Erie County Technical School

VIA ZOOM SESSION ONLINE

Joint Operating Committee - Meeting Minutes

Thursday, May 28, 2020

Work session - NONE

Call to Order

Mr. Sam Ring, JOC Chair and Treasurer, called the regular meeting to order at 6:04 pm

The session was held via Zoom due to the COVID-19 restrictions

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

Committee members:	District:	Present	Absent
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

Administrators:	Position:	Present	Absent
Dr. Erik Kincade	Superintendent of Record		x
Dr. H Fred Walker	Director	x	
Tim Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Terri L. 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	

Motion to Approve the Agenda

Motion to approve the agenda as presented
Moved for approval by Brink, with second by Gilbert
The motion is approved with an all "ayes" voice roll call vote

Meeting Minutes

Minutes of April 23, 2020

Motion to accept the minutes of the April 23, 2020 meeting as presented
Moved for approval by Brink, with second by Olesnanik
The motion is approved with an all "ayes" voice roll call vote
(Copy is filed with the official minutes)

Student Accomplishments/Highlights

Guests and Public Comment – Items related to the Agenda

Important Items Coming to ECTS

Reopening options for the beginning of the school year , such as A/B schedules are being considered

Operations

A. New Business
   i. Approval of PNC Bank, PSDLAF/PNC, Northwest Savings Bank, and ERIEBank as depositories of school fund for 2020-2021
   ii. Approval of the purchase of public official bonds for the Secretary and Treasurer for the 2020-2021 school year in the amount of $500,000 each
   iii. Approval of the Erie Times News as the newspaper for general circulation for 2020-2021
   iv. Election of Treasurer for one-year term beginning July 1, 2020
      a. Call for Nominations – Brink and Olesnanik nominated Bucksbee
         Approved with all "ayes" voice roll call vote
      b. Close of Nominations – DiPlacido and Olesnanik
         Approved with all "ayes" voice roll call vote
      c. Bucksbee is approved as Treasurer with all "ayes" voice roll call vote
   v. Approval of the lease agreement with the Northwest Tri-County Intermediate Unit for the Regional Choice Initiative program at the Skill Center building effective July 1, 2020 through June 30, 2021
   vi. Approval of the Special Education Transition Center Operating Agreement effective July 1, 2020 through June 30, 2021, as presented
   vii. Approval of the MOU with the Erie County Sheriff's Department effective July 1, 2020 through June 30, 2022
   viii. Approval of the increase in RCTC class fees for the following programs: PA State Inspection Class to $330.00; Motorcycle Testing to $100.00; and Big Truck Testing to $250.00

ix. Approval of the General Fund budget transfers as presented
x. Approval of the Director's expense report for April 2020

Motion from the floor to add item xi. to agenda by Brink with a second by Mahoney

xi. Approval of free license testing during 2020-2021 to 2019-2020 students in Automotive Technologies, Automotive Body Repair, and Cosmetology as if completed in 2019-2020

B. Old Business
   a. Discussion regarding RCTC Operations
      Dr. Walker presented a summarized document regarding the RCTC Adult Training operations. He advised the discontinuance of anecdotal courses. Fingerprinting operation discussions will continue at the June JOC session to allow the JOC members the opportunity to discuss this operation with their home districts

Motion from the floor to add item i. to agenda by Olesnanik with a second by Brink
Motion from the floor to add item ii to agenda by Mahoney with a second by Brink

i. Approval to transfer one RCTC supervisor back to Perkins funded program as an instructional aide and to maintain one RCTC supervisor in RCTC Operations
ii. Approval of discontinuance of anecdotal, non-program based, and hobby courses for RCTC operations per Dr. Walker's discussion

Motion to approve Operations Section

Motion to approve the Operations Section
Moved for approval by Bucksbee, with second by Brink
The motion is approved with an all "ayes" voice roll call vote

<u>Financial Items</u>

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 Financial Items Section

Motion to approve the Financial Items Section
Moved for approval by Rickrode, with second by Olesnanik
The motion is approved with an all "ayes" voice vote

Human and Quality Resources

a. Human and Quality Resources Report
b. Resignations and Retirements
   i. Approval of retirement of Mark Cyphert, Metal Fabrication Instructor, effective September 1, 2020
   ii. Approval of the resignation of Stephanie Mathews, Transition Center Instructor, effective May 31, 2020
   iii. Approval of the resignation of Natalie Fatica, Coordinator of Human and Quality Resources, effective June 5, 2020
c. Hiring
   i. Approval of regular employment status for Allen Labrozzi, part-time custodian effective March 6, 2020
   ii. Approval of Diana Noe as long term per diem substitute instructor in the Cosmetology Program for the 2020-2021 school year at the rate of pay of $225.00 per instructional day for the first 30 days and $250.00 per instructional day after that
   iii. Approval of hiring three seasonal maintenance/custodial employees at the hourly rate of $9.00 per hour from May 29 to September 30, 2020

Motion to approve Human and Quality Resources Section

Motion to approve Human and Quality Resources Section
Moved for approval by Brink, with second by DiPlacido
The motion is approved with an all "ayes" voice roll call vote

Reports (Verbal and Written)

- Superintendent Report – none
- Director Report — Dr. H. Fred Walker
- Solicitor Report — Tim Sennett
- High School Principal Report — Joe Tarasovitch

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

Statute-Related Business - none

No motion needed since there were no items of business in the Statute-Related Business Section

Board Action Items- none

Amendments – none

Adjournment

Motion to adjourn presented by Bucksbee with a second by Brink

Mr. Ring, JOC Chairman/Treasurer, adjourned the meeting at 8:17 p.m.

The next meeting is June 25, 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