

**Erie County Technical School
Meeting Agenda**

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

6:00 PM – Work Session

1. Presentation of Las Vegas field trip request - Mariea Sargent, Instructor, Drafting & Design
2. Co-enrollment of Adults in Secondary Programs-review - Dr. Aldo Jackson, Director
3. Transition Center - discussion - Mrs. Sandra Myers, Superintendent of Record

7:00 PM - Regular Meeting

1. Call to Order
 - A. Moment of Reflection
 - B. Pledge of Allegiance
 - C. **Roll Call:** Foyle, Ogden, Heath, Bucksbee, McGahen, Loftus, Sullivan, Ring, Price, Duda
(North East SD member to be appointed)

2. **Motion to accept the Minutes of the August 23, 2007 Meeting, as presented**

3. Introduction of Guests
 - A. Charlie Lytle- President- AFT Local 1589- comments

4. Correspondence
 - A. PDE-Mandate Waiver Program Application approval

5. Business—Paul Fritz
 - A. Report - Business Manager
 - B. **Motion to approve the following reports, payments and invoices:**
 1. Revenue and Expenditure Reports, as presented:
 - a) General Fund
 - b) Food Service Fund
 - c) Capital Reserve Fund
 - d) ECTS Foundation Report
 - e) Student Activities Report
 2. Checks and Invoices, as presented:
 - a) General Fund Checks, Wire transfers and Invoices, as presented; \$ **452,720.25 + \$15,134.25**
 - b) Food Service Fund Checks and Invoices, as presented; \$ **1,831.17**
 - c) Capital Reserve Fund Checks and Invoices, as presented; \$ **0.00**
 - d) ECTS Foundation Checks and Invoices, as presented; \$ **0.00**
 3. PNC/VISA procurement card payment, as presented; \$**56, 322.91**
 4. Treasurer's Report, as presented: August 2007 summary
 5. General Fund Budget Transfers (none this month)

6. Human and Quality Resources—Natalie Fatica

- A. Report—Coordinator of Human and Quality Resources
- B. **Motion to accept the resignation of Donna Ralston-Smolko as RCTC S-3 Secretary effective September 7, 2007.**
- C. **Motion to approve Carol Lucarotti as a substitute instructor at the approved pay rate of \$75.00 per day or \$40.00 per half day.**
- D. **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.**
- E. **Motion to approve Kristiana Routh as Medical Technologies Instructor for RCTC Term 1.**

7. Operations

- A. Administrative Reports
 - 1. Superintendent's Report - Sandra Myers-Union City Area School District
 - 2. Directors Report— Aldo Jackson
 - 3. Solicitor's Report—Timothy M. Sennett
 - 4. High School Report— John Hansen
 - 5. RCTC Report—Mary Ellen Camp
 - 6. Facilities Manager's Report—Steven Sceiford
 - 7. Technology Manager's Report—Jeff Smith
 - 8. Instructional Support Services Report- Pat Holland and Jan Kennerknecht
- B. Staff Travel >400 miles (Polices: 331,431,531)
 - 1. **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.**
 - 2. **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.**
- C. Student Field Trips and Fundraising (Policy 121)
 - 1. **Motion to approve or ratify student field trips and fund raising as presented**
 - a) Field trip for ten Drafting and Design students to travel to Las Vegas, NV from Thursday, May 8, 2008 through Sunday, May 11, 2008.
 - b) 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.
 - c) Field trip for the Electronics, Electrical Engineering, and Facility Maintenance students to travel to Eriez Magnetics at a date to be determined.
 - d) Field trip for the Electronics, Electrical Engineering, and Facility Maintenance students to travel to the Rural Electric Coop at a date to be determined.
 - e) SkillsUSA fund raising as presented.
 - f) Drafting and Design fundraising, as presented
- D. Facility Use Requests – profit making organizations (Policy 707) - **none**

E. Other Operations

1. **Motion to approve and submit the Strategic Plan, Induction Plan, and Staff Development Plan, as presented.**
2. **Motion to approve a snowplowing contract for 2007-2008 with JJ Wurst Landscape Contractor for \$10,875.00.**

8. Other Business

9. Supplemental Information

- A. Board Attendance Report
- B. High School Enrollment Report
- C. American Design Drafting Association curriculum certification
- D. Transition Center Lease Agreement
- E. Next meeting: **Thursday, October 25, 2007**

10. Adjournment