Erie County Technical School

Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, May 24, 2007

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

6:00 PM – ECTS Foundation meeting

Mr. Bucksbee convened a meeting of the ECTS Foundation for the discussion of scholarship awards and uses of ECTS Foundation funds. A committee of board members and ECTS staff will meet to bring back to the full board a comprehensive plan for the use of foundation funds. Board members on the committee are Mr. Bucksbee, Mr. Ogden and Mr. Wood. The Foundation currently awards one $500 scholarship and AFT Local 1589 awards one $500 scholarship. The $500 AFT scholarship was awarded to Matt Benich.

Scholarship awards

Moved by Mr. Ogden with second by Mrs. Sullivan to award a $500 scholarship to Nicholas Teribery and $400 scholarships each to Graig Waisley, Sean Temple, Glen Sult, and Tim Carney. Also the students will be required to present proof of school registration in order to receive payment of the award.
The motion is approved with an all 'ayes' voice vote.
Board members attending and voting: Ogden, Bucksbee, Wood, Loftus, Sullivan, Ring, Price, Duda.
Absent: Rosendahl, Heath, Boyd.

Mr. Bucksbee adjourned the ECTS Foundation meeting at 6:35 pm.

Work Session

2007-2008 Applications Report and Discussion

Applications and enrollments for 2007-2008 were reviewed. Applications total 421 students, of which 343 have been admitted. Projected returning students total 486 for a total fall enrollment of 829. This total is down from 876 last year. Three programs had significantly more applications than seats available—Cosmetology, Early Childhood Education and Health Assistant. The JOC also decided to begin the phase out of the Plastics Technologies program.

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:10 pm

Moment of Reflection

Pledge of Allegiance

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	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	Absent
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
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
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

Minutes of the April 26, 2007

Motion to accept the Minutes of the April 26, 2007 Meeting, as presented.
Moved by Mr. Wood, with second by Mr. Ring.
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, Roach Hewitt, - 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; $ 410,111.49
  - Food Service Fund Checks and Invoices, as presented; $ 1,351.78
  - Capital Reserve Fund Checks and Invoices, as presented; $ 0.00
  - ECTS Foundation Checks and Invoices, as presented; $ 0.00
- PNC/VISA procurement card payment, as presented; $ 41,064.75
- Treasurer's Report, as presented: April 2007 summary
- General Fund Budget Transfers (none this month)

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

PNC/PDLAF/PLGIT-depositories of school funds

Motion to approve PNC Bank and PSDLAF/PNC and PLGIT as depositories of school funds for 2007-08, **and,**

Erie Times News

Motion to designate Erie Times News as newspaper of general circulation for 2007-08, **and,**

Secretary and Treasurer bonds

Motion to purchase public official bonds for the Secretary and Treasurer for school year 2007-08 in the amount of $50,000 each.

The above items moved by Mr. Duda, with second by Mrs. Price
The motion is approved with an all "ayes" voice vote.

Treasurer-John Ogden

Moved by Mrs. Sullivan with second by Mr. Duda to nominate Mr. Ogden as Treasurer for a one year term beginning July, 2007.
Hearing no other nominations, Mr. Bucksbee, Chairperson, closed the nominations for Treasurer.
With no further discussion Mr. Ogden is elected Treasurer 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).

Myers-Superintendent of Record

Motion to appoint Mrs. Sandra Myers, Superintendent of the Union City Area School District as the Superintendent of Record for the 2007-2008 school year. Mrs. Myers will be compensated for her service. The term of service will be July 1, 2007 to June 30, 2008.
Moved by Mr. Wood, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

Superintendent of Record - $3,000 stipend

Motion to pay a stipend of $3,000 to the Superintendent of Record for the 2007-08 school year. (This is the amount paid in 2006-07)
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Curriculum development

Motion to approve ECTS staff for curriculum development payment, as listed.
Moved by Mrs. Sullivan, with second by Mr. Duda.
The motion is approved with an all "ayes" voice vote.

Job description - Accounting and Administrative Assistant

Motion to approve the job description for Accounting and Administrative Assistant, as presented.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
The motion is approved with an all "ayes" voice vote.
(Copy of job description is filed with the official minutes)

Terminate Diana Ludwig

Motion to terminate Diana Ludwig from employment effective April 30, 2007 due to failure to return to work at the expiration of disability leave, per the Classified Unit bargaining agreement.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Regular employment status - Cross and Gnacinski

Motion to grant regular employment status to Elaine Cross and Mark Gnacinski, C-2 Custodians, effective May 24, 2007 at the contractual rate of $12.33 per hour.
Moved by Mr. Wood, with second by Mrs. Price.
The motion is 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 - Jennifer Gornall-Rouch – 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

Mandate Waiver- student construction

Motion to approve the Mandate Waiver Program Application under the Education Empowerment Act allowing Erie County Technical School students to perform work on school buildings to improve instruction in the construction trades programs, as presented
Moved by Mrs. Sullivan, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.
(Copy of application is filed with the official minutes)

RCTC tuition rates effective July 1, 2007

Motion to approve an increase in RCTC part time course tuition rates effective July 1, 2007, as listed.
Moved by Mr. Ogden, with second by Mr. Wood.
The motion is approved with an all "ayes" voice vote.
(Copy of the course tuition rate list is filed with the official minutes)

Board Policy Manual revisions

First reading 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

(Copy of revised policies are filed with the official minutes)

Other Business

Mr. Wood suggested that the regular meeting time be changed and advertised to begin at 6:30 pm so that the official committee business meeting could begin earlier should the work session not last until 7:00 pm.
There was discussion but no consensus or motion to change the meeting starting time.

Supplemental Information

- Board Attendance Report
- Work Experience Report
- High School Enrollment Report
- Business Partnerships Contacts
- ECTS news reports- Media Access
- Director's Testimony before the House Education Committee
- House Bill 965
- Senate Bill 662
  (Copies of each item are filed with the official minutes)

- Next meeting: Thursday, June 28, 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 8:00pm.

Minutes prepared by,

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