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

Tuesday, December 13, 2005

<u>Eagles Nest</u>
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM - Work Session

- Holiday meal prepared by Culinary Arts enjoyed by Committee Members

- Introduction of newly appointed committee members- Mr. Wood, Mrs. Sullivan

- Operations reports were presented:

  - Business Manager's Report - Paul Fritz (Copy filed with the official minutes).
  - Superintendent's Report—Dr. Judy Miller – no report
  - Director's Report—Dr. Aldo Jackson (Copy of report is filed with the official minutes)
  - Solicitor's Report—Mr. Timothy M. Sennett
    - Reported that the property appraisal for the 20 acre parcel is underway
    - Mr. Sennett will be meeting with newly elected County Executive Mark DiVecchio regarding the Public Safety building project.
    - Presented a summary of new PDE Chapter 12 Student regulations
  - 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—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)

7:00 PM - Organizational Meeting

Call to Order

Mr. Sennett, Solicitor, as Temporary Chairperson called the meeting to order at 7:00 pm

<u>Moment of Reflection</u>

<u>Pledge of Allegiance</u>

District appointed committee members

Motion to accept the following district appointed committee members:

- John Ogden, Fort LeBoeuf: 3 year term 2005-2008
- Robert Heath, Girard: 3 year term 2005-2008
- Jack Wood, Harbor Creek: 3 year term 2005-2008
- Tom Loftus, Iroquois: 3 year term 2005-2008
- Susan Sullivan, Millcreek: 2 year term 2005-2007

Moved by Mr. Bucksbee with second by Mrs. Rosendahl
With no further discussion, the motion is approved with an all "ayes" voice vote of carryover members (Rosendahl, Bucksbee, Heath, Loftus, Rodgers, and Price)

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

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

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

Chairperson election- Mr. Bucksbee

Mr. Ogden nominated Mr. Bucksbee to be chairperson for 2006.
Mr. Loftus seconded the nomination for chairperson.

Mr. Ogden moved to close the nominations for chairperson.
Mrs. Sullivan seconded the motion to close nominations.
Motion to close nominations approved with an all "ayes" voice vote.

Mr. Bucksbee is elected chairperson with an all "ayes" voice vote.
Mr. Bucksbee abstained from voting for himself.

Temporary Chairperson Sennett turns gavel over to newly elected Chairperson, Mr. Bucksbee.

Vice-Chairperson election- Mr. Ogden

Mrs. Rosendahl nominated Mr. Ogden to be vice-chairperson for 2006.
Mrs. Price seconded the nomination for vice-chairperson.

Mrs. Sullivan moved to close the nominations for vice-chairperson.
Mr. Loftus seconded the motion to close nominations.
Motion to close nominations approved with an all "ayes" voice vote.

Mr. Ogden is elected vice-chairperson with an all "ayes" voice vote.
Mr. Ogden abstained from voting for himself.

Committee Meeting Schedule- 2006

Motion to schedule committee meetings for 2006 on the fourth Thursday of each month, except the third Tuesday of November and December with work sessions beginning at 6:00 pm and the regular meetings beginning at 7:00 pm. Meetings will be held at Erie County Technical School.

- Thursday, **January 26**, 2006
- Thursday, **February 23**, 2006
- Thursday, **March 23**, 2006
- Thursday, **April 78**, 2006
- Thursday, **May 25**, 2006
- Thursday, **June 22**, 2006
- Thursday, **July 27**, 2006
- Thursday, **August 24**, 2006
- Thursday, **September 28**, 2006
- Thursday, **October 26**, 2006
- Tuesday, **November 21**, 2006
- Tuesday, **December 19**, 2006

Regular Meeting

Mr. Bucksbee, Chairperson, convened the regular meeting

Meeting Minutes of November 22, 2005

Motion to accept the Meeting Minutes of November 22, 2005 as presented.
Moved by Mr. Ogden, with second by Mrs. Price.
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, Patty Palo

Correspondence – None this month

Business

Report – presented during work session

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 $ 228,027.93
- Food Service Checks and Invoices, as presented; $ 2,082.51
- 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; $ 64,336.40
- Treasurer's Report, as presented
- General Fund Budget Transfers, none this month

Moved by Mrs. Sullivan, 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 check lists are filed with the official minutes).

Human and Quality Resources

Term III – RCTC

Motion to employ the attached list of instructors for 2005-06 Term III – RCTC, **and**

Carrie Britton - RCTC part-time secretary (S-3)

Motion to employ Carrie Britton as RCTC part-time secretary (S-3) at the probationary rate of $11.57 per hour. Employment conditioned on Ms. Britton submitting appropriate clearances.

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

Operations

Department reports were presented during the work session preceding the regular meeting.

Staff Travel – None this month

Student Field Trips and Fundraising

Drafting and Design to Triangle Tech – February 2, 2006

Motion to approve a field trip to Triangle Tech on Thursday, February 2, 2006 for the p. m. students and 3 a.m. juniors from our drafting and design lab at no cost to the students or ECTS.

Moved by Mr. Ogden, with second by Mrs. Sullivan
With no further discussion, the motion is approved with an all "ayes" voice vote.

Facility Use Requests – None this month

Other Operations – None this month

Other Business

Dr. Jackson will coordinate a January 2006 date and time for new board member orientation with Mr. Wood, Mr. Heath, and Mrs. Sullivan (and Northwestern appointee).

ECTS Foundation contribution

Moved by Mr. Ogden, with second by Mrs. Sullivan to match the amount of the contributions received from ECTS staff and individuals to purchase gift cards for ECTS disadvantaged students.
The motion is approved with an all "ayes" voice vote.
(Copy of staff contribution request is filed with the official minutes)

Supplemental Information

- Board attendance report
- Work Experience Placement Report
- **Next meeting: Thursday, January 26, 2006**

Adjournment

Moved by Mr. Ogden, with second by Mrs. Sullivan to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:18 pm.

Minutes prepared by,

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