Erie County Technical School

Meeting Minutes

AVTS Operating Committee and

ECTS Foundation Board of Directors

Thursday, October 25, 2007

Eagle's Nest

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

6:00 PM – Work Session

Erie Community Foundation

Mr. Michael Batchelor, President, Erie Community Foundation, presented an overview of the ECF Foundation and how the ECTS Foundation could transfer funds to ECF in order to enhance the fund as a permanent endowment.

Staff safety survey results

Aldo Jackson, Director, presented the National Crime Prevention Center- survey results **of ECTS staff members.** (Survey is filed with the official minutes)

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 7:10 pm

Moment of Reflection

Pledge of Allegiance

Mr. Bucksbee introduced Maryann Frontino as the committee representative from North East 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	
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 September 27, 2007

Motion to accept the Minutes of the September 27, 2007 Meeting, as presented.
Moved by Mr. Ogden, with second by Mr. McGahen.
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

- North East School District JOC appointments- Maryann Frontino

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; **$ 499,089.53**
  - Food Service Fund Checks and Invoices, as presented; **$ 1,770.82**
  - 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; **$ 64,638.37**
- Treasurer's Report, as presented: September 2007 summary
- General Fund Budget Transfers, as presented

Human and Quality Resources

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

DeVona Henderson - S-3 Secretary

Motion to hire DeVona Henderson, as S-3 Secretary, Accounting and Administrative Assistant effective on or after October 25 at the rate of $12.05 per hour pending clearances, per the Classified Unit bargaining agreement.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Susan Tatalone from S-3 to S-2

Motion to change the classification of Susan Tatalone from S-3 to S-2 at the rate of $14.50 per hour beginning on October 26, 2006, per the bargaining unit agreement
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Sean Peters - substitute custodian

Motion to hire Sean Peters as a substitute custodian at $8.00 per hour beginning October 26, 2007.
Moved by Mrs. Sullivan, with second by Mr. Ogden.
The motion is approved with an all "ayes" voice vote.

RCTC Term II

Motion to approve the instructors, as listed for RCTC Term II beginning October 29, 2007.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
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 Summit Township Supervisors will have the 10 acre parcel on Hamot Road appraised as well as ECTS and that the supervisors are interested in negotiating a price to purchase the parcel.
- 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

(Copies of all reports are filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531)

Aldo Jackson - 2007 ACTE Annual Convention

Motion to approve the travel request for Aldo Jackson to attend the 2007 ACTE Annual Convention in Las Vegas, Nevada from December 12 to 15, 2007**.**
Moved by Mrs. Sullivan, with second by Mr. McGahen.
The motion is approved with an all "ayes" voice vote.

Student Field Trips and Fundraising (Policy 121)

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

ECE to Riverside Inn

- Field trip for the Early Childhood Education students to travel to the Riverside Inn on Friday, April 25, 2008, to attend a "Celebrate the Family" conference, **AND**

DDE and ADS to Erie Historical Museum

- Field trip for the PM DDE and ADS students to the Erie Historical Museum on Friday, November 2, 2007, **AND**

COS to various beauty salons

- Field trip for the Cosmetology students to travel to various Beauty Salons on Monday, January 7, 2008.

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

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

Other Operations

Bid award- Perseo-Erie-HURCO

Motion to approve the bid proposal from Perseo-Erie-HURCO for three (3) CNC Mills with optional Cat 40 tool package, and one (1) CNC lathe with optional programmable tailstock for a total price of $164,872.00 as proposed and as specified.
Moved by Mr. Duda, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

Skill Center Transition Center lease agreement

Motion to approve the lease agreement between ECTS and several school districts for space at the Skill Center Building for operation of the Erie County Special Education Transition Center, beginning September 1, 2008 for an initial period of three years until August 31, 2011, as presented.
Moved by Mr. Duda, with second by Mr. Ring.
The motion is approved with an all "ayes" voice vote.

Other Business

Mr. Ogden asked the committee members if they would support transferring $200,000 of the Foundation funds to the Erie Community Foundation as presented by Mr. Batchelor during the work session. No formal motion was presented but a straw poll of the members indicated all would be in favor. Mr. Bucksbee will schedule a meeting of a sub-committee to discuss Foundation planning (Ring, Ogden, Frontino, and Bucksbee).

Mr. Bucksbee also asked that ECTS instructors each give a presentation regarding their curriculum and lab during upcoming work sessions, beginning in January 2008. The other committee members were in agreement that this would be worthwhile and informative.

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- Work Experience Report
- Business Contacts Report
- National Crime Prevention Center - safety survey results
  (Copy of each item is filed with the official minutes)

- Next meeting: **Tuesday, November 20, 2007**

Adjournment

Moved by Mr. Ogden, with second by Mr. McGahen to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:22 pm.

Minutes prepared by,

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