

Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, January 26, 2006

Eagles Nest

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

6:00 PM - Work Session

1. Strategic Vision and Quality Action Plan review
2. Executive Session- discussion of legal and real estate items

7:00 PM - Regular Meeting

1. Call to Order
2. Moment of Reflection
3. Pledge of Allegiance
4. Roll Call

A. Motion to accept the appointment of Donald Linder as Operating Committee representative from Northwestern School District.

5. Motion to accept the Meeting Minutes of December 13, 2005 as presented.

6. Introduction of Guests

7. Correspondence-letters of intent to retire: Donnell, Harpst, Heubel, and Kalinowski

8. Business—Paul Fritz

B. Report - Business Manager

C. Motion to approve the following reports, payments and invoices:

- 1) General Fund Revenue and Expenditure Reports, as presented
- 2) Food Service Fund Revenue and Expenditure Reports, as presented
- 3) Capital Reserve Fund Revenue and Expenditure Reports, as presented
- 4) ECTS Foundation Report, as presented
- 5) Student Activities Report, as presented
- 6) General Fund Checks and Invoices, as presented \$ 180,559.16
- 7) Food Service Checks and Invoices, as presented; \$ 941.84
- 8) Capital Reserve Fund Checks and Invoices, as presented; \$ 0.00
- 9) ECTS Foundation Checks and Invoices, as presented; \$ 0.00
- 10) VISA purchasing card payment, as presented; \$ 52,571.71

- 11) Treasurer's Report, as presented
- 12) General Fund Budget Transfers, none this month

- D. Motion to accept the Auditor General's report for fiscal years ending June 30, 2004 and 2003 and to submit the responses to PA Department of Education, as attached herein.**

9. Human and Quality Resources—

- A. Report—Coordinator of Human and Quality Resources
 - 1) **Motion to grant Paul Brenneman a disability leave of absence effective January 23, 2006 without pay in accordance with the contract Article VI- Section 17- Disability Leave.**
 - 2) **Motion to approve the addition of Mariea Sargent as a substitute instructor for the 2005-2006 second semester in Drafting and Design at the rate of pay of \$200.00 per day effective January 23, 2006.**
 - 3) **Motion to approve the addition of Linda Pankratz to the substitute instructor list at Erie County Technical School effective January 26, 2006 at the approved substitute rate of pay of \$75.00 per day.**
 - 4) **Motion to accept Helen Rock's request to retire effective April 18, 2006.**

10. Operations

- A. Superintendent's Report—Dr. Judy Miller
- B. Director's Report—Dr. Aldo Jackson
- C. Solicitor's Report—Mr. Timothy M. Sennett
- D. High School Report— Mr. John Hansen
- E. RCTC Report—Mrs. Mary Ellen Camp
- F. Facilities Manager's Report—Mr. Steven Sceiford
- G. Technology Manager's Report—Mr. Jerry Baker
- H. Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht
- I. Staff Travel
 - 1) None this month
- J. Student Field Trips and Fundraising
 - 1) **Motion to approve a field trip to Lancaster, PA for the State Lodging and Management Competition March 8-11, 2006 for four Tourism and Hospitality Management students at a cost of \$1100.**
 - 2) **Motion to approve the field trip request for Ms. Suzanne Matthews and her Commercial Art students to New York City from April 26-April 29, 2006.**

K. Facility Use Requests

- 1) **Motion to approve the use of facilities request from the Career Alternative Education Program (CAEP) to use the Eagle's Nest/Kitchen for a SARCC Board Meeting on Monday, February 6, 2006.**
- 2) **Motion to approve the use of facilities request from Penn State – Erie County Cooperative Extension to use the cafeteria for a 4-H Club Cook-off on Saturday, April 1, 2006 from 7:30a.m.-2:00p.m.pending proof of insurance.**
- 3) **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.**
- 4) **Motion to approve the use of facilities request from the German Shepherd Dog Club of NWPA to use the school restrooms and grounds for the 30th Annual Specialty and Obedience Dog Show on September 16, 2006 from 8:00a.m.-3:00p.m.**
- 5) **Motion to approve the use of facilities request from the CCAC Public Safety to use the Health Assistant Lab on Tuesdays and Thursdays, beginning January 24, 2006 through May 23, 2006 from 6:00PM – 10:00PM for an Emergency Medical Training (EMT) class.**

L. Other Operations

- 1) **Motion to award the Metal Fabrication equipment bid award to Fox Machinery Associates, Inc. of Bridgeport, PA in the amount of \$46,545.00 for one hydraulic ironworker, per the bid specifications.**
- 2) **Motion to consider: the sale of 20 acres of land to the County of Erie.**

11. Other Business

- A. **Board Policy 281.1 is presented for Operating Committee review at this meeting, with subsequent adoption at the next meeting on February 23, 2006.**

12. Supplemental Information

- A. Board attendance report
- B. Work Experience Placement Report
- C. Vision Diagram
- D. Career Planning Associates-Evaluation Process
- E. **Next meeting: February 23, 2006**

13. Adjournment