Erie County Technical School

Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors
Thursday, August 24, 2006
Eagle's Nest

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Work Session – 6:00 pm

- Natalie Heberlein, CPA presented a summary review of the June 30, 2006 Auditors' Report from Felix and Gloekler, P.C. The report includes the auditor's unqualified opinion that the financial statements present fairly the financial position of the school and the report contains no findings or questioned costs. Mr. James Gloekler, CPA, also attended the meeting to answer any questions.
  (Copy of the Audited Financial Statements is filed in the official minutes book)

- Mr. Bucksbee and Mariea Sargent presented a power point slide show from their recent trip as a guest contingent visiting the Zibo, China Technical School.

Regular Meeting

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:24 pm.

Moment of Reflection
Pledge of Allegiance

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

Mrs. Suzie Rosendahl	Fairview	Present
Mr. John Ogden	Fort LeBoeuf	Present
Mr. Robert Heath	Girard	Present
Mr. James Bucksbee	General McLane	Present
Mr. Jack Wood	Harbor Creek	Present
Mr. Thomas Loftus	Iroquois	Absent
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	Present
Mr. Patrick Holland, Supervisor of Student Services	Present

Minutes of July 27, 2006

Motion to accept the Minutes of the July 27, 2006 Meeting as presented.
Moved by Mr. Heath, with second by Mrs. Sullivan.
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 in and present: Elaine Shaffer, Mariea Sargent, and Rosanne Gangemi.
Mr. Sennett introduced Mr. Tim Walker a Knox Law Firm attorney who will be working with ECTS and other schools.

Correspondence

- Manufacturers' Association of Northwest Pennsylvania – re: community college
- AFT Local 1589-withdrawal of complaint
- Whitney Wagner – SkillsUSA
  (Copies 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 $ 92,013.70
- Food Service Checks and Invoices, as presented; $ 0.00
- 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; $29,154.54
- Treasurer's Report, as presented
- General Fund Budget Transfers, none

All above items moved by Mrs. Sullivan, with second by Mrs. Rosendahl.

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)

F&G - Audited Financial Statements

Motion to accept the Audited Financial Statements for the year ended June 30, 2006, as prepared by Felix and Gloekler, P.C.
Moved by Mrs. Rosendahl, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of the report 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).
Natalie Fatica and John Hansen reviewed the alternative faculty assessment rating system to be submitted to PDE for approval.

Alternative instructor rating system

Motion to approve the adoption of the new faculty assessment, as presented, and;
Moved by Mrs. Rosendahl, with second by Mr. Ogden.
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy is filed with the official minutes)

Retirement of Richard Blore

Motion to accept retirement of Richard Blore effective June 9, 2006. , and;

Robert Marr - substitute instructor-Tool and Die

Motion to authorize the school administration to employ Robert Marr as substitute Tool and Die instructor at the pay rate of $200.00 per day effective August 24, 2006, if needed, and;

Jesse Heubel - substitute custodian

Motion to hire Jesse Heubel as substitute custodian at the rate of $8.00 per hour beginning on or after September 1, 2006, and;

Resignation of Carrie Britton

Motion to accept the resignation of Carrie Britton, (S-3) RCTC Secretary, effective August 14^{th}, 2006, and;

Cheryl Cross - substitute secretary

Motion to approve Cheryl Cross as substitute secretary effective August 24, 2006 at the rate of $8.00 per hour, and;

RCTC instructors-Term 1

Motion to approve the RCTC instructors as listed for 2006-07 Term 1

All above items moved by Mrs. Sullivan, with second by Mrs. Rosendahl.
With no further discussion, the motions are all approved with an all "ayes" voice vote.

Operations

- Superintendent's Report—Mrs. Sandra Myers, reported the next PAC meeting will be September 1, 2006.
- Director's Report—Dr. Aldo Jackson, (Copy of report is filed with the official minutes)
- Solicitor's Report—Mr. Timothy M. Sennett, reported that he had written a letter regarding legal matters for the local auditors as part of their annual audit process.
- 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)

Tourism and Hospitality Management-Hershey, Sept 2006

Motion to approve a field trip for four Tourism and Hospitality Management students to attend the Tourism and Lodging Association's Annual Conference to be held in Hershey, PA on Thursday and Friday, September 7th and 8th, 2006.
Moved by Mr. Wood, 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

ECTS student hand book-2006-07

Motion to approve the 2006-2007 Erie County Technical School Student Handbook, as presented, and;

RCTC student hand book-2006-07

Motion to approve the 2006-2007 Regional Career and Technical School Student Handbook, as presented.

Both items moved by Mr. Duda, with second by Mrs. Sullivan
With no further discussion, the motion is approved with an all "ayes" voice vote.

Other Business

Motion to adopt Policy 237- Electronic Devices, as revised (second reading)
Moved by Mr. Heath, with second by Mrs. Price
With no further discussion, the motion is approved with an all "ayes" voice vote.
(Copy of the Policy 237 is filed with the official minutes and policy book)

Executive Session- Admin compensation

Mr. Bucksbee, Chairperson, called an executive session of the committee at 8:10 pm to discuss personnel issues; administrative compensation.

Mr. Bucksbee called the regular meeting back to order at 8:17 pm.

Administrative salaries 06-07

Motion to approve administrative salary increases effective July 1, 2006.
Moved by Mr. Ogden, with second by Mr. Heath
With no further discussion, the motion is approved by voice vote with ten (9) "ayes" voice votes, and one (1) "nay" voice vote (Duda), absent (Loftus).
(Copy of salary list is filed with the official minutes)

Supplemental Information

- Board attendance report (copy filed with the official minutes)
- Northwest Pennsylvania Regional Wide Area Network (WAN) (copy filed with the official minutes)
- Narrative report to PDE- Pennsylvania Public Postsecondary Vocational Education accreditation (copy filed with the official minutes)

- **Next meeting: September 28, 2006**

Adjournment

Moved by Mr. Ogden with second by Mrs. Sullivan to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:19 pm.

Minutes prepared by,

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