Erie County Technical School
Meeting Minutes
AVTS Operating Committee & ECTS Foundation Board of Directors
Thursday, June 23, 2005
Eagle's Nest Dining Area
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

John Hansen

- John Hansen- Principal introduction- Mr. Mitchell introduced John Hansen to the committee as the incoming high school principal. Mr. Hansen comes to ECTS from Northwestern SD, and previously Millcreek Township SD. Mr. Hansen begins his duties July 2005.

Leadership and Management Survey

- Leadership and Management Survey – Natalie Fatica reviewed the latest L & M survey results. The survey was completed by ECTS staff members.
  (Copy of results is filed with the official minutes.)

Staff reports

Mr. Bucksbee moved the staff reports from the regular meeting agenda to the work session.

- Report presented by Paul Fritz, Business Manager (Copy filed with the official minutes).
- Report presented by Natalie Fatica, Coordinator of Human and Quality Resources. (Copy of report filed with the official minutes)
- Superintendent's Report—Dr. Verel Salmon, verbally reported:
  - He has met with Dr. Miller, the incoming superintendent of record, to update her on ECTS matters
  - The Natural Resources and Environmental Sciences curriculum development is proceeding and should be completed in 2005-06
  - A trip to China is scheduled for the 3rd week of June 2006- for visiting the technical school in Zibo. Committee members and staff are urged to contact Dr. Jackson if interested in traveling with a contingent to China.
- Director's Report—Dr. Aldo Jackson –absent. Mr. Bucksbee reviewed the report (Copy of report is filed with the official minutes)
- Solicitor's Report—Mr. Timothy M. Sennett – verbally reported the Erie Club Picnic is July 28th and that committee members and staff will be receiving invitations, and suggested that the July Operating Committee meeting be scheduled earlier in the day.
- High School Report—no report
- 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)

Executive Session

- Executive Session – at 6:45 Mr. Bucksbee called an executive session of the committee for Mr. Sennett to discuss a recent arbitration decision, and real estate matters.

7:00 PM - Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson called the regular meeting to order at 7:00 pm

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

Mrs. Suzie Rosendahl	Fairview	Present
Mr. John Ogden	Fort LeBoeuf	Present
Mr. James Bucksbee	General McLane	Present
Mrs. Marilyn Vargulich	Girard	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	Present
Ms. Loretta Jackson	Union City	Present
Mr. Eric Duda	Wattsburg	Absent

Administrators:

Dr. Verel Salmon, Superintendent of Record	Present
Dr. Aldo Jackson, Director	Absent
Mr. Timothy Sennett, Solicitor	Present
Mr. Ed Kuhar, Acting Principal	Absent
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

Moment of Reflection

Pledge of Allegiance

Minutes of May 26, 2005

Motion to accept the Minutes of the May 26, 2005 Work Session and Regular Meeting, as presented.

Moved by Mr. Mitchell, with second by Mrs. Niebauer.
Mr. Loftus wishes the minutes be corrected to list him as attending the May meeting.
With no further discussion the minutes are approved, as amended, with an all “ayes” voice vote.
(Copy is filed with the official minutes).

Guests and Comments

Guests present: Rosanne Gangemi, Mike Bednar, and John Hansen- no comments

Correspondence

- Robert J. Boeh, GECAC, Erie PA Reentry Project (Copy filed with the official minutes)

Business

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 $ 291,472.18
- Food Service Checks and Invoices, as presented; $ 696.71
- Capital Reserve Fund Checks and Invoices, as presented; $ 88,662.15
- ECTS Foundation Checks and Invoices, as presented; $ 500.00
- VISA purchasing card payment, as presented; $ 30,245.82
- Treasurer’s Report, as presented
- General Fund Budget Transfers, none

Moved by Mrs. Niebauer, with second by Mr. Sonney
With no further discussion, the motion is approved with an all “ayes” voice vote.
(Copies of all reports, payments, and check lists are file with the official minutes).

Human and Quality Resources

Karen Moody -interpretive services
Michelle Swain- interpretive services

Motion to approve professional services contracts with Karen Moody for 15 hours of interpretive services at $35.00 per hour, May 9, 11, 12, and 16 and Michelle Swain for 18 hours of interpretive services at $35.00 per hour, June 13, 14, 16, 20, and 21, **and**

Deborah Ponting - substitute custodian

Motion to hire Deborah Ponting as a substitute custodian and seasonal help at the rate of $8.00 per hour beginning on or after June 24, 2005 pending clearances, **and**

Paul Brenneman - sabbatical leave

Motion to approve the sabbatical leave request from Paul Brenneman for the first semester of 2005-2006 school year for restoration of health as permitted by PA Public School Code, **and**

Samuel Mehler – resignation

Motion to accept the resignation of Samuel Mehler, Networking instructor, effective June 30, 2005, **and**

Revised- list-curriculum development

Motion to approve the attached-Revised- list of faculty and staff for summer 2005 curriculum development (copy of list filed with the official minutes).

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

Operations

Staff Travel

David Michalak - AYES Instructor Training

Motion to approve David Michalak to attend the AYES Instructor Training Conference in Dearborn, Michigan on July 18-22 2005.
Moved by Mr. Ogden, with second by Mrs. Niebauer
With no further discussion, the motion is approved with an all "ayes" voice vote.

Student Field Trips and Fundraising – none

Facility Use Requests

AYES Instructor Training

Motion to approve the use of facilities request from American Legion Post 11 to use the field located in the back of the main building for American Salute on July 16, 2005 pending proof of insurance.
Moved by Mrs. Rosendahl, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.

Other Operations

**Refrigeration training system- bid award-
Advanced Technologies Consultants**

Motion to award a purchase contract for a refrigeration training system to Advanced Technologies Consultants, Inc, Northview, MI. in the amount of $24,501.00, as specified in the bid proposal (copy of bid documents filed with the official minutes), **and**

$25.00 donation to Mc Dowell Air Force Junior ROTC

Motion to approve payment of a $25.00 donation to the Mc Dowell Air Force Junior ROTC program, **and**

$100.00 donation to the Fantasia Singers – Northwestern

Motion to approve payment of a $100.00 donation to the Fantasia Singers-Northwestern High School, **and**

Surplus equipment

Motion to approve the attached list of miscellaneous equipment and supplies as surplus and available for disposition. (Copy of list filed with the official minutes)

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

Other Business

Meeting time for July 28, 2005

Motion to change the meeting time for the July 28, 2005 meeting to 5:00 pm.
Moved by Mr. Sonney, with second by Mr. Loftus
With no further discussion, the motion is approved with an all "ayes" voice vote.

Supplemental Information

- Board attendance report
- Monthly Enrollment Report
- Work Experience Report
- Leadership & Management Survey-results
- Natural Resources and Environmental Sciences- DACUM

(Copies filed with the official minutes)

- **Next meeting: July 28, 2005**

Adjournment

Moved by Mr. Ogden, with second by Mr. Sonney to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:10 pm.

Minutes prepared by,

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