



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 25, 2021

Work session - 6:00pm

- Chris Coughlin of HRCL Architects, George McMillan from H.F. Lenz, and Jim Kelly discussed the building renovation plans, HVAC engineering options, and proposed renovation timeline during the work session.
- An Executive Session began at 6:55 p.m. during the work session regarding personnel matters and concluded at 8:47 p.m.

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 8:51 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>
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	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
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	
TBD	Technology Manager		
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

Agenda and Amendments

- a. Section 9(b)(i) - Retirement Motion for Terri L. Birchard, Business Manager, effective March 11, 2021
- b. Section 4(a) Student Accomplishments/Highlights - ECTS Celebrates Career & Technical Education Month
- c. Section 12(b)(i) - Field Trip Request – Drafting and Design; Gannon Chosen Mission; March 26, 2021
- d. Section 9(a) - Administrative Services and Human Resources Board Report – Revised
- e. Section 9(c)(iv) - Hiring Motion for C. Michael Miller on or after February 25, 2021 based on the salary of \$78,500 per year
- f. Section (7)(b)(v) – Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project
 - i. Added - Motion to pay additional costs to go out to bid from ECTS General Fund
- g. Section (7)(ii) ECTS 2021-2022 Calendar
- h. Section (7)(iii) JOC Declaration to wave NIMS and NOCTI Testing for 2020-21
- i. Section (8)(e)(i) General Fund Invoices Payable – updated
- j. Section (8)(e)(iii) Student Activities Fund Invoices Payable – updated
- k. Amendments coming out of Executive Session
 - i. Motion to contract Business Manager interim services not to exceed the budgeted amount
 - ii. Motion to appoint Catherine Doty as Joint Operating Committee secretary

Motion to approve the agenda and amendments by DiPlacido, with a second by Olesnanik

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

Meeting Minutes

Minutes of January 28, 2021

Motion to accept the minutes of the January 28, 2021 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

ECTS Celebrates Career and Technical Education Month focused on highlighting the accomplishments of various ECTS labs and their respective instructors

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

Guests signed in and present: None

Important Items Coming to ECTS

Discussion regarding the potential new program involving mechatronics

Operations

Administrative Procedure 126 – Deferred to March 25, 2021

The discussion regarding Administrative Procedure 126 is being deferred to March 25, 2021

2021-2022 Calendar

Motion to approve the ECTS 2021-2022 Calendar

Waiving 2020-2021 NIMS and NOCTI Testing

Motion to make a “declaration” of waving the 2020-21 NIMS and NOCTI Testing accountability due to COVID-19 implications and the results of the utilization of the hybrid schedule of in-person and virtual on-line instruction utilization the A/B Day schedule

2020-2021 Occupational Advisory Committee members

Motion to approve the Occupational Advisory Committee members for the 2020-2021 school year, as presented

Old Business

Roundabout Property Discussion

Attorney Sennett noted that the paperwork has been submitted to PennDOT regarding the roundabout. Reimbursement should occur during March 2021

Summit Township Sewer Authority – Easement Resolution

Discussion was held regarding the Summit Township Sewer Authority Easement Resolution

General NPDES Permit for Stormwater Discharges

Dr. Walker discussed the stormwater permit would require a check or bond payment of over \$50,000. It will be required now to receive the permit for the renovation.

Renovation – Reduced Project Cost Resolution

A revised renovation cost resolution was provided for the Joint Operating Committee’s review

Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project

Discussion was held regarding the bid process and timeline for the bid process for the renovation. Bids will be sought during March 2021 and additional costs will be incurred to place the project out for bid. A following motion was included in this agenda to allow for the additional costs incurred for taking the project to bid, such as BIU fees and permits, will be paid by the General Fund and reimbursed from the project funds at a later time

Motion to pay costs for expenses to go out to bid from General Fund

Motion to pay costs for additional expenses incurred to go out to bid from General Fund

Request was made to separate the Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project and the Motion to pay for all additional costs to go out to bid from the General Fund from the rest of the Operations action items. A separate voice vote will occur on these two items.

Articulation Agreement - Douglas Education Center and Erie County Technical School – COS program

Motion to ratify the Articulation Agreement between Douglas Education Center and the Erie County Technical School for the Cosmetology Program

Articulation Agreement – Northern Pennsylvania Regional College – ECE program

Motion to ratify the Articulation Agreements between Northern Pennsylvania Regional College and the Erie County Technical School for the Early Childhood Education Program

Articulation Agreement – Douglas Education Center – HEA program

Motion to ratify the Articulation Agreements between Douglass Education Center and the Erie County Technical School for the Health Assistant Program

“Declaration” to waive 2020-2021 NIMS and NOCTI Testing

Motion to make a “declaration” of waiving the 2020-21 NIMS and NOCTI Testing accountability due to the COVID-19 implications and the results of the utilization of the hybrid schedule of in-person and virtual on-line instruction utilizing the A/B Day schedule

Motion to advance Board Policy Revisions

Motion to advance Board Policy Revisions as noted in the attached policies and Table of Content below -

000 Local Joint Operating Committee Procedures

006.1 Vol II 2020 Attendance at Meetings Via Electronic Communications	2 nd Read	Not Active
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100 Programs

103 Vol II 2020	Discrimination/Title IX Sexual Harassment Affecting Students	1 st Read	
103.1 Vol V 2018	Nondiscrimination - Qualified Students with Disabilities	1 st Read	
111 Vol V 2020	Lesson Plans	1 st Read	
113.1	Discipline of Students with Disabilities	1 st Read	
113.2 Vol VI 2020	Behavioral Support	1 st Read	
113.3 Vol VI 2020	Confidentiality of Special Education Student Information	1 st Read	
115	Cooperative Education	1 st Read	Not Active
122 Vol VI	Extracurricular Activities	1 st Read	

200 Pupils

218.3 VII 2020	Discipline of Student Convicted/Adjudicated of Sexual Assault	1 st Read
220 PSBA Policy	Guide Student Expression/Distribution and Posting of Materials	1 st Read
221	Copy of Dress and Grooming	2 nd Read
222 Vol 1 2020	Tobacco and Vaping Products	2 nd Read
222 Vol V 2018	Tobacco/Nicotine	Retire
246 Vol V 2018	School Wellness	Retire
246 Vol IV 2018	School Wellness	Retire
247 Vol V 2018	Hazing	1 st Read
249 Vol V 2018	Bullying/Cyberbullying	1 st Read
252 Vol VII 2020	Dating Violence	1 st Read

300 Employees

309.1 Vol V 2020	Telework	1 st Read
318 Vol V 2020	Attendance and Tardiness	1 st Read
323 Vol 1 2020	Tobacco and Vaping Products	1 st Read
331 Vol V 2020	Job Related Expenses	1 st Read
332 Vol V 2020	Working Periods	1 st Read
334 Vol V 2020	Sick Leave	1 st Read
335 Vol II 2020	Family and Medical Leave	1 st Read
340 Vol V 2020	Responsibility for Student Welfare	1 st Read

600 Finances

626	Procurement Procedure Attachment Vol V 2018	Retire
626 Vol II 2020	Federal Fiscal Compliance	1 st Read
Cross Reference 600 Finances		1 st Read

700 Property

701	Facilities Planning	2 nd Read
701.1	Land Utilization	2 nd Read
702	Gifts, Grants, Donations	2 nd Read
703	Sanitary Management	2 nd Read
704 New	Maintenance	2 nd Read
705	Facilities and Workplace Safety	Retire
705 Vol V 2020	Facilities and Workplace Safety	1 st Read
705.1	Safety Advisory Committee	Retire
706	Property Records	1 st Read
706.1	Disposition of Surplus Equipment and Supplies	Retire
707	Use of School Facilities	Retire
707 Vol I 2020	Use of Center (School) Facilities	2 nd Read
708	Lending of Equipment and Books	1 st Read
709	Building Security	1 st Read
710	Use of Facilities by Staff	Retire
712	Use of School Vehicles by Staff	Retire

715	Faxing of Documents	1 st Read	
718	Service Animals in School	1 st Read	
700	Property Cross Reference	Reviewed 2/11/21	
800 Operations			
800 New	Records Management	2 nd Read	Not Active
801	Public Records	2 nd Read	
803 Vol V 2020	School Calendar	2 nd Read	
804	School Day	2 nd Read	
805 New	Emergency Preparedness and Response/Safe2Safe	2 nd Read	
805.1 New	Relations with Law Enforcement Agencies	2 nd Read	Not Active
805.2 New	School Security Personnel	2 nd Read	Not Active
806	Child Abuse	2 nd Read	
807	Opening Exercises/Flag Displays	1 st Read	
808	Food Services	Retire	
808.1	Student Meal Charge Accounts	Retire	
810	Transportation	Retire	
810.1 New	School Bus Drivers and School Commercial Motor Vehicle Drivers	Retire	
810.1 Vol 2020	School Bus Drivers and School Commercial Motor Vehicle Drivers	Retire	
810.2 New	Transportation – Video/Audio Recording	Retire	
810.3 New	School Vehicle Drivers	1 st Read	Not Active
811	Bonding	1 st Read	
812	Property Insurance	1 st Read	
813	Other Insurance	1 st Read	
814	Copyright Material	1 st Read	
815	Acceptable Use of Internet, Computers and Network Resources	1 st Read	
815.1	Third Party Remote Access	Retire	
818	Contracted Services Personnel	1 st Read	
819 New	Suicide Awareness, Prevention and Response	1 st Read	
822	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)	Reviewed 1/22/21	
823	Naloxone	1 st Read	Not Active
824 New	Maintaining Professional Adult/Student Boundaries	Reviewed 1/22/21	
827 New	Conflict of Interest	1 st Read	
828 New	Fraud	1 st Read	Not Active
830	Breach of Computerized Personal Information	1 st Read	Not Active
800	Cross Reference	Reviewed 1/13/21	
900 Community			
904 Vol V 2018	Public Attendance at Center (school) Events	Retire	
904 Vol 1 2020	Public Attendance at Center (school) Events	Retire	

904 Vole V 2020	Public Attendance at Center (school) Events	1 st Read
907 Vol V 2020	Center (school) Visitors	1 st Read
913	Non-school Organizations/Groups/Individuals	1 st Read

Motion to approve the Operations Section of the agenda, except for Old Business items V and V(1) regarding the renovation project

Moved for approval by Rickrode, with second by Brink

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

Further discussion was held regarding the resolution authorizing HRLC Architects, LLC to proceed to request bids for the renovation and the added motion regarding paying for the additional costs to go out to bid from the school's General Fund

Prior to the next Joint Operating Committee session in March, Dr. Walker will move forward on identifying a Clerk of the Works who will perform a fixed cost review of the project

**Resolution authorizing HRLC Architects to proceed to request bids and
Motion to pay additional costs to go out to bid from school's General Fund**

A voice roll call vote was initiated on the following two items, taken together -

- 1) Approval of the resolution authorizing HRLC Architects to proceed to request bids
- 2) Motion to pay additional costs to go out to bid from school's General Fund

<u>Committee members:</u>	<u>District:</u>	<u>Yes</u>	<u>No</u>
David Mahoney	Fairview	x	
Andy Dinsmore	Fort LeBoeuf	Absent	
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

Financial Items

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: January 2021
 - General Fund

- Capital Projects Fund
- Student Activities Fund
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: January - \$208,946.73
 - General Fund Invoices Payable: \$173,449.94
 - Capital Projects Fund Checks: January – \$7,180.42
 - Capital Projects Invoices Payable - \$227,213.08
 - Student Activity Fund Checks: January - None
 - Student Activity Fund Invoices Payable - \$1,668.78
- VISA procurement card payment: January - \$11,442.11
- Treasurer's Report: January 2021

Approval of additional VISA spending limits

Approval of additional \$10,000 VISA limit for 2020-2021 year for SkillsUSA/Professional Skills instructors and \$3,000 each for the two Culinary Arts instructors

Director's Expense Reimbursement

Approval of the Director's Expense Reimbursement

Motion to approve Financial Items Section of the agenda

Moved for approval by Olesnanik with a second by Rickrode

Motion approved with all "ayes" voice vote

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

Administrative Services and Human Resources

Report—Administrative Services and Human Resources— Revised

Retirement - Birchard

Motion to accept the retirement request of Terri L. Birchard, Business Manager, effective March 11, 2021

Grounds/Utility Position and Job Description

Motion to accept the addition of Grounds/Utility Position and job description

Substitute Instructional Aide - Weismiller

Motion to ratify the hire of Kristin Weismiller as a long-term substitute instructional aide at a rate of \$16.46 per hour effective on or after February 1, 2021

Regular Employment - Pagano

Motion to grant regular employment status to Kathy Pagano, SAA-2, Instructional Aide, effective March 2, 2021, at a rate of \$16.71 per hour

IT Director - Miller

Motion to hire C. Michael Miller on or after February 25, 2021 based on the salary of \$78,500 per year

JOC Secretary – Doty

Motion to appoint Catherine Doty as Joint Operating Committee Secretary effective March 11, 2021

Contracted Business Manager

Motion to contract a temporary business manager's services not to exceed the budgeted salary

Motion to approve Administrative and Human Resources Section of Agenda

Moved for approval by Brink, with second by Rickrode

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

Administrative Reports

- Superintendent Report – Mr. Rick Emerick, Fort LeBoeuf School District
- Director Report — Dr. H. Fred Walker
- Solicitor – Attorney Tim Sennett
Attorney Sennett discussed the Juul Labs class action lawsuit. He was also noted that the MOU with Jeff Smith, former IT director, had been completed
- Principal

Motion to approve reports section of the agenda

Moved for approval by Brink, with second by Rickrode

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

Statute-Related Business

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) Drafting and Design – Gannon Chosen Mission, March 26, 2021

Motion to approve Statute-Related Business

Moved for approval by DiPlacido, with a second by Olesnanik

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

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

Supplemental Reports and Information

- Facilities Report — Del VonVolkenburg
- Technology Report - None
- Instructional Support Services Reports – Sandy Carr and Lesa Scalise
- Secondary Program Enrollment Report
- Transition Center Enrollment Report
- Disabled Population by Program

- Disabled Population by District
 - Business Partnership Coordinator Report – Rob Eggleston
 - Enrollment and Community Engagement Coordinator Report – None
 - Career Planning Coordinator Report – Mary Foulkrod
 - Board Action Items
-
- Next meeting: Thursday, March 25, 2021 at 6:00 p.m.

JOC Board Remarks and Comments - none

Adjournment

Moved by Brink, with a second by Rickrode to adjourn the meeting

Mr. Ring, Chairperson, adjourned the meeting at 10:03 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee