Erie County Technical School

Meeting Minutes
AVTS Operating Committee & ECTS Foundation Board of Directors

Thursday, September 28, 2006
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

6:00 PM – Work Session

- Technical Community College- discussion and update by Dr. Aldo Jackson:

  - Across the NWPA seven-county region, the technical community college (TCC) proposal is receiving support from all stakeholder groups—school district, business and industry, community service, and legislative. The initial support has come from stakeholders with the most influence with the TCC proposal. As the support grows, so too does the need to provide more support for the proposal's development.
  - The TCC initiative is facing two issues that have a bearing on its continued development. The "kick-off" of the TCC idea has been handled primarily by the CTC directors, WIB staff and representatives from the higher education councils. The necessary next steps require more of a concentrated effort. The first issue is personnel—the need for an individual (or individuals) to serve as a project coordinator. One of the early responsibilities of the coordinator will be to continue to solicit support from the stakeholders. As expected, this involves meetings with individuals and presentations to groups across the region. It will also be necessary to meet with individuals and agencies in other parts of the state.
  - A contract will be necessary for a project coordinator. There will be expenses associated with the work of the coordinator (i.e. travel, communication, supplies). Hence, the second issue—financial support. While there are efforts to secure funding from other community sources, there needs to be some financial support from the education community. The ECTS Foundation is well-positioned to make an initial contribution to the TCC initiative. The Foundation has a purpose of promoting career and technical education. It also has sufficient financial resources. A contribution would be an excellent example for other members of the educational community. It would also demonstrate the commitment of the educational community.
  - Requesting in a motion under Other Business in the agenda to authorize expending $25,000 to support the continued development of the Technical Community College for Northwest Pennsylvania. Appropriate expenditures for this motion include a contract for project management and customary expenses including travel, communication and supplies.
  - Mr. Sennett, Solicitor, stated that the ECTS Foundation may be used for student scholarships, development projects and educational research, and similar development activities to benefit the students associated with ECTS.

- Executive session 6:50 pm- Mr. Bucksbee called for an executive session of the committee to discuss personnel items including the hourly pay rate for RCTC instructors.

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:15 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-attended work session	Harbor Creek	Absent
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	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 the August 24, 2006

Motion to accept the Minutes of the August 24, 2006 Meeting, as presented**.**
Moved by Mrs. Sullivan, with second by Mr. Ogden.
With no further discussion 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, Patricia Palo, Elaine Shaffer, Andrea Lucarotti- no comments

Correspondence

- American Design Drafting Association—ADDA curriculum certification
- Home Builders Institute—Residential Construction Academy Series
- PDE—Travel and Lodging Association conference
- PDE—Approval of Alternative Professional Rating System
- Knox, McLaughlin, Gornall & Sennett—land sale transaction complete

(Copies of each 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:

- 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 $ 84,413.23
- Food Service Checks and Invoices, as presented; $ 1,047.61
- Capital Reserve Fund Checks and Invoices, as presented; $ 0.0
- ECTS Foundation Checks and Invoices, as presented; $ 0.0
- VISA purchasing card payment, as presented; $51,593.59
- Treasurer's Report, as presented
- General Fund Budget Transfers, none

All above items moved by Mrs. Sullivan, with second by Mr. Ring.
With no further discussion, 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

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

RCTC pay rate increase to $25.00

Motion to increase the pay rate for RCTC instructors from $22.50 to $25.00 per class hour, effective Term I 2006-07.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Donna Ralston-Smolko as RCTC Secretary (S-3)

Motion to hire Donna Ralston-Smolko as RCTC secretary (S-3) at the rate of $11.81 per hour.
Moved by Mrs. Sullivan, with second by Mr. Ring.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Resignation of Frank Paparelli, Plastics Instructor

Motion to accept resignation of Frank Paparelli effective November 2, 2006.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Jim Burek as RCTC Instructor

Motion to employ Jim Burek at the RCTC hourly pay rate as Term I RCTC instructor.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Jeremiah Weaver as Substitute Custodian

Motion to hire Jeremiah Weaver as a substitute custodian at the rate of $8.00 per hour beginning September 27, 2006.
Moved by Mr. Ogden, with second by Mr. Duda.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Ken Balsiger, Auto Body instructor - Column C Step 16

Motion to place Ken Balsiger, Auto Body instructor, at Column C Step 16 of the Professional Salary Schedule at the rate of $45,406.00 effective for the 2006-2007 school year.
Moved by Mr. Ring, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.

Operations

- Superintendent's Report—Mrs. Sandra Myers, (Copy of report is filed with the official minutes)
- Director's Report—Dr. Aldo Jackson, (Copy of report is filed with the official minutes)
- Solicitor's Report—Mr. Timothy M. Sennett, reported that Act 88 was recently passed allowing for electronic bidding and reverse auctions and that our policies may need modified.
- High School Report—Mr. John Hansen, (Copy of report is filed with the official minutes)
- RCTC Report—Mrs. Mary Ellen Camp, (Copy of report is filed with the official minutes)
- Facilities Manager's Report—Mr. Steven Sceiford, (Copy of report is filed with the official minutes)
- Technology Manager's Report—Mr. Jeff Smith, (Copy of report is filed with the official minutes)
- Instructional Support Services Report- Mr. Pat Holland, Mrs. 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)

Cosmetology to Erie area, October 3, 2006

Motion to approve a field trip for the Cosmetology students to Coventina Day Spa, Nature's Beauty Salon, Famous Hair, and Loeffler's Beauty Supply on Tuesday, October 3rd, 2006, **and**

Art and Design to Buffalo, NY, October 5, 2006

Motion to approve a field trip for forty Art and Design students to the Darwin Martin Complex in Buffalo, NY on Thursday, October 5th, 2006, **and**

Tool and Die to Accuride, October 6, 2006

Motion to approve a field trip for the Tool and Die students to Accuride on Friday, October 6th, 2006, **and**

Electrical Eng, Maintenance Tech, Electronics to NW REC, October 11, 2006

Motion to approve a field trip for the Electrical Engineering, Facility Maintenance Technology, and Electronics students to the Northwest Rural Electric Coop on Tuesday, October 10th, 2006, **and**

Drafting and Design to Erie area, October 11, 2006

Motion to approve a field trip for the Drafting and Design students to an architectural firm and the Erie Bay front on Wednesday, October 11th, 2006, **and**

Metal Fabrication to Eriez Magnetics, October 13, 2006

Motion to approve a field trip for the Metal Fabrication students to Eriez Magnetics on April 13, 2007, and to the Bay front ship yard on March 30, 2007.

All above field trip items moved by Mr. Ogden, with second by Mr. Duda.
With no further discussion, the motion is approved with an all "ayes" voice vote.

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

Other Operations

Cosmetology bid award- Angelo's Beauty Supplies

Motion to award the Cosmetology Furnishings bid purchase to Angelo's Beauty Supplies, Inc. of Erie, PA in the amount of $38,675.00, per the bid specifications.
Moved by Mr. Ogden, with second by Mr. Duda.
With no further discussion, the motion is approved with an all "ayes" voice vote
(Copies of proposals and specifications filed with official minutes)

Strategy Solutions, Inc.- Strategic Planning Contract

Motion to approve a contract with Strategy Solutions, Inc. for facilitation services totaling $14,200.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote
(Copy of contract filed with official minutes)

Other Business

Foundation support for the NWPA Technical Community College

Motion to authorize expending $25,000 from the ECTS Foundation to support the continued development of the Technical Community College for Northwest Pennsylvania. Appropriate expenditures for this motion include a contract for project management and all customary expenses including travel, communication and supplies.
Moved by Mr. Ring, with second by Mr. Loftus.
With no further discussion, the motion is approved with an all "ayes" voice vote

Administration Compensation Plan Committee

Administrative Compensation Plan sub-committee met with administrators after the meeting for Act 29 meet and discuss.

Supplemental Information

- Board attendance report
- Work experience report
- PDE Postsecondary application
- Equipment listing – grant application
- In-service agenda- 2006-2007
- Fall 2006 Performance checkups
- Strategy Solutions proposal – strategic plan
- High School enrollment report
  (Copies of each filed with official minutes)

Next meeting: October 26, 2006

Adjournment

Moved by Mr. Duda with second by Mrs. Sullivan to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:20 pm.

Minutes prepared by,

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