



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 17, 2019

Work session - 6:00 pm

- The Erie County Vocational Technical School Foundation Meeting was moved to the work session
- An Executive Session regarding personnel matters was moved to after the adjournment of the Joint Operating Committee session

Call to Order

Attorney Tim Sennett, Temporary Chairperson, called the regular meeting to order at 6:14 pm

Attorney Sennett read a prepared statement to those present regarding Administrative Procedure 126 regarding the enrollment review process for ECTS programs

Moment of Reflection and Pledge of Allegiance

District Appointments

Motion to accept the following district appointed committee members:

- Wattsburg – Steve O'Donnell (2021)
- Fairview – David Mahoney (2022)
- Harbor Creek – Terri Brink (2020)
- Fort LeBoeuf – Andy Dinsmore (2020)
- Millcreek – John DiPlacido (2022)
- North East – Joseph Cancilla (2022)

Moved for approval by Ring, with a second by Olesnanik

Motion is approved with an all "ayes" voice vote

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
David Mahoney	Fairview	x	
Andy Dinsmore	Fort LeBoeuf	x	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Terri Brink	Harbor Creek		x
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Joseph Cancilla	North East		x

Sam Ring	Northwestern	x
Stephen Gilbert	Union City	x
Steve O'Donnell	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	
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

Chairperson - Ring

Bucksbee nominated Ring as Chairperson for 2020, Olesnanik nominated DiPlacido as Chairperson for 2020

Bucksbee moved to close the nominations for Chairperson

Motion to close nominations by Bucksbee with a second by Olesnanik, approved by all "ayes"

A roll call vote for Mr. Ring's nomination as JOC Chairperson for 2020 was recorded as follows:

Mahoney (Fairview)	Yes
Dinsmore(Fort LeBoeuf)	Yes
Bucksbee (General McLane)	Yes
Olesnanik (Girard)	No
Brink (Harbor Creek)	Absent
Rickrode (Iroquois)	Yes
DiPlacido (Millcreek)	No
Cancilla (North East)	Absent
Ring (Northwestern)	Yes
Gilbert (Union City)	Yes
O'Donnell (Wattsburg)	Yes

With 7 "yes", 2 absent and 2 "no" votes, Mr. Ring is elected Chairperson for 2020.

Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. Ring

Vice-Chairperson - DiPlacido

Bucksbee nominated DiPlacido as Vice-Chairperson for 2020, with a second by Olesnanik

Olesnanik moved to close the nominations for Vice-Chairperson

Motion to close nominations was approved with an all "ayes" voice vote

Mr. DiPlacido as Vice-Chairperson for 2020 with no other nominations is approved by acclamation

Meeting Minutes

Minutes of October 24, 2019

Motion to accept the minutes of the October 24, 2019 meeting as presented.

Moved for approval by Rickrode, with second by Gilbert

The motion is approved with an all “ayes” voice vote

(Copy is filed with the official minutes)

Student Accomplishments/Highlights

Review of the accomplishments of the following

- Student of the Month – October and November 2019
- AUR, CNT, and MTF collaboration – Erie Bayhawks “Flagship Cannon” press release
- Erie County Technical School 2019 Erie’s Choice Award winner

Guests and Public Comment – Items related to the Agenda

Guests signed in and present: Rob Eggleston, Diane Johns, Emilie D’Aurora, Jillian Brinling, Anthony Iannelo, Beth Brinling, Alreya Copeland, Aaessa Hoover, Mariea Sargent, Kailee Rizzo, Jamen Skelton, Brenda Hoover, Rosanne Gangemi, Jeff Zellefrow, Carolyn Miaczynski, Hannah Greene, Thomas Olsen, Daniel Alexander, Chris Work, Mary Foulkrod, Mie Miller, Joe Miller, Brennan Keen, McKenna Pease, Bethany Hess, Emily Varner, Brad Pease, Amy & Chad Varner, Ryan Farrell, Jeff & Lily Hicken, Elizabeth Mehler, Janie & Keith Vargason, Kyra Farrell, Jeffery King, Ben Lawson, Amanda King, Gavin Strong, Lauren Williams, Grace Wortman, Kaiden Smith, Darren Cook, Vshoushalah Niles, Gabriella Cook, Stephanie Douglas, Richard & Johanna Whyte, Jonathan Buscemi, Jennifer Whyte

Mr. Jeff Zellefrow, Tourism and Hospitality Management Instructor, addressed the JOC regarding Administrative Procedure 126. He noted that discussions regarding continuance of a program at ECTS should not focus on just the preliminary enrollment numbers to determine whether it’s a full program or a dead program.

Mr. Jeff Hickin of Triangle Tool, along with several representatives from other local businesses, addressed the JOC regarding their concerns over the lack of trained employees to replace the aging local workforce, particularly if programs such as Precision Machining Technology and Tourism and Hospitality Management are curtailed. Mr. Chris Work from Scott Enterprises also noted to the JOC that ECTS students in programs potentially identified as at risk for closure are vital to the growth and continuance of many local companies.

Operations

New Business

- i. Joint Operating Committee 2020 meeting dates
- ii. Equipment donation for CMP Lab
- iii. Supply donation for MTF Lab
- iv. Vehicle donation for AUT Lab
- v. Request to increase the VISA purchasing level for 2019-2020 by \$3,000 for Metal Fabrication and Electrical Engineering
- vi. Enrollment and Community Engagement Coordinator – revised job description

vii. Director's Expense Reimbursement Request – November 2019

Old Business – None

Motion to approve the Operations Section

Moved for approval by Bucksbee, with second by Gilbert

Financial Items

- A. Business Manager Report
- B. Treasurer Report
- C. Statement of Activities
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- D. Checks and Wire Transfers
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- E. Invoices Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- F. VISA Procurement Card

(Copies filed with the official minutes)

Motion to approve the Financial Items Section

Moved for approval by Gilbert, with second by Olesnanik

Human and Quality Resources

- A. Human and Quality Resources Report
 - i. ISO Audit report
- B. Resignations and Retirements
 - i. Recommendation to accept the retirement of Patricia Hodas, effective December 13, 2019
- C. Hiring
 - i. Recommendation to grant regular employment status to Kelly Phillips, part-time Custodian effective December 12, 2019

Motion to approve Human and Quality Resources Section

Moved for approval by DiPlacido, with second by Olesnanik

Reports (Verbal and Written)

- Superintendent Report – Dr. Erik Kincaid, Fairview School District
- Director Report — Dr. H. Fred Walker – absent, presented by Joe Tarasovitch

- Solicitor Report — Tim Sennett - None
- High School Principal Report — Joe Tarasovitch
 - First Quarter Honors
 - Walk for Wishes

Motion to approve Reports Section

Moved for approval by Gilbert, with second by Rickrode

Supplemental Reports (written only)

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. JOC Member Attendance Report
- e. Secondary Program Enrollment Report
- f. Transition Center & Career Alternative Education Enrollment Report
- g. Disabled Population by Program
- h. Disabled Population by District
- i. Business Partnership Coordinator Report
- j. Enrollment and Community Engagement Coordinator Report
- k. Career Planning Coordinator Report
- l. Regional Career and Technical Center Report
- m. Erie County Department of Health School Inspection Report

Statute-Related Business - None

The Board Action Items schedule was reviewed

Agenda Amendments

- a. Facilities Report
- b. Updated Invoice Payable Report – General Fund

Motion to approve Amendments

Moved for approval by Bucksbee, with second by Rickrode

Adjournment

Motion to adjourn was presented by Gilbert with a second by O'Donnell

Mr. Ring, JOC Chairman/Treasurer, adjourned the meeting at 7:28 p.m.

The next meeting is January 23, 2020 at 6:00 p.m.

An Executive Session regarding personnel matters was held after the JOC session adjourned

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee