Erie County
Technical
School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, September 26, 2019

Work session - 6:00pm

- The ECTS Exemplary Students were recognized during the work session
- An Executive Session was held during the work session from 6:23 to 7:06 p.m.

Call to Order

Mr. DiPlacido, JOC Chairman, called the regular meeting to order at 7:06 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

Committee members:	District:	Present	Absent
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	

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 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	

Resignation of North East JOC representative

Motion to accept the resignation of Corrie Boyd, JOC North East School District representative, effective September 5, 2019

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

Appointment of North East JOC representative

Motion to approve Joe Cancilla as the JOC representative from North East School District

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

Meeting Minutes

Minutes of August 22, 2019 Meeting

Motion to accept the minutes of the August 22, 2019 meeting as presented.

Moved for approval by Ogden, with second by Olesnanik
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: Gina Zona, Stevie Crockett, Rob Eggleston, and Mariea Sargent

Correspondence

- Letter from North East School District regarding the resignation of JOC member Corrie Boyd and appointment of Joseph Cancilla as the JOC representative from North East School District

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: August 2019
  - General Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: August - $164,239.52
  - Invoices Payable: $180,854.40
  - Capital Projects Fund Checks and Wire Transfers: August - none
  - Invoices Payable - None
  - Student Activity Fund Checks and invoices: August - none
  - Invoices Payable - $85.91
- VISA procurement card payment: August - $32,133.89
- Treasurer's Report: August 2019

All business reports moved for approval by Rickrode, with a second by Ogden
Motion approved with all "ayes" voice vote
(Copy of each item is filed with the official minutes)

Human and Quality Resources

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

Transition Instructor - Mathews

Motion to hire Stephanie Mathews as the Transition Center Instructor at Column D Step 4 with the salary of $44,049 effective for the 2019-2020 school year beginning on or after September 30, 2019

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

Part-time custodians – Fried and Kraus

Motion to hire Christopher Fried and Michael Kraus as part-time custodians at the rate of $16.00 per hour effective on or after September 27, 2019

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

Student Health Services Coordinator - Garofalo

Motion to hire Sarah Garofalo as part-time Student Health Services Coordinator at the rate of $2,500 effective September 27, 2019

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

Operations

Administrative Reports

- Superintendent Report – Dr. Erik Kincade, Fairview School District
- Director Report — Dr. H. Fred Walker
- Solicitor Report – Attorney Tim Sennett
- Principal Report – Joe Tarasovitch

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

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Field Trip Requests

Motion to approve the following field trip requests

a) Business Co-op; Manufacturing Day; October 9, 2019
b) Precision Machining Technologies; Lord Corp; October 8, 2019

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

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

Other Operations

2019-2020 Occupational Advisory Committee

Motion to approve the 2019-2020 Occupational Advisory Committee as presented

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

2019-2020 RCTC Automotive Instructor Pay

Motion to approve pay increases for RCTC automotive technology instructors Steever and Michalak from $35.00 per hour to $45.00 per hour

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

2019-2020 Student Internship Agreement

Motion to approve the 2019-2020 Student Internship Agreement with Scott's Corporate Services, Inc. as presented

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

2019-2020 CAEP Services Agreement

Motion to approve the 2019-2020 CAEP services agreement with the Sarah Reed Children's Center as presented

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

2019-2020 CAEP Tuition Rates

Motion to set the CAEP tuition rates at $140.00 per day for school year 2019-2020

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

Donation of Technology Equipment

Motion to accept the donation of the 10 servers and 7 port switches

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

Other Business

Board Action Item schedule was reviewed

Approval of Director's Reimbursement Payment – None

A revised agenda template was presented for review and discussion

Supplemental Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith – no report
- Instructional Support Services Reports **–** Sandy Carr and Lesa Scalise
- 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 Partnerships Report
- Work Experience Report
- Enrollment and Community Engagement Coordinator Report
- Career Planning Coordinator Report
- Next meeting: Thursday, October 24, 2019 at 6:00 p.m.

Guest and Public Comment – Open to General Matters

Discussion regarding the length of the JOC session meetings and a revised agenda format was held. A new agenda template will be in place for the next JOC session. A JOC portal to access electronic information may also need to be implemented.

All boards from the ECTS sending districts have approved the pre-bid document development for the ECTS renovation. The ECTS Business Office will receive the invoice from HRLC Architects and then bill the districts for their respective share of the invoice. After all district payments have been received for an invoice, the ECTS Business Office will then issue payment to HRLC Architects.

Adjournment

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

Mr. DiPlacido, Chairperson, adjourned the meeting at 7:58 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee