Erie County Technical School
Meeting Minutes
AVTS Operating Committee & ECTS Foundation Board of Directors

Tuesday, December 19, 2006

Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

- General Fund Budget – 2007-2008- Aldo Jackson, Director presented the proposed budget which has been reviewed and approved by the district superintendents, the Professional Advisory Council. The budget will be sent to the AVTS districts for consideration at their January 2007 board meetings.
  (Copy of the budget is filed with the official minutes)

- Public Safety Building – Erie County zoning variance request –discussion regarding tower construction.

7:00 PM - Organizational Meeting

Call to Order

Mr. Sennett, Solicitor, acting as Temporary Chairperson called the meeting to order at 7:00 pm

Moment of Reflection

Pledge of Allegiance

District appointed committee members

Motion to accept the following district appointed committee members:

- **James Bucksbee, General McLane:** 3 year term 2006-2009
- **Sam Ring, Northwestern**: 3 year term 2006-2009
- **Loretta Price, Union City**: 3 year term 2006-2009
- **Eric Duda, Wattsburg**: 3 year term 2006-2009

Moved by Mrs. Sullivan with second by Mr. Rodgers
The motion is approved with an all "ayes" voice vote of the carryover members.

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 (Attended work session)
Mr. Thomas Loftus	Iroquois	Present
Mrs. Susan Sullivan	Millcreek	Present
Mr. David Rodgers	North East	Present
Mr. Sam Ring	Northwestern	Present
Mrs. Loretta Price	Union City	Present
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	Absent
Mr. Patrick Holland, Supervisor of Student Services	Present

Chairperson election- Mr. Bucksbee

Mrs. Price nominated Mr. Bucksbee to be chairperson for 2007.

Mrs. Sullivan moved to close the nominations for chairperson.
Mr. Ring seconded the motion to close nominations.
Motion to close nominations approved with an all “ayes” voice vote.

Mr. Sennett declared Mr. Bucksbee as 2007 chairperson.

Temporary Chairperson Sennett turns gavel over to newly elected Chairperson, Mr. Bucksbee.

Vice-Chairperson election- Mr. Ogden

Mrs. Sullivan nominated Mr. Ogden to be vice-chairperson for 2007.
Mr. Duda seconded the nomination for vice-chairperson.

Mr. Heath moved to close the nominations for vice-chairperson.
Mr. Ring seconded the motion to close nominations.
Motion to close nominations approved with an all “ayes” voice vote.

Mr. Bucksbee declared Mr. Ogden as 2007 vice-chairperson.

Committee Meeting Schedule- 2007

Motion to schedule committee meetings for 2007 on the fourth Thursday of each month, except the third Tuesday of November and December with work sessions beginning at 6:00 pm and the regular meetings beginning at 7:00 pm. Meetings will be held at Erie County Technical School.

- Thursday, **January 25**, 2007
- Thursday, **February 22**, 2007
- Thursday, **March 22**, 2007
- Thursday, **April 26**, 2007
- Thursday, **May 24**, 2007
- Thursday, **June 28**, 2007
- Thursday, **July 26**, 2007
- Thursday, **August 23**, 2007
- Thursday, **September 27**, 2007
- Thursday, **October 25**, 2007
- Tuesday, **November 20**, 2007
- Tuesday**, December 18, 2007**

Regular Meeting

Minutes of November 21, 2006

Motion to accept the Minutes of the November 21, 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: Rosanne Gangemi, Elaine Shaffer-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 $ 133,085.80

- Food Service Checks and Invoices, as presented; $ 917.61
- Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
- ECTS Foundation Checks and Invoices, as presented; $ 278.72
- VISA purchasing card payment, as presented; $ 59,176.66
- Treasurer's Report, as presented
- General Fund Budget Transfers, - none this month

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)

2007-2008 General Fund Budget

Motion to recommend the 2007-2008 General Fund Budget to the participating school districts for adoption in the amount of $5,997,857 of total expenditures with Secondary Program District Contributions, per the funding formula, in the total amount of $3,120,498.
Moved by Mr. Ogden with second by Mr. Rodgers.
The motion is approved with a roll call vote: Voting Yea (9): Ogden, Bucksbee, Heath, Loftus, Sullivan, Rodgers, Ring, Price, and Duda. Absent (2); Rosendahl, Wood.
(Copy of budget is filed with the official minutes)

Human and Quality Resources

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

Administrative job descriptions

Motion to approve administrative job descriptions, as presented.
Moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.
(Copies of the job descriptions are filed with the official minutes)

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- no report
- 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) - **none**

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

Other Operations

Occupational Advisory Committees

Motion to approve the Occupational Advisory Committees, as presented
Moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.
(A list of the committees is filed with the official minutes)

Summit Township Zoning Hearing Board-letter

Motion to approve the letter to Summit Township Zoning Hearing Board from the solicitor regarding the Public Safety communications tower.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
The motion is approved by voice vote.
Voting "Yea" (7): Ogden, Bucksbee, Heath, Sullivan, Rodgers, Ring, and Price. Voting "No" (1): Duda. Abstention (1): Loftus. Absent (2); Rosendahl, Wood.
(Copy of the letter is filed with the official minutes).

Other Business- None

Supplemental Information

- Board Attendance Report
- Work Experience Report
- High School Enrollment Report
- Business Partnerships Contacts
- *A Technical Community College for Northwest Pennsylvania, Project Summary*
- *North East News-Journal*- Mercyhurst North East articulation news article
- *MIGtips*- Welding program news article
- Photos-Sabre Communications – tower collapse
  (Copies of each filed with official minutes)

- Next meeting: Thursday, January 25, 2007

Executive Session

Mr. Bucksbee called an executive session at 7:55 pm to discuss the proposed Administrative and Business Manager Compensation plans.

Administrative and Business Manager Compensation Plans

Motion to approve the Administrative and Business Manager Compensation Plans, as presented with the following change:

D. Compensation

1. There will not be a salary decrease in the event the CPI three year average is a negative percent.
2. The percentage merit proficiency earned will be paid out 50% as a salary increase and 50% as a lump sum payment.

Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.
(Copies of the compensation plans are filed with the official minutes)

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 9:00pm.

Minutes prepared by,

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