

Erie County Technical School

Meeting Agenda

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, February 22, 2007

Eagle's Nest

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

6:00 PM – Work Session

1. Review - Application and Enrollment process- Aldo Jackson

2. Review-PSSA Results of ECTS Students-Aldo Jackson

7:00 PM - Regular Meeting

1. Call to Order

2. Moment of Reflection

3. Pledge of Allegiance

4. Introduction of Robert Boyd representing North East School District.

5. Roll Call: Rosendahl, Ogden, Heath, Bucksbee, Wood, Loftus, Sullivan, Boyd, Ring, Price, Duda

6. Motion to accept the Minutes of the December 19, 2006 Meeting, as presented.

7. Introduction of Guests

8. Correspondence

A. Erie County Department of Health-Certificate of Achievement in Food Service

B. PSBA- School Director Recognition Month- January 2007- *Creating Opportunity & Inspiring Dreams*

C. SA Wagner Agency – letter regarding loss control recommendation for fire and smoke alarm system.

D. Letters of intent to retire per agreements: Donnell, Harpst, Heubel, Kalinowski, Palloto, Drake

9. Business—Paul Fritz

A. Report - Business Manager

B. Motion to approve the following reports, payments and invoices:

1) Revenue and Expenditure Reports, as presented:

a) General Fund

b) Food Service Fund

c) Capital Reserve Fund

d) ECTS Foundation Report

e) Student Activities Report

- 2) Checks and Invoices, as presented:
 - a) General Fund Checks and Invoices, as presented; \$ 338,147.19
 - b) Food Service Fund Checks and Invoices, as presented; \$ 2,583.35
 - c) Capital Reserve Fund Checks and Invoices, as presented; \$ 2,044.00
 - d) ECTS Foundation Checks and Invoices, as presented; \$ 0.00
- 3) PNC/VISA procurement card payment, as presented; \$ 39,756.15 (12/27/06), \$49,020.82 (1/29/07)
- 4) Treasurer's Report, as presented: December 31, 2006, and January 31, 2007
- 5) General Fund Budget Transfers, as presented

E. Motion to approve the list of VISA procurement cardholders, as presented.

F. Motion to approve Linsco/Private Ledger –LPL as a Service Provider per the IRS code section 403 (b) for contributory retirement plans.

10. Human and Quality Resources—Natalie Fatica

A. Report—Coordinator of Human and Quality Resources

- 1) **Motion to approve the list of RCTC instructors for Term III and Term IV at \$25.00 per hour.**
- 2) **Motion to authorize ECTS administration to hire a long term substitute instructor for Art and Design if necessary.**
- 3) **Motion to approve _____ as a part time custodian: C-2 classification of the bargaining agreement.**
- 4) **Motion to accept the resignation of Marchelle Eberle, S-1 Business Office and Technology Secretary, effective February 23, 2007.**
- 5) **Motion to approve _____ as a substitute secretary.**

11. Operations

- A. Superintendent's Report - Sandra Myers-Union City Area School District
- B. Director's Report— Aldo Jackson
- C. Solicitor's Report—Timothy M. Sennett- letter regarding Statement of Financial Interests
- D. High School Report— John Hansen
- E. RCTC Report—Mary Ellen Camp
- F. Facilities Manager's Report—Steven Sceiford
- G. Technology Manager's Report—Jeff Smith
- H. Instructional Support Services Report- Pat Holland and Jan Kennerknecht
- I. Staff Travel >400 miles (Polices: 331,431,531) - **none**

J. Student Field Trips and Fundraising (Policy 121)

1) Motion to approve or ratify student field trips and fund raising as presented:

- a) ELC and EET students to Eriez Magnetics on Friday, February 2, 2007.
- b) Ten Cosmetology students to attend the International Hair Show in New York City from March 10-March 12, 2007.
- c) Career and Technical Education Week, February 12-14, 2007, for three ECTS students at a cost which will be reimbursed by the state, except for \$160.
- d) ELC, EET, DDE, and FMT students to the Erie Civic Center for the Technology Expo on Wednesday, February 21, 2007.
- e) Four Tourism and Hospitality Management students to the Tourism and Lodging Association's Annual competition in State College, PA, March 5th - 7th, 2007.
- f) SkillsUSA fund raising sale of business coupon booklets.
- g) Early Childhood Education students to Tutor Time and the YMCA child care on Friday, March 23, 2007.

K. Facility Use Requests – profit making organizations (Policy 707) - **none**

L. Other Operations

- 1) Motion to approve the submission of *PDE-3074, Self-Certification application for a non-reimbursable construction project*: The installation and replacement of the 2 rooftop HVAC units for Auto Tech and Student Services per the attached completed form.**
- 2) Motion to ratify the Wide Area Network (WAN) services agreement with IU5.**
- 3) Motion to accept a donation of steel for use in the RCTC welding program from Advanced Welding Technologies.**
- 4) Motion to approve the addition of a new 45-hour course titled Preparation for Certified EKG/ECG Technician to be included as an option in the Health Assistant program.**
- 5) Motion to approve participation by New Choices/New Options program in Bon-Ton's Community Day fund raising event for schools and not-for-profit organizations.**
- 6) Motion to approve the purchase and installation of the telephone system as presented by Treese Communications, McKean, PA in the amount of \$40,080.19, as quoted. The pricing is PEPPM approved.**
- 7) Motion to approve One Communications as voice T1 (PRI) service provider effective with the installation of the telephone system, approximately May 1.**
- 8) Motion to approve the ECTS 2007-2008 School Calendar, as presented.**

12. Other Business

13. Supplemental Information

- A. Board Attendance Report
- B. Work Experience Report
- C. High School Enrollment Report
- D. Business Partnerships Contacts
- E. Bryant & Stratton- articulation agreement
- F. Newspaper articles-North East News-Journal, The Albion News, Erie Times News
- G. Erie Community Foundation- Gap Analysis Steering Committee
- H. SkillsUSA District Competition 2007 – ECTS Competitors
- I. Statement of Financial Interests- 2006 – complete and return by May 1, 2007
- J. **Next meeting: Thursday, March 22, 2007**

14. Adjournment