Erie County Technical School
Meeting Minutes

AVTS Operating Committee and
ECTS Foundation Board of Directors
Thursday, September 27, 2007
Eagle's Nest
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Work Session - 6:00 PM

Drafting & Design- Las Vegas trip

Mariea Sargent, Drafting & Design Instructor, along with three of her senior students presented their plans for a May 2008 Las Vegas area field trip. Students presenting were Cole Reber from McDowell, Nate Gaff from Iroquois and Steven Sexton from Harbor Creek.

Co-enrollment of Adults

Dr. Aldo Jackson, Director, reviewed co-enrollment of adults in the Secondary Programs. This strategic step has been under review for several years.

Several ECTS staff members were in attendance at the meeting and were asked by Mr. Bucksbee, Chairperson, to share their concerns: Rosanne Gangemi, Elaine Shaffer, Mark Cyphert, Roach Hewitt, Nancy Dombrowski, David Yanosko, Tim Mientkiewicz, Patricia Palo. Charlie Lytle as AFT Local 1589 President stated that the union is taking a neutral position regarding adults in the secondary program, but felt much more study and research is needed before making a final decision. Mr. Lytle encouraged the operating committee to include participation of all parties in the process.

After much discussion Mr. Bucksbee recommended that the operating committee form a balanced study team to further investigate the merits.

Transition Center

Mrs. Sandra Myers, Superintendent of Record, briefly reviewed the proposed Special Education Transition Center that is to be constructed at the Skill Center Building. Information has been shared at board meetings with the various districts participating.

An annual lease agreement is proposed with the participating school districts for the use of 4,800 square feet of space in the Skill Center Building for an annual operating cost of approximately $20,847. The annual cost will be paid equally by districts using the center.

Construction and improvement costs of the lab will be paid by the school districts that will be using the center.

Regular Meeting

Mr. Bucksbee, Chairperson, called the meeting to order at 8:05 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	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 August 23, 2007

Motion to accept the Minutes of the August 23, 2007 Meeting, as presented
Moved by Mr. Ogden, with second by Mrs. Sullivan.
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, Elaine Shaffer, Mark Cyphert, Roach Hewitt, Nancy Dombrowski, David Yanosko, Tim Mientkiewicz, Patricia Palo, and Charlie Lytle. Mrs. Palo thanked the Foundation board for the student scholarships awarded in May.

Correspondence

- PDE-Mandate Waiver Program Application approval

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; $ 452,720.25 + $15,134.25
  - Food Service Fund Checks and Invoices, as presented; $ 1,831.17
  - 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; $56, 322.91
- Treasurer's Report, as presented: August 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).

Resignation of Donna Ralston-Smolko

Motion to accept the resignation of Donna Ralston-Smolko as RCTC S-3 Secretary effective September 7, 2007, **AND**

Carol Caro as a substitute instructor

Motion to approve Carol Caro as a substitute instructor at the approved pay rate of $75.00 per day or $40.00 per half day, **AND**

Dominic Bonitatibus -substitute - Electrical Engineering

Motion to approve Dominic Bonitatibus as a substitute in the Electrical Engineering lab at the rate of $200.00 per day beginning October 22, 2007, **AND**

Kristiana Routh- RCTC instructor

Motion to approve Kristiana Routh as Medical Technologies Instructor for RCTC Term 1.

All of the above items moved by Mrs. Sullivan, with second by Mr. McGahen.
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 that Summit Township Supervisors are interested in negotiating for the purchase of the unused ten acre parcel on Hamot Road. Updated property appraisals would need to be completed for court approval of a sale. The most recent appraisal was done in 2005.

Property appraisal-Hamot Road 10 acre parcel

Motion by Mr. Ogden, with second by Mr. Ring authorizing Mr. Sennett to have the required property appraisals completed for the possible sale of the unused ten acre parcel on Hamot Road, with Summit Township paying for one of the appraisals.
The motion is approved with an all “ayes” voice vote.

- 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)

Joseph Salorino, Graphics Instructor

Motion to approve a retroactive conference request for Joseph Salorino, Graphics Instructor, to attend an “On Demand” conference and exposition in Boston MA from April 16-18, 2007 and for expense reimbursement of $854.87, **AND**

Donna Erdman, Early Childhood Education Instructor

Motion to approve a conference request for the Early Childhood Education Instructor, Donna Erdman, to travel to Chicago, IL, to attend the National Association of Education of Young Children Conference and Exposition from Wednesday, November 7, 2007 through Saturday, November 10, 2007.

The above items moved by Mr. McGahen, with second by Mr. Ring.
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

Drafting and Design - travel to Las Vegas

- Field trip for ten Drafting and Design students to travel to Las Vegas, NV from Thursday, May 8, 2008 through Sunday, May 11, 2008, **AND**

Early Childhood Education - travel

- Field trip for the Early Childhood Education students to travel to the PSU-Behrend Child Care Center and the Gertrude Barber Center on Friday, October 12, 2007, **AND**

Electronics, Electrical Engineering, and Facility Maintenance-travel

- Field trip for the Electronics, Electrical Engineering, and Facility Maintenance students to travel to Eriez Magnetics at a date to be determined, **AND**
- Field trip for the Electronics, Electrical Engineering, and Facility Maintenance students to travel to the Rural Electric Coop at a date to be determined, **AND**

SkillsUSA fund raising

- SkillsUSA fund raising as presented, **AND**

Drafting and Design fundraising

- Drafting and Design fundraising, as presented.

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

ECTS Foundation

Mr. Ogden suggested that Drafting & Design lab, as well as other labs, could apply to the ECTS Foundation for funding assistance for field trips.

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

Other Operations

Strategic Plan, Induction Plan, and Staff Development Plan

Motion to approve and submit the Strategic Plan, Induction Plan, and Staff Development Plan, as presented.
Moved by Mrs. Sullivan, with second by Mr. McGahen.
The motion is approved with an all "ayes" voice vote.

Snowplowing-JJ Wurst

Motion to approve a snowplowing contract for 2007-2008 with JJ Wurst Landscape Contractor for $10,875.00.
Moved by Mr. Ogden, with second by Mrs. Sullivan.
The motion is approved with an all "ayes" voice vote.

Other Business

Transition Center-Special Education - lease

Moved by Mr. Ogden, with second by Mr. Foyle authorizing Mr. Sennett, Solicitor, to finalize a lease document with participating school districts to lease space for a Special Education Transition Center at the Skill Center Building.
The motion is approved with an all "ayes" voice vote.

Supplemental Information

- Board Attendance Report
- High School Enrollment Report
- American Design Drafting Association curriculum certification
- Transition Center Lease Agreement-draft version
  (Copy of each item is filed with the official minutes)

- Next meeting: **Thursday, October 25, 2007**

Adjournment

Moved by Mr. McGahen, with second by Mr. Ogden to adjourn the meeting.
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:45 pm.

Minutes prepared by,

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