

Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, March 23, 2006

Eagles Nest

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

6:00 PM - Work Session

1. Instructional Program presentation: Child Care: Donna Erdman, Instructor
2. 2006-2007 General Fund Budget presentation and review

7:00 PM - Regular Meeting

1. Call to Order
2. Moment of Reflection
3. Pledge of Allegiance
4. Roll Call: Rosendahl, Ogden, Heath, Bucksbee, Wood, Loftus, Sullivan, Rodgers, Linder, Price, Duda

5. Motion to accept the Meeting Minutes of February 23, 2005 as presented.

6. Introduction of Guests

7. Correspondence

8. Business—Paul Fritz

A. Report - Business Manager

B. 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 \$ 188,594.99
- 7) Food Service Checks and Invoices, as presented; \$ 616.06
- 8) Capital Reserve Fund Checks and Invoices, as presented; \$ 8,974.55
- 9) ECTS Foundation Checks and Invoices, as presented; \$ 0.00
- 10) VISA purchasing card payment, as presented; \$ 57,457.13
- 11) Treasurer's Report, as presented
- 12) General Fund Budget Transfers, none this month

- C. Motion to recommend the 2006-2007 General Fund Budget to the participating school districts for adoption in the amount of \$5,859,316 of total expenditures with Secondary Program District Contributions, per the funding formula, in the total amount of \$3,018,487.**

9. Human and Quality Resources—

A. Report—Coordinator of Human and Quality Resources

- 1) Motion to employ Jeffrey Smith as Information and Technology Manager to begin on or after March 24, 2006 at the annual salary of \$50,000 with compensation and benefits according to the Administrative Compensation Plan- Tier I Administrator.**
- 2) Motion to employ the attached list of instructors for Term IV RCTC.**
- 3) Motion to approve the addition of Marchelle Eberle and George Dickey to the substitute instructor list at Erie County Technical School effective March 23, 2006 at the rate of pay of \$75.00 per day.**
- 4) Motion to grant regular employment status to Susan Tatalone, RCTC S-3 Secretary, effective January 30, 2006 at the rate of \$11.82 per hour.**
- 5) Motion to contract with Karen Moody to provide interpretive services for adult student, at hourly rate of \$30.00, not to exceed 45 hours. Office of Vocational Rehabilitation will reimburse us 50% of the total cost.**
- 6) Motion to pay Robert Craft a \$500.00 stipend for advising the National Technical Honor Society.**
- 7) Motion to hire Kimberly Haupt as a substitute food service aide at the rate of \$8.00 per hour beginning on or after April 3, 2006.**
- 8) Motion to hire Robert McCarthy as a substitute custodian at the rate of \$8.00 per hour beginning on or after March 24, 2006 pending clearances.**

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— no report this month**
- H. Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht**
- I. Staff Travel**
 - 1) Motion to approve Mary Ellen Camp's travel to the Women Work! National Conference in Washington, DC from April 5 – 7. Approximate cost is \$900, to be paid from the New Choices/New Options grant.**

J. Student Field Trips and Fundraising

- 1) **Motion to approve the field trip request for Suzanne Matthews and 20 of her Commercial Art students to travel to Edinboro University for the annual High School Art Day on March 28, 2006.**
- 2) **Motion to approve the field trip request for Mr. Joseph Salorino and his afternoon Graphic Communications students to travel to McCarty Printing to witness application of printing/bindery processes on April 6, 2006.**
- 3) **Motion to approve the field trip request for the Drafting & Design class on April 19, 2006 to travel to the Butler County Community College Drafting Contest and Technology Fair.**
- 4) **Motion to approve a field trip for Child Care Services students to two area day care centers to be scheduled for Friday, April 28, 2006.**

K. Facility Use Requests

- 1) **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.**

L. Other Operations

- 1) **Motion to approve the School Calendar for 2006-2007 school year as presented.**
- 2) **Motion to approve the attached list of equipment and supplies as surplus and available for disposition.**
- 3) **Motion to approve Tim Rocco Auctioneers to conduct an auction of surplus equipment and supplies at a fee of seven percent (7%) of the sales proceeds and \$800.00 for the setup and promotional costs, on a date to be set prior to June 30, 2006.**
- 4) **Motion to approve Penn-Ohio Machinery Co. to conduct a sale of surplus equipment at no cost to Erie County Technical School with all associated costs to be paid by the buyers of the equipment and all sales transactions are to be completed by June 30, 2006.**

11. Other Business

- A. **Motion to adopt the PSBA Code of Conduct standards for effective school governance.**
- B. **Motion to accept the appointment of Sam Ring as Operating Committee representative from Northwestern School District, effective with the next Operating Committee meeting.**

12. Supplemental Information

- A. Board attendance report
- B. Work Experience Placement Report
- C. National Skill Standards Matrix for ECTS Programs
- D. Leadership and Management Survey results
- E. The News-Herald – Tuesday, March 7, 2006 – Community College report
- F. ECTS- Special Education Services- range of services chart
- G. Chapter 339 Vocational Educational Standards – sample audit checklist

H. SkillsUSA 2006 Competition results

I. **Next meeting: April 27, 2006**

13. Adjournment