



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Tuesday December 15, 2020**

**Work session - 6:00 pm**

- Chris Coughlin, HRLC Architects, provided a renovation update
- The Erie County Vocational Technical School Foundation Meeting was held during the work session

**Call to Order**

Attorney Tim Sennett, Temporary Chairperson, called the regular meeting to order at 6:44 pm

Attorney Sennett reminded all in attendance of the Zoom virtual meeting protocol

**Moment of Reflection and Pledge of Allegiance**

**District Appointments**

Motion to accept the following district appointed committee members:

- Harbor Creek – Terri Brink (2023)
- Girard – Dennis Olesnanik (2023)
- Fort LeBoeuf – Andy Dinsmore (2023)
- Iroquois – Ed Rickrode (2023)

District committee members, all who are returning from their respective districts, were welcomed

**Roll Call**

Terri Birchard, Board Secretary, called the roll:

| <b><u>Committee members:</u></b> | <b><u>District:</u></b> | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|----------------------------------|-------------------------|-----------------------|----------------------|
| 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                     |                      |
| Nicole Lee                       | Wattsburg               | x                     |                      |

| <b><u>Administrators:</u></b> | <b><u>Position:</u></b>                 | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|-------------------------------|-----------------------------------------|-----------------------|----------------------|
| Mr. Rick Emerick              | Superintendent of Record                | x                     |                      |
| Dr. H Fred Walker             | Director                                | x                     |                      |
| Tim Sennett                   | Solicitor                               | x                     |                      |
| Joseph Tarasovitch            | Principal                               | X                     |                      |
| Terri Birchard                | Business Manager                        | x                     |                      |
| Catherine Doty                | Administrative Services/ HR 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**

Gilbert nominated Ring as JOC Chairperson for 2021, with a second by Bucksbee

Motion to close nominations by Brink with a second by Rickrode, approved by all “ayes”

**Vice-Chairperson - DiPlacido**

Gilbert nominated Mahoney as JOC Vice Chairperson, with a second by Dinsmore

Mahoney respectfully declined

Olesnanik moved to nomination DiPlacido for Vice-Chairperson, with a second by Rickrode

Motion to close Olesnanik with a second by Lee, approved by all “ayes”

**Agenda and Amendments**

- a. Financial Items – Section 13 (e)(i) – Updated Invoices Payable – General Fund
- b. Section 20 (a)(i)(2) – Addition of Millcreek Presentation re: Capital Funding Formula

Motion to approve the agenda and amendments

Moved for approval by DiPlacido, with second by Dinsmore

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

**Meeting Minutes**

**Minutes of December 15, 2020**

Motion to accept the minutes of the December 15, 2020 meeting as presented.

Moved for approval by Rickrode, with second by Brink

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

- 2020 Patrick R. Loco Memorial Award – Andrew Reiland
- Career Street Roadmap Feature – ECTS Graduate Erynn McChesney
- Students of the Month – October and November 2020
- Exemplary Students – Quarter 1

- 2020-2021 ECTS Recruitment Video
- WJET/Edinboro University Golden Apple Award Winner – Chef Kelly Schoullis – CUA Instructor

### **Guests and Public Comment – Items related to the Agenda**

Guests logged in and present: Joe Salorino, ECTS Graphics Instructor and AFT Local 1589 President

Mr. Salorino expressed his appreciation to the administrators and professional and classified units at ECTS. He noted the accomplishments of our students and has served as an ECTS instructor for 20 years. There are many challenges with the COVID virus, and although safety protocols are being followed, the Professional Unit had provided a Memorandum of Understanding to Dr. Walker regarding safety during the COVID pandemic in early October. This document was then forwarded to Mr. Ring, the JOC Chair. Mr. Salorino requested that this document should be distributed to the JOC and reviewed by them for a response if it has not as of this point.

Mr. Ring stated that the document was distributed to the JOC at their last session and is under legal review. A response will be provided when appropriate.

### **Correspondence**

A Developer's Agreement from Summit Township was reviewed with the group. Attorney Sennett noted that this is a standard agreement and requires an escrow deposit for renovation projects. Mr. Coughlin's firm provided Summit Township with the initial \$1,000 escrow deposit to keep the renovation project moving forward.

Dr. Walker reminded the group that normal architect fees are based on a percentage of project costs. Since this is being handled in a non-standard approach, there are several expenses that arise.

Mr. Gilbert discussed that the JOC should give Dr. Walker the authority to move forward on items without JOC approvals. Mr. Ring noted that Dr. Walker had already signed this document

Attorney Sennett suggested that the JOC should ratify their approval of the signing of this document by Dr. Walker.

Motion to ratify the signing of the Summit Township Developer's Agreement by Dr. Walker

Moved by Olesnanik, with a second by Rickrode

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

### **Operations** **New Business**

### **Closure of PNC Accounts**

Motion to close the Motion to close the PNC General Fund, PNC Capital Projects Fund; and PNC Student Activities Fund accounts and transfer all remaining cash balances in these PNC accounts to Northwest Bank accounts

### **Authorization for Business Manager Transfers regarding Grant Reimbursements**

Motion to allow the Business Manager to initiate transfers necessary from the General Fund to the Capital Projects Fund to restore grant-related expenditures paid out through the Capital Projects fund and reimbursed into the General Fund

### **Closure of Benefit-related PNC Accounts/Approval of Northwest Bank Accounts**

Motion to close the PNC Bank Flexible Spending; PNC Bank Dental; and PNC Bank Vision accounts and to establish three custodial accounts for BAI's use at Northwest Bank by transferring all remaining balances from these respective PNC benefit accounts to newly-established Northwest Bank Flexible Spending; Northwest Bank Dental; and Northwest Bank Vision accounts

### **PDE Emergency Instructional Time 2020-2021 Template**

Approval of the Board Affirmation for PDE Emergency Instructional Time 2020-2021 Template

### **2021 Joint Operating Committee Meeting Dates**

Approval of the Joint Operating Committee 2021 meeting dates

### **Donation from Interstate Nissan**

Approval of the recommendation to accept the donation of two (2) bumper covers, one (1) door skin and a lift gate to be used in the Auto Body Repair Lab from Interstate Nissan

### **Donation from Hallman Auto Group**

Approval of the recommendation to accept the donation of miscellaneous parts to be used in the Automotive Technologies Lab from Hallman Auto Group

### **Articulation Agreement with Edinboro University of PA**

Motion to approve the Articulation Agreement between Edinboro University of Pennsylvania and the Erie County Technical School

### **Old Business**

### **Revised 2020-2021 Health and Safety Plan**

Approval of the REVISION to the Erie County Technical School 2020-2021 Health and Safety Plan

### **PENNDOT Settlement Agreement regarding Condemnation of Property**

Motion to approve Resolution No 2020-001, Resolution of the Joint Operating Committee of the Erie County Technical School Approving a Settlement with the Pennsylvania Department of Transportation in Regard to the Condemnation of Real Property Located on 8500 Oliver Road

Motion to approve the Operations Section

Moved for approval by Mahoney, with second by Olesnanik

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

**Financial Items**

- a. Business Manager Report
- b. Treasurer Report
- c. Statement of Activities
  - i. General Fund – October 2020 and November 2020
  - ii. Capital Projects Fund – October 2020 and November 2020
  - iii. Student Activities Fund – October 2020 and November 2020
- d. Checks and Wire Transfers
  - i. General Fund – October and November 2020 - \$294,292.56
  - ii. Capital Projects Fund – October and November 2020 - \$258,196.75
  - iii. Student Activities Fund – October and November 2020 - none
- e. Invoices Payable
  - i. General Fund - \$116,727.87
  - ii. Capital Projects Fund - \$8,558.75
  - iii. Student Activities Fund - \$2,129.15
- f. Visa Procurement Card Payment – October - \$46,058.47 and November 2020 - \$26,653.06

(Copies filed with the official minutes)

Motion to approve the Financial Items Section

Moved for approval by Mahoney, with second by Olesnanik

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

**Administrative Services and Human Resources**

**A. Administrative Services and Human Resources Report**

**Resignations and Retirements**

**Retirement - Massello**

Motion to accept the retirement request of James Tracy Massello with his last day of work being May 28, 2021

**Hiring**

**Part-Time Instructional Aide – Pagano**

Motion to ratify the hire of Kathleen Pagano as a part-time Student Assistance Aide at a probationary rate of \$16.46 per hour effective on or after November 2, 2020

**Instructor - Trippi**

Motion to ratify the hire of Adam Trippi as the Construction Trades Instructor effective on or after November 23, 2020 at Column A/B Step 7 prorated, on the salary of \$44,308

**Regular Employment Status – Lytle**

Motion to grant regular employment status to Sharon Lytle, a SAA-2, Instructional Aide, effective January 14, 2021 at a rate of \$16.46 per hour

**Part-Time Custodian – Conner (REVISED)**

Motion to hire Jason Conner as a part-time custodian at rate of \$16.68 per hour effective on or after September 25, 2020 (Revised motion to remove probationary period since this was completed when he was employed as summer help)

Motion to approve Human and Quality Resources Section

Moved for approval by Brink, with second by Gilbert

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

**Reports (Verbal and Written)**

- Superintendent Report – Mr. Rick Emerick, Fort LeBoeuf School District
- Director Report — Dr. H. Fred Walker – absent, presented by Joe Tarasovitch
- Solicitor Report — Attorney Tim Sennett
- High School Principal Report — Joe Tarasovitch
  - ECTS COVID 19 Enrollment Analysis

**Statute-Related Business - none**

**Supplemental Reports (written only)**

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. Secondary Program Enrollment Report
- e. Transition Center Enrollment Report
- f. Disabled Population by Program
- g. Disabled Population by District
- h. Business Partnership Coordinator Report
- i. Enrollment and Community Engagement Coordinator Report
- j. Career Planning Coordinator Report
- k. Regional Career and Technical Center Report
- l. JOC Member Attendance

The Board Action Items schedule was reviewed

**JOC Board Remarks and Comments**

A break was taken at 7:46 – 7:59 to allow additional Zoom participants into the meeting session.

Additional meeting participants joining the session for the Capital Funding Formula discussion were:

Shane Murray, Tara Lineman, Ian Roberts,, John Hansen, Richard Scaletta, Kimberly Smith, Vicki Bendig,

Melanie Floyd, Kelly Hess, Karl Dolak, Kimberly Heller, Jacob Hagmaier, Ken Berlin, Bill Fendya, Erik Kincade, Matthew Bennett, Michele Hartzell, Aaron O'Toole, Jeff Fox, Gary Winschel, Donna Miller,

### **Discussion Regarding Capital Funding Formula**

Millcreek School District's Business Manager, Mr. Aaron O'Toole, discussed a two-phased approach to the proposed \$32.5 million ECTS building renovation. The phased plan would continue the current capital funding formula based on market values on the first 63% of the \$32.5M project. For the remaining 37% of the renovation funding, Millcreek is proposing a capital project funding formula based on a 15 year participation formula.

Mr. O'Toole explained his reference point for utilizing a 15 year participation average was to assimilate a timeframe similar to the life of the asset. The JOC discussed several points regarding the project and decided to have Attorney Sennett draft a questionnaire to send to the districts regarding the renovation and change to the capital projects funding formula to determine each district's commitment to the proposed change in the funding formula, to agree to a capital projects funding formula change after the \$32.5M renovation is completed going forward; and to agree to fund the additional costs for the pre-bid phase,

### **Adjournment**

Motion to adjourn presented by Mahoney with a second by Lee

Mr. Ring, JOC Chairman/Treasurer, adjourned the meeting at 9:32 p.m.

The next meeting is January 28, 2021 at 6:00 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee