Erie County Technical School
Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors

Tuesday, November 22, 2005

Eagles Nest

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

6:00 PM - Work Session

Special Education

Dr. Jackson discussed with the operating committee the services provided to students with special needs. Current services include adaptations based on disability, reading skills reinforcement and mathematics instruction. The discussion included expanding services beyond adaptations and including more remediation. The administration is reviewing the personnel and financial resources associated with providing adaptive and remedial services.

SchoolDESX Grade Card

Mr. Hansen reviewed the SchoolDESX grade card later with his Operations report.

Regular Meeting

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

Moment of Reflection

Pledge of Allegiance

Roll Call

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. 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. Loretta Price	Union City	Present
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	Absent
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

Minutes of October 27, 2005

Motion to accept the Meeting Minutes of October 27, 2005 as presented.
Moved by Mrs. Niebauer, 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

Guests present:
Rosanne Gangemi, Elaine Shaffer, Patty Palo

Correspondence - none

Business

Report – presented 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 $ 135,764.78
- Food Service Checks and Invoices, as presented; $ 5,268.77
- Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- ECTS Foundation Checks and Invoices, as presented; $ 0.00
- VISA purchasing card payment, as presented; $ 59,940.41
- Treasurer’s Report, as presented
- General Fund Budget Transfers, none this month

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

Human and Quality Resources

Resignation of Linda Luthringer-S-3

Motion to accept resignation of Linda Luthringer as RCTC Secretary effective November 7, 2005, **and**

RCTC Term II instructors

Motion to employ Betty Diegelman, Lisa Tirpak, and Phylis Zimmermann at the rate of $22.50 per instructional hour as RCTC Term II instructors, **and**

Alford, Nothum, Stuyvesant-substitute custodians

Motion to employ Robert Alford, Merle Nothum and Mark Stuyvesant as substitute custodians at a rate of $8.00 per hour, conditioned on receipt of appropriate clearances, **and**

Ralston-Smolko - sub teacher

Motion to approve Donna Ralston-Smolko as a substitute teacher pending updated clearances.

All Moved by Mrs. Niebauer, with second by Mr. Rodgers
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 verbally reported on the following items:
    - Property appraisal to be completed by Robert Glowacki – 20 acres at Flower and Pagan Roads.
    - Lease agreement completed with NIRC for Skill Center Building welding training.
    - November 9th meeting with Erie Area Automotive Dealers to enhance partnerships with ECTS.
- High School Report— Mr. John Hansen (Copy of report is filed with the official minutes)
    - Mr. Hansen also described the revised Grade Card from SchoolDESX
- 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—Mr. Jerry Baker (Copy of report is filed with the official minutes)
- Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht (Copy of report is filed with the official minutes)

Staff Travel

Sargent-March 13, 2006

Motion to approve Mariea Sargent, Drafting and Design Instructor, to attend the Architectural Desktop Basics Workshop in Butler, PA on March 13, 2006.
Moved by Mr. Ogden, with second by Mr. Duda
With no further discussion, the motion is approved with an all "ayes" voice vote.

Student Field Trips and Fundraising - none this month

Facility Use Requests

SNAPa

Motion to approve the use of facilities request from SNAPa (formerly PSFSA) to use the cafeteria for a regional dinner on December 5, 2005 pending proof of insurance, **and**

Transition Council

Motion to approve the use of facilities request from the Transition Council to use a conference room for transition staffing meetings on November 17, 2005, November 18, 2005, and November 29, 2005 from 8:30a.m.-3:30p.m.

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

Other Operations

Automobile Lease-Ferrando

Motion to enter a 36 month lease agreement with Bob Ferrando Lincoln Mercury Sales, Inc. for a 2006 Mercury Montego, as quoted at $339.78 per month.
Moved by Mr. Sonney, with second by Mrs. Niebauer
Mr. Fritz described the use of the car and the justification for a lease.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Electronics bid-Electonix Express

Motion to award the Electronics equipment bid to Electronix Express of Avenel, NJ in the amount of $12,180.00 for a quantity of 12 units of each item, per the bid specifications.
Moved by Mr. Sonney, with second by Mr. Duda
With no further discussion, the motion is approved with an all "ayes" voice vote.

Lease-NIRC-Skill Center

Motion to approve a lease with Northwest Industrial Resource Center for portions of the Skill Center Building and associated training materials for $29,000 to conduct welding training.
Moved by Mrs. Niebauer, with second by Mr. Loftus
With no further discussion, the motion is approved with an all "ayes" voice vote.

Other Business- none

Supplemental Information

- Board attendance report (Copy filed in official minutes book)
- Work Experience Placement Report (Copy filed in official minutes book)
- DACUM-Natural Resources and Environmental Sciences (NRES) (Copy filed in official minutes book)
- Cost for equipment and supplies- NRES program (Copy filed in official minutes book)
- **Next meeting: Tuesday, December 13, 2005**

Executive Session

Mr. Bucksbee called an executive session of the committee, to be held after the regular meeting is adjourned, to discuss personnel matters.

Adjournment

Moved by Mr. Ogden, with second by Mr. Duda to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:15 pm.

Minutes prepared by,

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