Erie County Technical School

Meeting Minutes
AVTS Operating Committee & ECTS Foundation Board of Directors

Tuesday, November 21, 2006
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

Erie County Public Safety – tower presentation

- Representatives for Erie County gave a presentation regarding a proposed 500 foot communications tower to be built at the Public Safety Building on land adjoining Erie County Technical School property. They are seeking a resolution from the JOC is support of the tower before proceeding to request a zoning variance from Summit Township.
  Presenting the information was Brad Gleason, along with David Mazzone and Abdul Osman.
  (Map and descriptive materials filed with official minutes)

Technical Community College--update

- Dr. Aldo Jackson gave brief remarks regarding the progress toward creation of a Technical Community College and reviewed a newsletter that will be used to update and share information.

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:00 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	Present
Mr. James Bucksbee	General McLane	Present
Mr. Jack Wood	Harbor Creek	Absent
Mr. Thomas Loftus	Iroquois	Absent
Mrs. Susan Sullivan	Millcreek	Present-by telephone
Mr. David Rodgers	North East	Present
Mr. Sam Ring	Northwestern	Absent
Mrs. Loretta Price	Union City	Present
Mr. Eric Duda	Wattsburg	Absent

Administrators:

Mrs. Sandra Myers, Superintendent of Record	Present
Dr. Aldo Jackson, Director	Present
Mrs. Jennfer Gornall-Rouch, 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	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 October 26, 2006

Motion to accept the Minutes of the October 26, 2006 Meeting, as presented**.**
Moved by Mr. Ogden, with second by Mr. Heath.
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, Elaine Shaffer-no comments

Correspondence

- Rotary International District 7280- Thank You letter, (copy filed with 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:

- 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 $ 140,896.97
- Food Service Checks and Invoices, as presented; $ 1,362.90
- Capital Reserve Fund Checks and Invoices, as presented; $ 12,160.40
- ECTS Foundation Checks and Invoices, as presented; $ 0.0
- VISA purchasing card payment, as presented; $62,035.77
- Treasurer's Report, as presented
- General Fund Budget Transfers, as presented

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

Human and Quality Resources

Administrative job descriptions-tabled

Motion to approve administrative job descriptions, as presented.
(adding work year references of on-duty days); **and**

Compensation Plans-tabled

Motion to approve the Administrative and Business Manager Compensation Plans, as presented.

Mr. Bucksbee, Chairperson, tabled these two motions for consideration at a later meeting.

Gnacinski and Cross - substitute custodians

Motion to hire Mark Gnacinski and Elaine Cross as substitute custodians at the rate of $8.00 per hour beginning November 22, 2006 pending clearances.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
The motion is approved with an all "ayes" voice vote.

Operations

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

Student Field Trips and Fundraising (Policy 121)

Skills USA student fundraising

Motion to approve the Skills USA student fundraising activities, as presented.
Moved by Mr. Ogden, with second by Mr. Heath.
The motion is approved with an all "ayes" voice vote.

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

Other Operations

Policy 610- Purchases Subject to Bid

Motion to approve revised Policy 610- Purchases Subject to Bid (2nd reading)
(Copy filed with official minutes);
And

Donation of equipment

Motion to accept a donation of equipment from Iron Mountain and Erie Custom Computer Applications (ECCA), as listed.
Both motions moved by Mr. Heath, with second by Mrs. Price.
The motion is approved with an all "ayes" voice vote.

ECTS Foundation contribution

Motion to contribute up to $1,000 from the ECTS Foundation to match the total contributions received for a ECTS student holiday gift campaign.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Other Business- none

Supplemental Information

- Board Attendance Report
- Work Experience Report
- High School Enrollment Report
- Erie Times News and North East News Journal - articles
- Mercyhurst College--North East Credit Agreement
- Culinary Institute of America-Articulation Agreement
- *Erie Times-News* Community College Article--November 11, 2006
- *Erie Times-News* Community College Editorial--November 14, 2006
- *Erie Times-News* Community College Article—November 16, 2006
- Community College Meeting Invitation
- Technical Community College Newsletter--Sample
- Tech Prep Programming Proposal
  (Copies of each filed with official minutes)

- **Next meeting: TUESDAY – December 19, 2006**

Adjournment

Mr. Bucksbee, Chairperson, adjourned the meeting at 7:15 pm.

Mr. Bucksbee continued with a work session after the regular meeting.

Preliminary 2007-2008 Budget Review

- Dr. Aldo Jackson, Director, gave a budget presentation summarizing the General Fund High School 2007-2008 budget that had been presented to the Professional Advisory Committee. (Copy filed with the official minutes)

Reports

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

Mr. Bucksbee, Chairperson, closed the work session at 8:05 pm.

Minutes prepared by,

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