Mrs. Sullivan, with second by Mr. Ogden to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 9:40 pm.

Minutes prepared by,

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