**Erie County Technical School**
**Meeting Minutes**
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**

- Dr. Jackson reviewed the Strategic Vision and Quality Action Plan – Supplemental Information section of agenda.
  (Copies of documentation filed with official minutes)

- Mr. Bucksbee called an Executive Session at 6:30 pm for discussion of legal and real estate negotiations items.

**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 | Present |
| 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 | 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 | 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 |

**Donald Linder**

Motion to accept the appointment of Donald Linder as Operating Committee representative from Northwestern School District**.**
Moved by Mrs. Rosendahl, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.

**Meeting Minutes of December 13, 2005**

Motion to accept the Meeting Minutes of December 13, 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**

Guests present: Elaine Shaffer, Rosanne Gangemi

**Correspondence**

Letters of intent to retire: Donnell, Harpst, Heubel, and Kalinowski
(Copies of letters filed with official minutes)

**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 $ 180,559.16
- Food Service Checks and Invoices, as presented; $ 941.84
- 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; $ 52,571.71
- Treasurer's Report, as presented
- General Fund Budget Transfers, none this month

Moved by Mrs. Rosendahl, with second by Mrs. Sullivan
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).

**Auditor General's report - June 30, 2004 and 2003**

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.
Moved by Mrs. Rosendahl, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copies of the AG report and response are filed with the official minutes).

## Human and Quality Resources

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

**Brenneman - disability leave of absence**

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**, and**

**Mariea Sargent - substitute instructor-Drafting and Design**

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**, and**

**Linda Pankratz - substitute instructor**

Motion to approve the addition of Linda Pankratz to the substitute instructor list effective January 26, 2006 at the approved substitute rate of pay of $75.00 per day**, and**

**Helen Rock- retirement**

Motion to accept Helen Rock's request to retire effective April 18, 2006**, and**

**RCTC Term III instructors**

Motion to employ Patricia Mayer, Mike Miller, and James Henderson at the rate of $22.50 per hour as term III RCTC instructors**, and**

**Angelica Towne-C-1 Custodian-resignation**

Motion to accept the resignation of Angelica Towne, C-1 Custodian, effective January 23, 2006**, and**

**Robert Marr - substitute instructor - Automotive Technologies**

Motion to approve Robert Marr as substitute instructor in Automotive Technologies at the rate of $150.00 per day, effective February 20, 2006.

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

## <u>Operations</u>

- 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 requested the committee consider releasing to Erie County officials the property appraisal completed by Robert Glowacki for 20 acres at Flower and Pagan Roads.

**Property appraisal report**

Motion to release to Erie County the property appraisal report prepared by Robert Glowacki and Assessment Evaluation, Inc. for the 20 acre parcel at Flower and Pagan Roads.
Moved by Mrs. Sullivan, with second by Mrs. Rosendahl
The motion is approved with an all "ayes" voice vote.
(Copy of report is filed with the official minutes)

- 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)

<u>Staff Travel – none this month</u>

<u>Student Field Trips and Fundraising</u>

**Tourism and Hospitality Management**

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**<u>, and</u>**

**Commercial Art**

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**<u>, and</u>**

**Career and Technical Education Week**

Motion to approve a field trip March 13-March 15, 2006 to Career and Technical Education Week in Harrisburg, PA for three ECTS students and Elaine Shaffer, Business Partnerships Coordinator**<u>, and</u>**

**Auto Technologies**

Motion to approve a field trip on February 22, 2006 to the Greater Pittsburgh Automotive Dealers Student Auto Skills Competition for two Auto Technologies students. The students will be accompanied by Dave Michalak, Auto tech instructor.

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

Facility Use Requests

**SARCC Board Meeting**

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, **and**

**Penn State – Erie County Cooperative Extension**

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, **and**

**German Shepherd Dog Club of NWPA**

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, **and**

**German Shepherd Dog Club of NWPA**

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.**, and**

**CCAC Public Safety**

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.

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

Other Operations

**Metal Fabrication equipment bid award**

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.
Moved by Mrs. Rosendahl, with second by Mrs. Sullivan
With no further discussion, the motions are approved with an all "ayes" voice vote.
(Copy of specifications and proposals filed with official minutes)

## Other Business

**Board Policy 218.1- Weapons**

Board Policy 218.1- Weapons was presented for Operating Committee review at this meeting, with subsequent adoption at the next meeting on February 23, 2006.
(Copy filed with official minutes)

## Supplemental Information

- Board attendance report
- Work Experience Placement Report
- Vision Diagram
- Quality Action Plan
- Career Planning Associates-Evaluation Process

(Copies of all the above filed with official minutes)

- Next meeting: February 23, 2006

**Executive session**

Mr. Bucksbee called for an executive session of the committee at 8:45 pm for legal and real estate issues.

Mr. Bucksbee reconvened the regular meeting at 9:10 pm.

Guests present representing Erie County: Mr. Joe Weindorf, Mr. Nick Sletzoff, Mr. Wallace Knox, and Ann Bloxdorf.

**Sale of Land**

Motion to authorize the ECTS Operating Committee Chairperson to enter into Articles of Agreement to be drafted by Erie County for the sale of 25.5 acres of land in the amount of $350,625.00 ($13,750 per acre) with Erie County paying all expenses including the Glowacki appraisal and transfer taxes and with the sale contingent upon:

1. Erie County Council approval;
2. All eleven (11) owner school districts' approval;
3. Phase I environmental study, paid by Erie County;
4. Erie County Court of Common Pleas approval;
5. Close real estate transfer by March 15, 2006, and
6. Funds from the sale will be retained by Erie County Technical School to be used at the discretion of the Operating Committee.

Moved by Mrs. Sullivan, with second by Mr. Ogden
Mr. Bucksbee, Chairperson, asked for a roll call vote.
The motion is approved with ten (10) members voting yea: Rosendahl, Ogden, Bucksbee, Heath, Wood, Loftus, Sullivan, Rodgers, Linder, and Price. One (1) member absent: Duda.

## Adjournment

Moved by Mr. Ogden, with second by Mrs. Sullivan to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 9:20 pm.

Minutes prepared by,

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