Erie County Technical School

Meeting Minutes

AVTS Operating Committee and

ECTS Foundation Board of Directors

Thursday, August 23, 2007

Eagle's Nest

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

6:00 PM – Work Session

June 30, 2007 audited financial statements

Felix & Gloekler, P.C.- presented the June 30, 2007 draft financial statements. Reviewed by Jim Gloekler and Natalie Heberlein.

ECTS Foundation—Discussion

Aldo Jackson and Paul Fritz reviewed information regarding the investment and distribution of ECTS Foundation funds including a transfer to the Erie Community Foundation. A planning committee of Bucksbee, Ogden, and Ring will continue considerations and the Erie Community Foundation will be asked to present more information at the September committee meeting.

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:00 pm

Moment of Reflection

Pledge of Allegiance

Mr. Bucksbee introduced Mr. Rob McGahen representing Harbor Creek School District.

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:	District:	Present	Absent
Mr. Andrew Foyle	Fairview		X
Mr. John Ogden	Fort LeBoeuf	X	
Mr. Robert Heath	Girard		X
Mr. James Bucksbee	General McLane	X	
Mr. Rob McGahen	Harbor Creek	X	
Mr. Thomas Loftus	Iroquois	X	
Mrs. Susan Sullivan	Millcreek		X
Vacancy	North East		
Mr. Sam Ring	Northwestern	X	
Mrs. Loretta Price	Union City	X	
Mr. Eric Duda	Wattsburg		X

Administration:	Position	Present	Absent
Mrs. Sandra Myers	Superintendent of Record, UCASD	X	
Dr. Aldo Jackson	Director	X	
Mr. Timothy Sennett	Solicitor	X	
Mr. John Hansen	Principal	X	
Mr. Paul Fritz	Business Manager & Board Secretary	X	
Ms. Natalie Fatica	Human & Quality Resources Coord.	X	
Mrs. Mary Ellen Camp	RCTC Manager	X	
Mr. Steve Sceiford	Facilities Manager	X	
Mr. Jeff Smith	Technology Manager	X	
Mrs. Janet Kennerknecht	Supervisor of Student Services	X	
Mr. Patrick Holland	Supervisor of Student Services	X	

Minutes of July 26, 2007

Motion to accept the Minutes of the July 26, 2007 Meeting, as presented
Moved by Mr. Ogden, with second by Mrs. Price.
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

- Letter from PASBO regarding the EasyProcure purchasing card rebate payment of $2,397.96
- Letter from PDE denying the Mandate Waiver Application,
  (Dr. Jackson noted that the mandate waiver application has been re-filed with appropriate changes)
  (Copies of correspondence 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:
- 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; $ 251,796.15
  - Food Service Fund Checks and Invoices, as presented; $ 75.00
  - 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; $ 21,635.68
- Treasurer's Report, as presented: July 2007 summary
- General Fund Budget Transfers (none this month)

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

Financial statements for the year ended June 30, 2007

Motion to accept the audited financial statements for the year ended June 30, 2007, as presented by Felix & Gloekler, P.C.
Moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all “ayes” voice vote.
(Copy of statements 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).

RCTC Term 1-Instructors

Motion to approve the employment of the instructors for RCTC Term 1 at $25.00 per hour, as listed, **AND**

Substitute instructors

Motion to approve substitute instructors for the 2007-2008 school year, **AND**

Andrew Hough - Technology Technician-T-1

Motion to employ Andrew Hough as Technology Technician on or after August 27, 2007 pending clearances at the rate of pay of $16.00 per hour per the Classified Unit bargaining agreement, **AND**

Advisors- Erdman and Craft

Motion to approve Donna Erdman as the SkillsUSA Advisor and Bob Craft as the National Vocational Technical Honor Society Advisor for 2007-2008 at the pay rates set in the Professional Unit bargaining agreement

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

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 the Mr. Boyd has resigned from the North East school board and therefore from the ECTS Operating Committee.
- 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 this month

Student Field Trips and Fundraising (Policy 121)

Motion to approve or ratify student field trips and fund raising as presented:

Tourism and Lodging Association's Annual Conference in Hershey, PA

- Field trip for four Tourism and Hospitality Management students to attend the Tourism and Lodging Association's Annual Conference in Hershey, PA, September 6 and 7, 2007, **AND**

Health Assistant, Art and Design students to Pittsburgh-Carnegie Museum and Science Center

- Field trip for 40 Health Assistant and Art and Design students to travel to the Carnegie Art Museum and Science Center in Pittsburgh on Thursday, October 11, 2007.

Moved by Mr. Ogden, with second by Mr. Loftus.
The motion is approved with an all "ayes" voice vote.

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

Other Operations

2007-2008 Student Handbook

Motion to approve the 2007-2008 Erie County Technical School Student Handbook, as presented
Moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

2007-2008 Food Service prices

Motion to set Food Service prices as follows, effective August 29, 2007:
- Student breakfast ---------------$1.25
- Student reduced breakfast---- $ .30
- Student lunch--------------------$1.85
- Student reduced lunch--------- $ .40
- Adult breakfast------------------$2.00
- Adult lunch-------------------$3.50

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

2007-2008 Tuition rates

Motion to set the tuition rates for 2007-2008 school year as follows:
- Secondary high school and adult students: $8.25 per hour
- Alternative Education: $60.00 per day enrolled

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

Alice Lyon-financial aide services

Motion to approve a financial aid services agreement with Alice Lyon as follows:
- Financial aid administrative services to RCTC
- Financial aid counseling and application services to RCTC students
- Contractual services rate of $25.00 per billed hour effective August 1, 2007

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

Floor maintenance equipment purchase

Motion to approve the purchase of an Advance Rider Adhancer hard-floor maintenance system from Janitor's Supply, Inc. for $13,990.00 under state contract #4600008826.
Moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

Lawn maintenance tractor purchase

Motion to approve the purchase of a John Deere X540 tractor from Gallup & Tenhaken Company for $5,624.25 under state contract #2420-01.
Moved by Mr. Ogden, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

Other Business-None

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- 2007-2008 Administrative Priorities—Action Plans
- (Copy of each item is filed with the official minutes)

- Next meeting: Thursday, September 27, 2007

Adjournment

Moved by Mr. Ogden, 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