**Erie County Technical School**
**Meeting Minutes**
AVTS Operating Committee & ECTS Foundation Board of Directors
**Thursday, May 25, 2006**
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

**6:00 PM – Work Session**

- Suzanne Matthews, Instructor, presented a slideshow and review of the recent Commercial Art student field trip to NYC.

- Whitney Wagner, Commercial Art student, spoke regarding her experience at regional and state competitions and selection to attend the National SkillsUSA competition in Kansas City in June 2006.

- John Hansen, Principal, introduced two Tool & Die student finalists for the Patrick R. Locco Memorial Scholarship Award from the Manufacturers' Association of Northwest Pennsylvania: Justin Ford-Girard SD, and Anthony Fatica-Millcreek SD.

- Dr. Jackson presented the current numbers of student applications for school year 2006-07 (Copy filed with the official minutes)

- Mr. Bucksbee, Chairperson, called an executive session of the Committee at 6:50 pm to review the personnel motions on the regular meeting agenda.

**Regular Meeting**

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:40 pm.

**<u>Roll Call</u>**

Paul Fritz, Secretary, called the roll:

Committee members:

| | | |
|---|---|---|
| Mrs. Suzie Rosendahl | Fairview | Present |
| Mr. John Ogden | Fort LeBoeuf | Present |
| Mr. Robert Heath | Girard | Absent |
| 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. Sam Ring | Northwestern | Present |
| Mrs. Loretta Price | Union City | Present |
| Mr. Eric Duda | Wattsburg | Present |

Administrators:

| | |
|---|---|
| Dr. Judy Miller, Superintendent of Record | Present |
| Dr. Aldo Jackson, Director | Present |
| Mrs. Jennifer Gornall-Rouch, 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 |
| Mrs. Mary Ellen Camp, RCTC Manager | Present |
| Mr. Steve Sceiford, Facilities Manager | Present |
| Mr. Jeff Smith, Technology Manager | Present |
| Mrs. Janet Kennerknecht, Supervisor of Student Services | Absent |
| Mr. Patrick Holland, Supervisor of Student Services | Present |

## Moment of Reflection

## Pledge of Allegiance

### Minutes of April 27, 2006

Motion to accept the Minutes of the April 27, 2006 Work Session and Regular Meeting, as presented.
Moved by Mr. Duda, 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 signed in and present: Suzanne Matthews, Whitney Wagner, Patty Palo, Justin Ford, Charlie Lytle, Rosanne Gangemi, Phylis Zimmermann, and Anthony Fatica. No comments.

## 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 $ 177,530.33
- Food Service Checks and Invoices, as presented; $ 668.75
- 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; $ 43,944.41

- Treasurer's Report, as presented
- General Fund Budget Transfers, none
- And;

**Depositories of School Funds for 2006-07**

Motion to approve PNC Bank and PSDLAF/PNC and PLGIT as depositories of school funds for 2006-07, and;

**Newspaper of General Circulation for 2006-2007**

Motion to designate Erie Times News as newspaper of general circulation for 2006-07, and;

**Public Official Bonds**

Motion to purchase public official bonds for the Secretary and Treasurer for school year 2006-07 in the amount of $50,000 each.
All above items moved by Mr. Wood, with second by Mr. Duda.
With no further discussion, the motion is approved with an all "ayes" voice vote.

**Mr. Ogden-Treasurer for 2006-2007**

Moved by Mr. Rodgers, with second by Mrs. Sullivan to nominate Mr. Ogden as Treasurer for a one year term beginning July, 2006.
Moved by Mr. Ring, with second by Mr. Loftus to close the nominations for Treasurer.
With no further discussion Mr. Ogden is elected Treasurer with an all "ayes" voice vote.

## Human and Quality Resources

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

**Frank Paparelli, Plastics Instructor - Part-time**

Resolved that the Operating Committee has sufficient evidence to support the recommendation of the Administration to demote Frank Paparelli, Plastics Instructor, from full-time to part-time effective with the 2006-2007 school year, subject to his right to a hearing, and further that the Secretary and President are directed to serve notice on Frank Paparelli of this fact and to advise him of his right to a hearing.
Moved by Mr. Duda, with second by Mrs. Sullivan
Dr. Jackson informed the committee that a hearing will be held June 21, 2006, if needed. Mr. Bucksbee requested committee members to attend: Duda, Rosendahl, and Sullivan volunteered to attend.
With no further discussion, the motion is approved with an all "ayes" voice vote.

**Sandra Myers- Superintendent of Record - 2006-2007**

Motion to appoint Mrs. Sandra Myers, Superintendent of the Union City Area School District as the Superintendent of Record for the 2006-2007 school year. Mrs. Myers will be compensated for her service. The term of service will be July 1, 2006 to June 30, 2007.

**Superintendent of Record - Salary**

Motion to approve the amount of annual compensation for the superintendent of record effective July 1, 2006.
Moved by Mrs. Sullivan, with second by Mr. Duda.
Dr. Miller presented the PAC recommendation to increase the annual compensation from $1,800 to $3,000 for 06-07, and to $4,000 for 07-08. Dr. Jackson had collected salary data from across PA for other career and technical schools (survey results filed with official minutes) that substantiated the PAC recommendation to increase the $1,800 salary that has been paid for many years.

**Motion to Amend**

Moved by Mrs. Sullivan, with second by Mr. Duda to amend the prior motion to approve the superintendent of record annual compensation at $3,000 for 2006-2007 and to review again with the 2007-2008 budget.
Mr. Bucksbee called for a roll call vote to amend the motion.
Motion to amend is approved with nine (9) “aye” votes: Rosendahl, Ogden, Bucksbee, Wood, Loftus, Sullivan, Rodgers, Ring, Price, and one (1) ‘no” vote: Duda. Absent: Heath.

**Superintend of Record - Salary-Revised Motion**

Moved by Mrs. Sullivan, with second by Mr. Loftus to approve the superintendent of record annual compensation at $3,000 for 2006-2007 and to review the amount with the 2007-2008 budget.
Mr. Bucksbee called for a roll call vote.
Motion is approved with six (6) “aye” votes: Ogden, Bucksbee, Wood, Loftus, Sullivan, Rodgers, and four (4) ‘no” votes: Rosendahl, Ring, Price, Duda. Absent: Heath.

**Lisa Sorensen - Fulltime Admissions Coordinator**

Motion to approve the revised job description of Admissions Coordinator and also to change Lisa Sorensen to full time status as Admissions Coordinator effective with the 2006-2007 school year per the Professional Unit contract at salary of $44,206, column C step 14.
Moved by Mr. Wood, with second by Mrs. Sullivan.
With no further discussion, the motion is approved with an all “ayes” voice vote.

**Cheryl Cross - Regular Status**

Motion to grant regular employment status according to the Classified Unit contract to Cheryl Cross, a C-1 Custodian, effective May 23rd, 2006 at the rate of $12.09 per hour.
Moved by Mrs. Price, with second by Mrs. Sullivan.
With no further discussion, the motion is approved with an all “ayes” voice vote.

**Mariea Sargent - Long Term Substitute Instructor 2006-2007**

Motion to employ Mariea Sargent as long term substitute instructor in Drafting and Design at a salary of $38,108 which is Column A, Step 8 of the Professional Unit contract effective August 24, 2006.
Moved by Mrs. Sullivan, with second by Mrs. Rosendahl.
With no further discussion, the motion is approved with an all “ayes” voice vote.

**James Strazisar and Wesley Byerly - Seasonal Employees**

Motion to hire James Strazisar and Wesley Byerly as seasonal employees at the rate of $8.00 per hour beginning on or after May 26, 2006.
Moved by Mrs. Rosendahl, with second by Mrs. Sullivan.
With no further discussion, the motion is approved with an all "ayes" voice vote.

**Summer Curriculum Development**

Motion to approve the list (filed with official minutes) of faculty and staff for summer curriculum development.
Moved by Mr. Loftus, with second by Mrs. Sullivan.
With no further discussion, the motion is approved with an all "ayes" voice vote.

**Committee to Review Administrative Compensation Plans**

Mr. Bucksbee asked for a committee to review the Administrative and Business Manager Compensation Plans pursuant to Act 93. Volunteering for the committee: Bucksbee, Ring, Loftus, and Ogden.

## Operations

- Superintendent's Report—Dr. Judy Miller (Copy of report is filed with the official minutes)
    1) The Committee further discussed the changing need for a CNC based curriculum for the current Tool and Die program. Dr. Jackson reminded that a DACUM committee is working on the new curriculum for possible preliminary implementation during 06-07 school year pending equipment purchases and enrollments.
- Director's Report—Dr. Aldo Jackson (Copy of report is filed with the official minutes)
- Solicitor's Report—Mrs. Jennifer Gornall-Rouch –
    1) Erie County Council has approved the land purchase
    2) Mr. Sennett has reviewed the proposed Zibo Technical School exchange agreement and recommended some changes. The Committee further discussed the agreement and Dr. Jackson agreed to make additional revisions. (Copy of proposed agreement 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. Jeff Smith (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 -none

## Student Field Trips and Fundraising

**Commercial Art- Erie**

Motion to approve Suzanne Matthews, Commercial Arts Instructor, to travel with her a.m. and p.m. students to the Erie Zoo and downtown Erie: date to be determined prior to June 7, 2006, and;

## Facility Use Requests

**Thermal G RC Club**

Motion to approve the use of facilities request from the Thermal G RC Club to use the parking lot, grounds, and restrooms for the 2006 Model Plane Air Show on August 12, 2006 from 10:00 a.m. to 5:00 p.m., and;

**McKean Little League**

Motion to approve the use of facilities request from the McKean Little League to use the baseball field for the Little League games and practices from April 1, 2006 through June 30, 2006, and;

**Pennsylvania State Police of NWPA**

Motion to approve the use of facilities request from the Pennsylvania State Police of NWPA to use the cafeteria for Parent/Cadet meetings on May 15, 2006 and May 17, 2006 from 7:00 p.m.- 9:00 p.m., and;

**Erie Metropolitan Transit Authority**

Motion to approve the use of facilities request from the Erie Metropolitan Transit Authority (EMTA) to use the back parking lot for Bus Rodeo practice Saturdays and Sundays from May 2006 through August 2006.

All above items moved by Mrs. Sullivan, with second by Mr. Duda.
Mrs. Rosendahl questioned the reason for JOC approval of facility requests, so Dr. Jackson will review Board Policy in regard to public use of facilities and property.
With no further discussion, the motion approved with an all “ayes” voice vote.

## Other Operations

**ECTS Foundation Scholarship - Whitney Wagner**

Motion to approve the 2006 ECTS Foundation Scholarship award to Whitney Wagner in the amount of $500.
Moved by Mrs. Sullivan, with second by Mr. Duda.
Mr. Ogden requested the Committee consider additional scholarships next year.
With no further discussion, the motion approved with an all “ayes” voice vote.

**Policy 246-Student Wellness**

Policy 246-Student Wellness presented for review to be adopted in June 2006. Mr. Bucksbee asked that JOC members serve on a committee to review the policy prior to the June meeting. Volunteering: Rosendahl and Price. (Copy of policy filed with official minutes)

**Copier Lease**

Motion to approve a lease with Kubinski Business Systems for a Minolta Bizhub 750 digital copier/printer, as proposed, for 39 months at $980.98 per month.
Moved by Mrs. Sullivan, with second by Mrs. Price.
With no further discussion, the motion approved with an all "ayes" voice vote.
(Copy of lease filed with official minutes)

**Surplus Equipment**

Motion to approve the list of equipment and supplies as surplus and available for disposition.
Moved by Mr. Wood, with second by Mrs. Sullivan.
With no further discussion, the motion approved with an all "ayes" voice vote.
(Copy of list filed with official minutes)

**Other Business - none**

**Supplemental Information**

- Board attendance report
- Work Experience Report
- Chapter 339 audit - summary report
  (Copies of the above filed with the official minutes)
- **Next meeting: June 22, 2006**

**Adjournment**

Moved by Mr. Wood, with second by Mr. Ogden to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 9:15 pm.

Minutes prepared by,

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