Erie County Technical School

Meeting Minutes

AVTS Operating Committee & ECTS Foundation Board of Directors
Thursday, July 26, 2007
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 5:20 pm.

Moment of Reflection

Mr. Robert McGahen-Harbor Creek

Mr. Bucksbee advised the committee that Mr. Robert McGahen is the new representative from Harbor Creek School District replacing Mr. Jack Wood who has resigned.

Roll Call

Paul Fritz, Secretary, called the roll:

Committee members:

Mr. Andrew Foyle	Fairview	Present
Mr. John Ogden	Fort LeBoeuf	Present
Mr. Robert Heath	Girard	Absent
Mr. James Bucksbee	General McLane	Present
Mr. Robert McGahen	Harbor Creek	Absent
Mr. Thomas Loftus	Iroquois	Present
Mrs. Susan Sullivan	Millcreek	Present
Mr. Robert Boyd	North East	Absent
Mr. Sam Ring	Northwestern	Absent
Mrs. Loretta Price	Union City	Absent
Mr. Eric Duda	Wattsburg	Present (by telephone)

Administrators:

Mrs. Sandra Myers, Superintendent of Record	Absent
Dr. Aldo Jackson, Director	Absent
Mr. Timothy Sennett, Solicitor	Absent
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	Absent

Pledge of Allegiance

Minutes of June 28, 2007

Motion to accept the Minutes of the June 28, 2007 Meeting, as presented.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
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 Mr. Jack Wood, Harbor Creek School District representative resigning from the Operating Committee

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; $ **291,852.18**
    - Food Service Fund Checks and Invoices, as presented; $ none
    - Capital Reserve Fund Checks and Invoices, as presented; $ none
    - ECTS Foundation Checks and Invoices, as presented; $ **2,460.00**
- PNC/VISA procurement card payment, as presented; $ **21,709.75**
- Treasurer's Report, as presented: June 2007 summary
- General Fund Budget Transfers (none this month)

All above items moved by Mrs. Sullivan, with second by Mr. Ogden
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).

Mariea Sargent - Drafting and Design Instructor

Motion to approve employing Mariea Sargent as Drafting and Design Instructor at a salary of $39,508, Column A, Step 9 effective July 1, 2007 according to the Professional Unit bargaining agreement.
Moved by Mr. Ogden, with second by Mr. Foyle.
The motion is approved with an all "ayes" voice vote.

T-1, T-2 Technology Technician

Motion to approve the attached classified job description and pay rates for T-1 and T-2 Technology Technician, as presented.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.
(Copies filed with the official minutes)

Operations

Reports

- Superintendent's Report - Sandra Myers – absent and no report
- Director's Report - Aldo Jackson, (Copy of report is filed with the official minutes)
- Solicitor's Report – Timothy Sennett – absent and no report
- High School Report - John Hansen, (Copy of report is filed with the official minutes)
- RCTC Report - Mary Ellen Camp, no report
- 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, no report

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

Board Policy revisions

Motion to Adopt Board Policy revisions- second reading- amended Chapter 12 regulations, as presented.
Moved by Mr. Ogden, with second by Mr. Foyle
The motion is approved with an all "ayes" voice vote.
(Revised policies are filed with the official minutes and Board Policy Manual)

Copier lease agreement

Motion to approve a lease agreement with Kubinski Business Systems, Inc. and DLL Leasing for a Minolta Bizhub C450 copier/printer/scanner at $348.00 per month for 48 months effective July 2007.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

CAEP Contract- Sarah A. Reed Children's Center

Motion to approve the 2007-08 service purchase contract with Sarah A Reed Children's Center, as presented.
Moved by Mr. Foyle, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Textbook approval

Motion to adopt the list of textbooks to use beginning with the 2007-08 school year, as presented.
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
- Chapter 339 Correction Plan and letter
- Strategic Action Plan with costs
  (Copy of each item is filed with the official minutes)

- **Next meeting: Thursday, August 23, 2007**

Adjournment

Moved by Mr. Ogden, with second by Mrs. Sullivan to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 5:55 pm.

Minutes prepared by,

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