Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Tuesday, November 22, 2005

Eagles Nest

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

6:00 PM - Work Session

1. Special Education
2. SchoolDESX Grade Card

7:00 PM - Regular Meeting

1. Call to Order
2. Moment of Reflection
3. Pledge of Allegiance
4. Roll Call
5. **Motion to accept the Meeting Minutes of October 27, 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 $ 135,764.78
    7) Food Service Checks and Invoices, as presented; $ 5,268.77
    8) Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
    9) ECTS Foundation Checks and Invoices, as presented; $ 0.00
    10) VISA purchasing card payment, as presented; $ 59,940.41
    11) Treasurer’s Report, as presented
    12) General Fund Budget Transfers, none this month

9. Human and Quality Resources—

A. Report—Coordinator of Human and Quality Resources- no report

1) **Motion to accept resignation of Linda Luthringer as RCTC Secretary effective November 7, 2005.**

2) **Motion to employ Betty Diegelman, Lisa Tirpak, and Phylis Zimmermann at the rate of $22.50 per instructional hour as RCTC Term II instructors.**

3) **Motion to employ Robert Alford, Merle Nothum and Mark Stuyvesant as substitute custodians at a rate of $8.00 per hour, conditioned on receipt of appropriate clearances.**

4) **Motion to approve Donna Ralston-Smolko as a substitute teacher pending updated 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—Mr. Jerry Baker

H. Instructional Support Services Report- Mr. Pat Holland, Mrs. Janet Kennerknecht

I. Staff Travel

1) **Motion to approve Mariea Sargent, Drafting and Design Instructor, to attend the Architectural Desktop Basics Workshop in Butler, PA on March 13, 2006.**

J. Student Field Trips and Fundraising - none this month

K. Facility Use Requests

1) **Motion to approve the use of facilities request from SNAPa (formerly PSFSA) to use the cafeteria for a regional dinner on December 5, 2005 pending proof of insurance.**

2) **Motion to approve the use of facilities request from the Transition Council to use a conference room for transition staffing meetings on November 17, 2005, November 18, 2005, and November 29, 2005 from 8:30a.m.-3:30p.m.**

L. Other Operations

1) **Motion to enter a 36 month lease agreement with Bob Ferrando Lincoln Mercury Sales, Inc. for a 2006 Mercury Montego, as quoted at $339.78 per month.**

2) **Motion to award the Electronics equipment bid to Electronics Express of Avenel, NJ in the amount of $12,180.00 for a quantity of 12 units of each item, per the bid specifications.**

3) **Motion to approve a lease with Northwest Industrial Resource Center for portions of the Skill Center Building and associated training materials for $29,000 to conduct welding training.**

11. Other Business

12. Supplemental Information

A. Board attendance report

B. Work Experience Placement Report

C. DACUM-Natural Resources and Environmental Sciences (NRES)

D. Cost for equipment and supplies- NRES program

E. **Next meeting: Tuesday, December 13, 2005**

13. Adjournment