Erie County Technical School
Meeting Minutes

AVTS Operating Committee

Tuesday, November 20, 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 6:00 pm

Moment of Reflection

Pledge of Allegiance

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 (entered at 6:05)	x	
Mr. James Bucksbee	General McLane	x	
Mr. Rob McGahen	Harbor Creek	x	
Mr. Thomas Loftus	Iroquois		x
Mrs. Susan Sullivan	Millcreek		x
Mrs. Maryann Frontino	North East	x	
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 October 25, 2007 Meeting

Motion to accept the Minutes of the October 25, 2007 Meeting, as presented
Moved by Mr. Ogden, with second by Mr. Frontino.
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, Rosanne Gangemi and Charlie Lytle- no comments.

Correspondence - none

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
    - Student Activities Report
- Checks and Invoices, as presented:
    - General Fund Checks, Wire transfers and Invoices, as presented; **$ 481,508.48**
    - Food Service Fund Checks and Invoices, as presented; **$ 1,868.73**
    - Capital Reserve Fund Checks and Invoices, as presented; **$ 12,500.00**
- PNC/VISA procurement card payment, as presented; **$ 68,036.46**
- Treasurer's Report, as presented: October 2007 summary
- General Fund Budget transfers, none this month.

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

VISA cardholders-Hough, Donnell

Motion to approve the additional VISA procurement cardholders and spending limits for 2007-2008 for Andrew Hough and William Donnell, as presented.
Moved by Mr. McGahen, with second by Mr. Ogden
The motion is approved with an all "ayes" voice vote.

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

Regular employment status - Milford

Motion to grant regular employment status to Mark Milford, a C-2 Custodian, effective October 1, 2007 with a rate of $12.58.
Moved by Mrs. Frontino, with second by Mr. Ogden
The motion is approved with an all "ayes" voice vote.

Operations

Administrative Reports

- Superintendent's Report - Sandra Myers-Union City Area School District
- Directors Report— Aldo Jackson

- Solicitor's Report—Timothy Sennett verbally reported that the school and Summit Township Supervisors have the completed property appraisals for the 10 acre vacant parcel on Hamot Road. The township has interest in using the property for community park space. Mr. Sennett requested the committee consider offering the property to Summit Township at the appraised price of $37,000 and a motion would be needed. The sale will need to have court approval as well as approval of all eleven participating school districts.

Motion-Sale of unused property

Motion by Mr. Ogden, with second by Mr. McGahen for Mr. Sennett to offer the unused ten (10) acre parcel on Hamot Road to Summit Township at the appraised price of $37,000 and that all transaction costs incurred would be paid by Summit Township.
The motion is approved with an all "ayes" voice vote.
(Copy of property appraisal is filed with the official minutes)

- High School Report— John Hansen
- RCTC Report—Mary Ellen Camp
- Facilities Manager's Report—Steven Sceiford
- Technology Manager's Report—Jeff Smith
- Instructional Support Services Report- Pat Holland and Jan Kennerknecht (absent)
  (Copies of all reports are filed with the official minutes)

<u>Staff Travel >400 miles (Polices: 331,431,531) – none</u>

<u>Student Field Trips and Fundraising (Policy 121)</u>

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

Graphic Arts - Thomas Lee Printing

- Field trip for the PM Graphic Arts students to Thomas Lee Printing Company on Thursday, December 13, 2007. The cost to ECTS is $150 for a school bus, **<u>AND</u>**

Metal Fabrication - Rogers Brothers

- Field trip for the Metal Fabrication students to travel to Rogers Brothers on Friday, April 4, 2008. The cost to ECTS is transportation, **<u>AND</u>**

Electronics, Drafting and Design, Art and Design -Carnegie Art Museum and Science Center

- Field trip for forty-eight advanced Electronics, Drafting and Design, and Art and Design students to travel to the Carnegie Art Museum and Science Center in Pittsburgh on Friday, December 7, 2007. The cost to ECTS is $300 toward transportation for the day, **<u>AND</u>**

SkillsUSA - Ambassador Conference Center

- Motion to approve a field trip for 29 SkillsUSA students to travel to the Ambassador Conference Center on Friday, December 7, 2007.

The above items moved by Mr. Duda, with second by Mr. Heath.
The motion is approved with an all "ayes" voice vote.

<u>Facility Use Requests – profit making organizations (Policy 707) – **none**</u>

Other Operations

Bid award- Allegheny Educational Systems

Motion to approve the bid proposal from Allegheny Educational Systems, Inc. for the purchase of a 3-Dimensional Printer package in the amount of $29,975.00, as specified.
Moved by Mr. Ogden, with second by Mrs. Price.
The motion is approved with an all "ayes" voice vote.

Other Business-none

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Work Experience Report
- Business Contacts Report
- SRI Quality System Registrar - Surveillance Audit No. 6
- 9th grade recruiting activities and mailings
  (Copy of each item is filed with the official minutes)

- Next meeting: **Tuesday, December 18, 2007**

Adjournment

Moved by Mr. Duda, with second by Mr. Heath to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 6:40 pm.

Minutes prepared by,

Paul D. Fritz, Secretary
Erie County Technical School