Erie County Technical School
Meeting Minutes
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

- Review - Application and Enrollment process- Aldo Jackson
- Review-PSSA Results of ECTS Students-Aldo Jackson

7:00 PM - Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the meeting to order at 7:00 pm

Moment of Reflection

Pledge of Allegiance

Mr. Bucksbee introduced Robert Boyd as the new representative from North East School District filling the unexpired term of Mr. David Rodgers.

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

Mrs. Suzie Rosendahl	Fairview	Absent
Mr. John Ogden	Fort LeBoeuf	Present
Mr. Robert Heath	Girard	Present
Mr. James Bucksbee	General McLane	Present
Mr. Jack Wood	Harbor Creek	Absent
Mr. Thomas Loftus	Iroquois	Absent
Mrs. Susan Sullivan	Millcreek	Present
Mr. Robert Boyd	North East	Present
Mr. Sam Ring	Northwestern	Absent
Mrs. Loretta Price	Union City	Absent
Mr. Eric Duda	Wattsburg	Present

Administrators:

Mrs. Sandra Myers, Superintendent of Record	Present
Dr. Aldo Jackson, Director	Present
Mr. Timothy Sennett, 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	Present
Mr. Patrick Holland, Supervisor of Student Services	Present

Minutes of December 19, 2006

Motion to accept the Minutes of the December 19, 2006 Meeting, as presented.
Moved by Mr. Heath, with second by Mr. Ogden.
The minutes are approved, as presented, with an all "ayes" voice vote.
(Copy is filed with the official minutes)

Guests and Comments

Guests signed and present: Elaine Shaffer made brief remarks regarding her recent trip to Harrisburg for Career and Technical Education Week with students and their meetings with county legislators.

Correspondence

- Erie County Department of Health-Certificate of Achievement in Food Service
- PSBA- School Director Recognition Month- January 2007- *Creating Opportunity & Inspiring Dreams*
- SA Wagner Agency – letter regarding loss control recommendation for fire and smoke alarm system.
- Letters of intent to retire per agreements: Donnell, Harpst, Heubel, Kalinowski, Palloto, Drake

(Copies of all correspondence is filed with the official minutes)

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:

- Revenue and Expenditure Reports, as presented:
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - ECTS Foundation Report
  - Student Activities Report
- Checks and Invoices, as presented:
  - General Fund Checks and Invoices, as presented; $ 338,147.19
  - Food Service Fund Checks and Invoices, as presented; $ 2,583.35
  - Capital Reserve Fund Checks and Invoices, as presented; $ 2,044.00
  - ECTS Foundation Checks and Invoices, as presented; $ 0.00
- PNC/VISA card payment, as presented; $ 39,756.15 (12/27/06), $49,020.82 (1/29/07)
- Treasurer's Report, as presented: December 31, 2006, and January 31, 2007
- General Fund Budget Transfers, as presented

All above items moved by Mrs. Sullivan, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.
(Copies of reports and payment lists are filed with the official minutes)

VISA procurement cardholders

Motion to approve the list of VISA procurement cardholders, as presented, **and**

Linsco/Private Ledger –LPL

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

Both items moved by Mr. Heath, with second by Mrs. Sullivan.
The motions are approved with an all "ayes" voice vote.

Human and Quality Resources

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

RCTC instructors - Term III and Term IV

Motion to approve the list of RCTC instructors for Term III and Term IV at $25.00 per hour, **and**

Fred Dunn - substitute instructor

Motion to approve Fred Dunn as substitute instructor in Art and Design at the rate of $200.00 per day, effective February 1, 2007, **and**

Elaine Cross and Mark Gnacinski - C-2 custodians

Motion to hire Elaine Cross and Mark Gnacinski as part time C-2 custodians at the rate of $12.08 per hour under the terms of the classified unit bargaining agreement beginning on or after February 23, 2007, **and**

Resignation - Marchelle Eberle-S-1 secretary

Motion to accept the resignation of Marchelle Eberle, S-1 Business Office and Technology Secretary, effective March 15, 2007, **and**

Steve Brawn and Susan Tatalone – substitute secretaries

Motion to hire Steve Brawn and Susan Tatalone as secretarial subs at the rate of $12.00 per hour, effective February 26, 2007 pending receipt of background clearances.

All items moved by Mrs. Sullivan, with second by Mr. Boyd.
The motions are approved with an all "ayes" voice vote.

Operations

Reports

- Superintendent's Report- Sandra Myers, (Copy of report is filed with the official minutes)
- Director's Report—Aldo Jackson, (Copy of report is filed with the official minutes)
- Solicitor's Report—Tim Sennett presented information regarding the proper completion of the Statement of Financial Interests-letter from Timothy Wachter (Copy of letter filed with the official minutes).
- High School Report—John Hansen, (Copy of report is filed with the official minutes)
- RCTC Report Mary Ellen Camp, (Copy of report is filed with the official minutes)
- Facilities Manager's Report— Steven Sceiford, (Copy of report is filed with the official minutes)
- Technology Manager's Report— Jeff Smith, (Copy of report is filed with the official minutes)
- Instructional Support Services Report— Pat Holland, Janet Kennerknecht, (Copy of report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) - **none**

Student Field Trips and Fundraising (Policy 121)

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

Eriez Magnetics

- ELC and EET students to Eriez Magnetics on Friday, February 2, 2007, **and**

International Hair Show in New York City

- Ten Cosmetology students to attend the International Hair Show in New York City from March 10-March 12, 2007, **and**

Career and Technical Education Week

- 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, **and**
-

Technology Expo

- ELC, EET, DDE, and FMT students to the Erie Civic Center for the Technology Expo on Wednesday, February 21, 2007, **and**

Tourism and Lodging Association

- Four Tourism and Hospitality Management students to the Tourism and Lodging Association's Annual competition in State College, PA, March 5th - 7th, 2007, **and**

SkillsUSA fund raising

- SkillsUSA fund raising sale of business coupon booklets, **and**

Tutor Time and the YMCA

- Early Childhood Education students to Tutor Time and the YMCA child care on Friday, March 23, 2007.

All items moved by Mr. Duda, with second by Mrs. Sullivan.
The motions are approved with an all "ayes" voice vote.

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

Other Operations

PDE-3074-HVAC unit project

Motion to approve the submission of *PDE-3074, Self-Certification application for a non-reimbursable construction projec*t: The installation and replacement of the 2 rooftop HVAC units for Auto Tech and Student Services per the attached completed form.
Moved by Mrs. Sullivan, with second by Mr. Duda.
The motion is approved with an all "ayes" voice vote.

Wide Area Network (WAN) services agreement with IU5

Motion to ratify the Wide Area Network (WAN) services agreement with IU5.
Moved by Mr. Sullivan, with second by Mr. Duda.
The motion is approved with an all "ayes" voice vote.

Steel donation- Advanced Welding

Motion to accept a donation of steel for use in the RCTC welding program from Advanced Welding Technologies.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Certified EKG/ECG Technician course-HEA

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.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Bon-Ton's Community Day fund raising

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.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Telephone system - Treese Communication

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.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

One Communications - voice service provider

Motion to approve One Communications as voice T1 (PRI) service provider effective with the installation of the telephone system, approximately May 1.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

2007-2008 School Calendar

Motion to approve the ECTS 2007-2008 School Calendar, as presented.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Other Business

Supplemental Information

- Board Attendance Report
- Work Experience Report
- High School Enrollment Report
- Business Partnerships Contacts
- Bryant & Stratton- articulation agreement
- Newspaper articles-North East News-Journal, The Albion News, Erie Times News
- Erie Community Foundation- Gap Analysis Steering Committee
- SkillsUSA District Competition 2007 – ECTS Competitors
- Statement of Financial Interests- 2006 – complete and return by May 1, 2007
  (Copies of each filed with official minutes)

- Next meeting: Thursday, March 22, 2007

Adjournment

Moved by Mr. Ogden, with second by Mrs. Sullivan to adjourn the meeting.
The motion is approved with an all “ayes” voice vote.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:30pm.

Minutes prepared by,

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