



**Joint Operating Committee
Meeting Agenda**
Thursday, February 25, 2021
8500 Oliver Road, Erie, PA 16509

MEETING NOTICE – This meeting will not be streamed live on YouTube. If you wish to attend virtually, you may register at <https://www.ects.org/joc/> - Please use the Request to Speak at the Joint Operating Committee Meeting link and enter N/A in the reason you would like to address the board field.

**Work Session
6:00 p.m.**

EXECUTIVE SESSION – PERSONNEL MATTERS
Chris Coughlin, HRLC Architects – FINAL design presentation

Regular Meeting

1. Call to Order

- a. Moment of Reflection
- b. Pledge of Allegiance
- c. Roll Call

Mahoney, Dinsmore, Bucksbee, Olesnanik, Brink, Rickrode, DiPlacido, Cancilla, Ring, Gilbert, Lee

2. Agenda and Amendments

- d. Section 9(b)(i) - Retirement Motion for Terri L. Birchard, Business Manager, effective March 11, 2021
- e. Section 4(a) Student Accomplishments/Highlights - ECTS Celebrates Career & Technical Education Month
- f. Section 12(b)(i) - Field Trip Request – Drafting and Design; Gannon Chosen Mission; March 26, 2021
- g. Section 9(a) - Administrative Services and Human Resources Board Report – Revised
- h. 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
- i. Section (7)(b)(v) – Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project
- j. Section (7)(ii) ECTS 2021-2022 Calendar
- k. Section (7)(iii) JOC Declaration to wave NIMS and NOCTI Testing for 2020-21
- l. Section (8)(e)(i) General Fund Invoices Payable – updated
- m. Section (8)(iii) Student Activities Fund Invoices Payable - updated
- n. Motion to accept the Agenda and Amendments section of the Agenda**

3. Meeting Minutes

- a. Motion to accept the minutes of the January 28, 2021 meeting as presented**

2/25/2021 12:38 PM

4. **Student Accomplishments/Highlights**

- a. ECTS Celebrates Career & Technical Education Month

5. **Guest and Public Comment – Items Related to the Agenda**

6. **Important Items Coming to ECTS**

7. **Operations**

a. New Business

- i. Procedure 126 discussion – deferring until March 25, 2021 Meeting.
- ii. Motion to approve the ECTS 2021-2022 Calendar
- iii. 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.

b. Old Business

- i. PENNDOT – Roundabout (fully executed) Property Resolution
- ii. Summit Township Sewer Authority – Easement Resolution
- iii. General NPDES Permit for Stormwater Discharges
- iv. Renovation – Reduced Project Cost Resolution
- v. Renovation – Resolution authorizing HRLC Architects, LLC to proceed to request bids for the Capital Project
- vi. Motion to ratify the Articulation Agreement between Douglas Education Center and the Erie County Technical School for the Cosmetology Program
- vii. Motion to ratify the Articulation Agreements between Northern Pennsylvania Regional College and the Erie County Technical School for the Early Childhood Education Program
- viii. Motion to ratify the Articulation Agreements between Douglass Education Center and the Erie County Technical School for the Health Assistant Program
- ix. Motion to make a “declaration” of waving 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
- i. 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 2nd Read

Not Active
Policy

100 Programs

103 Vol II 2020 Discrimination/Title IX Sexual Harassment Affecting Students 1st Read

103.1 Vol V 2018	Nondiscrimination - Qualified Students with Disabilities	1st Read	
111 Vol V 2020	Lesson Plans	1st Read	
113.1	Discipline of Students with Disabilities	1st Read	
113.2 Vol VI			
2020	Behavior Support	1st Read	
113.3 Vol VI			
2020	Confidentiality of Special Education Student Information	1st Read	
115	Cooperative Education	1st Read	Not Active Policy
122 Vol VI			
2020	Extracurricular Activities	1st Read	
200 Pupils			
218.3 VII 2020	Discipline of Student Convicted/Adjudicated of Sexual Assault	1st Read	Not Active Policy
220 PSBA Policy Guide	Student Expression/Distribution and Posting of Materials	1st Read	
221	Copy of Dress and Grooming	2nd Read	
222 Vol I 2020	Tobacco and Vaping Products	2nd Read	
222 Vol V 2018	Tobacco/Nicotine	RETIRE	
246	School Wellness	RETIRE	
246 Vol IV			
2018	School Wellness	RETIRE	
247 Vol V 2018	Hazing	1st Read	
249 Vol V 2018	Bullying/Cyberbullying	1st Read	
252 Vol VII			
2020	Dating Violence	1st Read	
300 Employees			
309.1 Vol V 2020	Telework	1st Read	Not Active Policy
318 Vol V 2020	Attendance and Tardiness	1st Read	
323 Vol I 2020	Tobacco and Vaping Products	1st Read	
331 Vol V 2020	Job Related Expenses	1st Read	
332 Vol V 2020	Working Periods	1st Read	
334 Vol V 2020	Sick Leave	1st Read	
335 Vol II 2020	Family and Medical Leaves	1st Read	
340 Vol V 2020	Responsibility for Student Welfare	1st Read	
600 Finances			
626	Procurement Procedure Attachment Vol V 2018	RETIRE	
626 Vol II 2020	Federal Fiscal Compliance	1st Read	
Cross Reference 600 Finances		1st Read	
700 Property			

701	Facilities Planning	2nd Read
701.1	Land Utilization	2nd Read
702	Gifts, Grants, Donations	2nd Read
703	Sanitary Management	2nd Read
704 New	Maintenance	2nd Read
705	Facilities and Workplace Safety	RETIRE
705 Vol V 2020	Facilities and Workplace Safety	1st Read
705.1	Safety Advisory Committee	RETIRE
706	Property Records	1st 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	2nd Read
708	Lending of Equipment and Books	1st Read
709	Building Security	1st Read
710	Use of Facilities by Staff	2nd Read
712	Use of School Vehicles by Staff	RETIRE
715	Faxing of Documents	RETIRE
718	Service Animals in School	1 st Read
		Reviewed
700 Property Cross Reference		2/11/21

**800
Operations**

800 New	Records Management	2nd Read	Not Active Policy
801	Public Records	2nd Read	
803 Vol V 2020	School Calendar	2nd Read	
804	School Day	2nd Read	
805 New	Emergency Preparedness and Response/Safe2Safe	2nd Read	
805.1 New	Relations with Law Enforcement Agencies	2nd Read	Not Active Policy
805.2 New	School Security Personnel	2nd Read	Not Active Policy
806	Child Abuse	2nd Read	
807	Opening Exercises/Flag Displays	1st 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 I2020	School Bus Drivers and School Commercial Motor Vehicle Drivers	Retire	
810.2 New	Transportation - Video/Audio Recording	Retire	
810.3 New	School Vehicle Drivers	1st Read	Not Active

				Policy
	811	Bonding	1st Read	
	812	Property Insurance	1st Read	
	813	Other Insurance	1st Read	
	814	Copyright Material	1st Read	
	815	Acceptable Use of Internet, Computers and Network Resources	1st Read	
	815.1	Third party remote access	Retire	
	818	Contracted Services Personnel	1st Read	
819 New		Suicide Awareness, Prevention and Response	1st Read	
		Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation	Reviewed	
	822	(CPR)	1/22/21	
823 New		Naloxone	1st Read	Not Active
			Reviewed	Policy
824 New		Maintaining Professional Adult/Student Boundaries	1/22/21	Not Active
827 New		Conflict of Interest	1st Read	Policy
828 New		Fraud	1st Read	Not Active
				Policy
	830	Breach of Computerized Personal Information	1st Read	Not Active
			Reviewed	Policy
	800	Cross Reference	1/13/21	Not Active
				Policy
900				
Community				
904 Vol V 2018		Public Attendance at Center (school) Events	RETIRE	
904 Vol I 2020		Public Attendance at Center (school) Events	RETIRE	
904 Vol V 2020		Public Attendance at Center (school) Events	1st Read	
907 Vol V 2020		Center (school) Visitors	1st Read	
	913	Nonschool Organizations/Groups/Individuals	1st Read	

c. Motion to Approve Operations Section of Agenda

8. 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. Invoice Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- f. Visa Procurement Card Payment
- g. Approval of additional \$10,000 VISA limit for 2020-2021 year for SkillsUSA/Professional Skills instructor and \$3,000 each for the two CUA instructors
- h. Approval of Director's Expense Reimbursement
- i. **Motion to Approve Financial Items Section of Agenda**

9. Administrative Services and Human Resources

- a. Administrative Services and Human Resources Report - Revised
- b. Resignations and Retirements
 - i. Motion to accept the retirement request for Terri L. Birchard
- c. Hiring
 - i. Motion to accept addition of Grounds/Utility Position and job description
 - ii. 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
 - iii. Motion to grant regular employment status to Kathy Pagano, a SAA-2, Instructional Aide, effective March 2, 2021, at a rate of \$16.71 per hour
 - iv. Motion to hire C. Michael Miller on or after February 25, 2021 based on the salary of \$78,500 per year

d. Motion to Approve Administrative Services and Human Resources Section of Agenda

10. Reports

- a. Superintendent
- b. Director
- c. Solicitor
 - i. Juul Labs, Inc. Class Action Lawsuit
- d. Principal

e. Motion to Approve Reports Section of Agenda

11. Supplemental Reports and Information

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. JOC Member Attendance Report

- e. Secondary Program Enrollment Report
- f. Transition Center 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

12. Statute-Related Business

- a. Staff Travel>400 Miles
- b. Field Trip Requests
 - i. Drafting and Design; Gannon Chosen Mission; March 26, 2021
- c. Fundraising
- d. Facility Use Requests (for-profit groups only)
- e. Motion to Approve Statute-Related Business

13. Board Action Items

14. Adjournment

15. Reminders

- a. Next meeting is Thursday, March 25, 2021 at 6:00 pm
- b. Statements of Financial Interest are due May 2021.
<https://www.ethicsforms.pa.gov/forms/websfi> - Online Filing