



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, May 23, 2019

Work session - 6:00pm

- The Erie County Vocational Technical School Foundation meeting was held during the work session
- An Executive Session was held regarding Safety Matters

Call to Order

There was an executive session held on Thursday, May 23, 2019 for the purpose of safety matters from 6:33 to 7:45 p.m.

Mr. DiPlacido, JOC Chairman, called the regular meeting to order at 7:45 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Scott Westcott	Fairview		x
John Ogden	Fort LeBoeuf	x	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Justin Gallagher	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Corrie Boyd	North East	x	
Sam Ring	Northwestern	x	
Stephen Gilbert	Union City		x
William Hallock	Wattsburg	x	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Dr. Erik Kincade	Superintendent of Record	x	
Dr. H Fred Walker	Director	x	
Tim Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Terri Birchard	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator		x
Del VonVolkenburg	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Pat Holland	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

An additional motion was added at Section 8, Other Business, regarding life safety items. Per Attorney Chris Sennett, the motion was to be "I hereby move to authorize Del VonVolkenburg, ECTS Facilities Manager, to enter into a cost estimation process for life safety items at the ECTS facilities, up to and including the drafting of a Request for Proposal for the solicitation of bids."

Meeting Minutes

Minutes of April 25, 2019

Motion to accept the minutes of the April 25, 2019 meeting as presented.

Moved for approval by Gallagher, with second by Ogden

The motion is approved with an all "ayes" voice vote

(Copy is filed with the official minutes)

Guests and Public Comment – Items related to the Agenda - None

Guests signed in and present: Mariea Sargent and Rosanne Gangemi

Correspondence

- Letter from PennDot regarding Notice of Intent to Enter
- Letter of intent to retire from Donna Erdman, Early Childhood Education Instructor, effective June 7, 2019

Business

Report - Business Manager – Terri Birchard

(Copy filed with the official minutes)

Financial Reports, Payments and Invoices

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: April 2019
 - General Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: April - \$222,507.48
 - Invoices Payable: \$136,571.15
 - Capital Projects Fund Checks and Invoices: April – None
 - Invoices Payable - None
 - Student Activity Fund Checks and invoices: April - \$2,919.35
 - Invoices Payable -None
- VISA procurement card payment: April 2019 - \$21,768.71
- Treasurer's Report: April 2019
- Budget Transfers – See worksheet attached

All business reports and budget transfers moved for approval by Rickrode with a second by Gallagher

Motion approved with all "ayes" voice vote

(Copy of each item is filed with the official minutes)

Annual Resolutions

Approval of PNC Bank, PSDLAF/PNC, Northwest Savings Bank and ERIEBank

Motion to approve PNC Bank, PSDLAF/PNC, Northwest Savings Bank and ERIEBank as depositories of school funds for 2019-2020

Moved for approval by Gallagher, with second by Boyd
The motion is approved with an “ayes” voice vote

Designation of Erie Times News

Motion to approve Erie Times News as newspaper of general circulation for 2019-2020

Moved for approval by Gallagher, with second by Boyd
The motion is approved with an “ayes” voice vote

Bonds for Secretary and Treasurer

Motion to purchase public official bonds for the Secretary and Treasurer for the 2019-2020 school year in the amount of \$500,000 each

Moved for approval by Gallagher, with second by Boyd
The motion is approved with an “ayes” voice vote

Nomination and election of Treasurer

Motion was made by Gallagher to nominate Ring for Treasurer for a one-year term beginning July 1, 2019; with a second by Ogden

Motion to close nominations for Treasurer was made by Gallagher with a second by Ogden

Motion to elect Sam Ring as Treasurer for a one-year term beginning July 1, 2019

Moved for approval by Gallagher, with second by Ogden
The motion is approved with an “ayes” voice vote

Removal of NOREBT Trustee

Motion to remove Eric Duda as one of the two Operating Committee trustees to the NOREBT Trust

Moved for approval by Hallock, with second by Gallagher
The motion is approved with an “ayes” voice vote

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica – Presented by Terri Birchard
(Copy filed with the official minutes)

Motion to take hiring motion from the table

Motion to take from the table the motion to hire Lesa Scalise as Supervisor of Student Support at the salary of \$73,000 per year

Moved for approval by Gallagher, with a second by Rickrode
The motion is approved with an all “ayes” voice vote

Supervisor of Student Support - Scalise

Motion to hire Lesa Scalise as Supervisor of Student Support at the salary of \$73,000 per year

Moved for approval by Rickrode, with a second by Gallagher
The motion is approved with an all "ayes" voice vote

AYES Internship Supervision

Motion to approve 12 hours each (24 hours total) of AYES internship supervision for Same Steever and Business and Industry Partnerships Coordinator (TBD) at the curriculum rate of \$35.00 per hour

Moved for approval by Ring, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Curriculum Development

Motion to approve payment to the instructors listed at the current curriculum development rate of \$35.00 per hour up to a maximum of 12 hours per instructors

Moved for approval by Olesnanik, with a second by Boyd
The motion is approved with an all "ayes" voice vote

Part-time Custodian – Schley

Motion to hire Kim Schley as a part-time custodian at the rate of \$15.83 per hour effective on or after May 24, 2019

Moved for approval by Rickrode, with a second by Gallagher
The motion is approved with an all "ayes" voice vote

Retirement - Erdman

Motion to accept the retirement request of Donna Erdman with her last day of work being June 7, 2019

Moved for approval by Rickrode, with a second by Boyd
The motion is approved with an all "ayes" voice vote

Business and Industry Partnerships Coordinator – Eggleston

Motion to hire Robert Eggleston as Business and Industry Partnerships Coordinator at Column E step 16 at the rate of \$52,249 per year effective for the 2019-2020 school year and an additional 10 days at his per diem rate in the 2019-2020 school year

Moved for approval by Ogden, with a second by Ring
The motion is approved with an all "ayes" voice vote

Director Unused Vacation Pay

Motion to approve up to 15 days per diem compensation for unused vacation by Dr. Walker

Discussion was entered into since this provision was not included within the Director's written contract. Dr. Walker provided clarification that since he was hired late (August 1, 2018), this was verbally agreed upon by Mr. Ring and Mr. Gallagher in their conversations surrounding his hiring

Moved for approval by Gallagher, with a second by Ring

The motion is approved with eight "ayes" and one "no" voice vote

Operations

Administrative Reports

- Superintendent Report – Dr. Erik Kincade, Fairview School District – no report
 - Director Report — Dr. H. Fred Walker
 - Solicitor Report — Tim Sennett
 - High School Principal Report — Joe Tarasovitch
- (Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) - none

Student Field Trips and Fundraising, (Policy 121, 229, 230) – none

Facility Use Requests – Profit Making Organizations (Policy 707) - none

Other Operations - none

Other Business

Board Action Item schedule – no change

Cost Estimation Process for Life Safety - VonVolkenbure

Motion to authorize Del VonVolkenburg, ECTS Facilities Manager, to enter into a cost estimation process for life safety items at the ECTS facilities, up to and including the drafting of a Request for Proposal for the solicitation of bids

Moved for approval by Gallagher, with a second by Ogden

The motion is approved with an all "ayes" voice vote

Donation of Lincoln Electric K1735-1 Multi-Weld 350

Motion to approve the donation of Lincoln Electric K1735-1 Multi-Weld 350 Welder from Matheson for use in the Skill Center welding lab

Moved for approval by Ogden, with a second by Gallagher

The motion is approved with an all "ayes" voice vote

Donation of Paint Mixing Cabinet

Motion to approve the donation of the Paint Mixing Cabinet and supplies from PPG Industries for use in the Auto Body Repair lab

Moved for approval by Ring, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Donation of Ford Future Techs vehicle

Motion to ratify the donation of the Ford Future Techs vehicle for use in the Automotive Technologies lab

Moved for approval by Ogden, with a second by Boyd
The motion is approved with an all “ayes” voice vote

Lease agreement with Northwest Tri-County Intermediate Unit

Motion to approve the lease agreement with the Northwest Tri-County Intermediate Unit for the Regional Choice Initiative program at the Skill Center building effective July 1, 2019 through June 30, 2020

Moved for approval by Ogden, with a second by Ring
The motion is approved with an all “ayes” voice vote

First amended 2017-2018 Satellite Delivery agreement with RRC of Northern PA

Motion to approve the first amended 2017-2018 satellite delivery agreement with the Rural Regional College of Northern Pennsylvania for the extended term from August 16, 2017 through August 16, 2019

Moved for approval by Rickrode, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Approval of Director's Reimbursement Payment

Motion to approve the Director's expense report for May 2019

Moved for approval by Boyd, with a second by Gallagher
The motion is approved with an all “ayes” voice vote

Supplemental Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports – Sandy Carr and Pat Holland
- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report

- Disabled Population by District
 - Disabled Population by Program
 - Business Contacts Report
 - Work Experience Report
 - Admissions Coordinator Report
 - Career Planning Coordinator Report
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- Senior Recognition Night; Wednesday, May 29th; 7:00 p.m.; McDowell Intermediate
 - Next meeting: Thursday, June 27, 2019 at 6:00 p.m.

Guest and Public Comment – Open to General Matters

Mariea Sargent, on behalf of the ECTS Scholarship Committee, explained the essay, attendance, and interview components of the scholarships to the group. The ECVTS Foundation is donating \$3,000 to this year's scholarship awards, with the AFT providing \$750 to the student awards. Seven ECTS students will be receiving this year's awards and a list of their names and districts will be provided at the June JOC and Foundation meeting sessions.

JOC Board Remarks and Comments

Mr. DiPlacido, JOC Chairman, commented that the JOC may have differing views but he feels that everyone wants what is best for the students of ECTS.

Adjournment

Moved by Gallagher, with a second by Boyd to adjourn the meeting

Mr. DiPlacido, Chairperson, adjourned the meeting at 9:23 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee