Erie County Technical School
Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, June 28, 2007

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

6:00 PM – Work Session

Graphics Arts- book project

Mr. Lewis Dove presented his latest book Settling the LeBoeuf Valley and Western Pennsylvania that was produced and printed by the Graphics Arts program. Mr. Dove introduced Ms. Amanda Adamczyk as the student project team leader and Mr. Joe Salorino, Graphics instructor. Copies of the book were given to each JOC member.

Operations and Management Survey

Dr. Aldo Jackson presented the 2006-07 Operations and Management Staff Survey results.

Strategic Plan

Dr. Aldo Jackson and the administrative staff presented the Strategic Plan Goals and Action Steps that are being developed.

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:15 pm

Moment of Reflection

Pledge of Allegiance

Mr. Bucksbee introduced Mr. Andrew Foyle representing Fairview School District, replacing Suzie Rosendahl who has resigned.

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

Mr. Andrew Foyle	Fairview	Present
Mr. John Ogden	Fort LeBoeuf	Present
Mr. Robert Heath	Girard	Absent
Mr. James Bucksbee	General McLane	Present
Mr. Jack Wood	Harbor Creek	Present
Mr. Thomas Loftus	Iroquois	Present
Mrs. Susan Sullivan	Millcreek	Present
Mr. Robert Boyd	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	Absent
Mr. Paul Fritz, Business Manager and Board Secretary	Present
Ms. Natalie Fatica, Coordinator of Human and Quality Resources	Absent
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 May 24, 2007

Motion to accept the Minutes of the May 24, 2007 Meeting, as presented.
Moved by Mr. Duda, 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 and Charlie Lytle – no comments.

Correspondence – none this month

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, Wire transfers and Invoices, as presented; $ 440, 429.48 + $ 443,831.50
    - Food Service Fund Checks and Invoices, as presented; $ 345.04
    - Capital Reserve Fund Checks and Invoices, as presented; $ 40,080.19
    - ECTS Foundation Checks and Invoices, as presented; $ 3,330.00
- PNC/VISA procurement card payment, as presented; $ 41,028.61
- Treasurer's Report, as presented: May 2007 summary
- General Fund Budget Transfers (none this month)

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

VISA cardholders & spending limits 2007-2008

Motion to approve the list of VISA procurement cardholders and spending limits for 2007-2008, as presented.
Moved by Mr. Duda, with second by Mr. Ogden
The motion is approved with an all “ayes” voice vote.
(Copy of list is filed with the official minutes)

Insurance policies- 07-08

Motion to accept the insurance quotes as proposed effective July 1, 2007 for the 07-08 costs as listed:

- Property, Liability, Auto: Wagner Giblin-PSBA - $52,647, and
- Worker Compensation: Wagner-Giblin-PSBA -$21,768

Moved by Mrs. Sullivan, with second by Mrs. Price.
The motion is 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).

Executive Session

Mr. Bucksbee called for an executive session at 7:30 pm of the committee to discuss confidential personnel items on the agenda and then reconvened the regular meeting at 7:40 pm.

Susan Tatalone - S-3 Secretary

Motion to hire Susan Tatalone, as S-3 Secretary, Accounting and Administrative Assistant effective June 28, 2007 at the rate of $12.06 per hour, **and**

Resignation of Paul Brenneman

Motion to accept the resignation of Paul Brenneman, Drafting and Design Instructor, effective May 24, 2007 as requested (letter attached) **with regrets**, **and**

Jodi D'Antonio curriculum development

Motion to approve Jodi D'Antonio for curriculum development payment of $560.00 (20 hours @ $28 per hour), **and**

Mark Milford - C-2 part time custodian

Motion to hire Mark Milford as a C-2 part time custodian at the rate of $12.33 per hour beginning on or after July 1, 2007.

All above items moved by Mr. Ogden, with second by Mr.Duda
The motion is approved with an all “ayes” voice vote.

Administrative salaries- 2007-08

Motion to approve the administrative salaries and merit lump sum payments for the 2007-2008 school year including the Director as recommended by the Director and Administrative Compensation Committee, as presented.
Moved by Mr. Ogden, with second by Mrs. Sullivan
The motion is approved with a voice vote of nine (9) "yes' votes and one (1) "no" vote, and one (1) absent.
Voting "yes": Foyle, Ogden, Bucksbee, Wood, Loftus, Sullivan, Boyd, Ring, Price
Voting "no": Duda.
Absent: Heath.
(Copy of salary list is filed with the official minutes)

Operations

Reports

- Superintendent's Report - Sandra Myers – no report
- Director's Report - Aldo Jackson, (Copy of report is filed with the official minutes)
- Solicitor's Report – Timothy Sennett – verbally reported:
  - He has prepared a draft lease agreement for the proposed Transition Center for review by the participating school districts.
  - Reminder that the Erie Club picnic will be on July 26, 2007.

July 26, 2007 Regular meeting – 5:00 pm

Motion to change the July 26, 2007 regular meeting to begin at 5:00 pm, with no work session.
Moved by Mr. Ogden, with second by Mr. Ring
The motion is approved with an all "ayes" voice vote.
(The time change will be appropriately advertised and posted)

Reports-continued

- 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

Equipment and supplies - surplus

Motion to approve the list of equipment and supplies as surplus and available for disposition, as presented.
Moved by Mr. Wood, with second by Mr. Ogden
The motion is approved with an all "ayes" voice vote.
(Copy of surplus list is filed with the official minutes)

Building use lease agreement with IU5 for RCI

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 and the Erie County Academy of Collegiate and Advanced Studies at a rent amount of $32,000 from July 1, 2007 through June 30, 2008.
Moved by Mrs. Sullivan, with second by Mrs. Price.
The motion is approved with an all "ayes" voice vote.
(Copy of lease is filed with the official minutes).

Adoption of Board Policy Manual revisions

Motion to approve the second reading and adoption of Board Policy Manual revisions, as presented:

- Policy 001-Name and Classification
- Policy 004-Membership
- Policy 007-Distribution
- Policy 008-Organizational Chart
- Policy 228-Student Government

Board Policy revisions- first reading

And Board Policy revisions- first reading- amended Chapter 12 regulations, as presented

Moved by Mrs. Sullivan, with second by Mr. Ogden.
The motion is approved with an all "ayes" voice vote.
(Copy of policy revisions is filed with the official minutes).

Revised 2007-2008 School Calendar

Motion to approve the *revised* 2007-2008 School Calendar, as presented.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
The motion is approved with an all "ayes" voice vote.
(Copy of calendar is filed with the official minutes)

Steris Corporation donation

Motion to accept the Steris Corporation donation of various metal materials for use in Metal Fabrication and Tool and Die labs, **and**

Winkle Electric Company donation

Motion to accept the donation from Winkle Electric Company of miscellaneous electrical components for the Electrical Engineering Technologies lab.

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

Other Business - none

Supplemental Information

- Board Attendance Report
- Work Experience Report
- Cooperative Education Employer Requests
  (Copy of each item is filed with the official minutes)

- Next meeting: Thursday, July 26, 2007

Adjournment

Moved by Mr. Ogden, to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:10 pm.

Minutes prepared by,

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