Erie County Technical School
Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, September 22, 2005

Eagles Nest

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

6:00 PM - Work Session

- Mr. Lewis Dove distributed his latest historical book project that was printed by Graphic Communications: Historic Places and Names of the Le Boeuf Valley. Mr. Dove thanked Mr. Salorino, instructor, and the students.

- Dr. Verel Salmon encouraged committee members and administrators to consider visiting Zibo Vocational Institute in China. A trip is being organized for a June 2006 visit to Erie's 'sister city' in China. There has been a 20 year relationship between Erie and Zibo. The Operating Committee in March 2005 approved a memorandum of understanding to establish relations between ECTS and Zibo Institute and to develop cooperation. Committee members considering traveling with the group should contact Dr. Jackson.

- Natalie Heberlein, CPA presented a summary review of the June 30, 2005 Auditors' Report from Felix and Gloekler, P.C. The report includes the auditor's unqualified opinion that the financial statements present fairly the financial position of the school and the report contains no findings or questioned costs. Mr. James Gloekler, CPA, also attended the meeting to answer any questions.
  (Copy of the Audited Financial Statements is filed in the official minutes book)

- Review of Curriculum-Dr. Jackson collected written comments from each of the committee members regarding the curriculum materials that each had reviewed.

Executive Session

Mr. Bucksbee called an executive session of the committee to discuss classified unit labor negotiations, administrative compensation, and legal matters.

7:00 PM - Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson called the regular meeting to order at 7:15 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	Absent
Mr. James Sonney	Harbor Creek	Present
Mr. Thomas Loftus	Iroquois	Present
Mrs. Alice Niebauer	Millcreek	Present
Mr. David Rodgers	North East	Absent
Mr. James Mitchell	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
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 August 25, 2005

Motion to accept the Meeting Minutes of August 25, 2005 as presented.
Moved by Mr. Duda, with second by Mrs. Niebauer.
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: Rosanne Gangemi, Angela Gangemi, Patty Palo- 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 $ 69,001.70
- Food Service Checks and Invoices, as presented; $ 2,032.63
- Capital Reserve Fund Checks and Invoices, as presented; $147,795.32
- ECTS Foundation Checks and Invoices, as presented; $ 0
- VISA purchasing card payment, as presented; $ 28,829.99
- Treasurer's Report, as presented
- General Fund Budget Transfers, none

Moved by Mrs. Rosendahl, 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 filed with the official minutes).

Audited Financial Statements

Motion to accept the Audited Financial Statements for the year ended June 30, 2005, as prepared by Felix and Gloekler, P.C.
Moved by Mrs. Niebauer, with second by Mr. Ogden
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of the report is filed with the official minutes).

Human and Quality Resources

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

Washok, Singer- RCTC instructors

Motion to employ Irene Washok and Stacey Singer at the rate of $22.50 per hour as Term I- RCTC instructors**, and**

David Yanosko

Motion to move Mr. David Yanosko to Column "C" step 19 at the salary of $45,997.00 effective for the 2005-2006 school year, **and**

Margaret Fletcher

Motion to approve the addition Margaret Fletcher to the substitute instructor list and as a substitute café manager at the rate of pay of $75.00 per day effective September 22, 2005 pending receipt of her clearances.

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

Classified Contract – ratification

Motion to ratify the tentative contract agreement reached September 7, 2005 with the AFT Local 1589 Classified Personnel Unit.
Moved by Mrs. Niebauer, with second by Mr. Ogden

With no further discussion, the motion is approved with an all "ayes" voice vote.

Operations

- 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—Mrs. Jennifer Gornall-Rouch- no report
- 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)

Staff Travel

Sherry States

Motion to approve Sherry States, Health Assistant Instructor, to attend the Educational Excellence for Health Care Providers Conference on November 8th and 9th, 2005, **and**

Student Field Trips and Fundraising

Health Assistant

Motion to approve the field trip request for Mrs. Sherry States and her Health Assistant students to Gannon University for a Health Quest Career Fair on October 14, 2005.

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

Facility Use Requests -None

Other Operations

IU 5 Lease- Skill Center Building

Motion to approve the lease agreement with Northwest Tri-County Intermediate Unit for a portion of the Regional Skill Center Building for use by the Regional Choice Initiative at a rent amount of $32,000 from July 1, 2005 through June 30, 2006.
Moved by Mr. Sonney, with second by Mr. Mitchell
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of lease is filed with the official minutes)

Auto donation- Hansen

Motion to approve donation of a black Volvo wagon from Kevin Hansen for use in the Automotive Technologies Lab**, and**

Tool donation-Channellock

Motion to approve the donation of 5 sets of tools from Channellock Tools of Meadville, PA**, <u>and</u>**

Block donation – Duchini

Motion to accept a donation of 870 concrete blocks from A. A. Duchini Company which will be used in Construction Trades.

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

<u>Other Business- none</u>

<u>Supplemental Information</u>

- Board attendance report (Copy filed in official minutes book)
- Work Experience Placement Report (Copy filed in official minutes book)
- **Next meeting: October 27, 2005**

<u>Adjournment</u>

Moved by Mr. Ogden, with second by Mr. Sonney to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:53 pm.

Minutes prepared by,

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