Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, January 28, 2021

Work session - 6:00pm

- An Executive Session regarding Personnel and Real Estate Matters was held from 6:00 p.m. to 7:43 p.m.
- The Erie County Technical School 2021-2022 budget was presented by Dr. Walker

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 7:55 pm

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	
Nicole Lee	Wattsburg	x	

Administrators:	Position:	Present	Absent
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	

Agenda and Amendments

a. Work Session – Chris Coughlin, HRLC Architects – moved to February work session at 6:00 p.m.

b. Work Session – School District Resolution Discussion – removed

c. Section 7(b)(i) - Old Business – Added school district resolution tally schedule

d. Section 8 (e)(i) – Financial Items - Updated Invoices Payable – General Fund

e. Section 9(b)(2) – Administrative Services and Human Resources - Resignation of Gina Zona, part-time Instructional Aide

f. Section 7(a)(iii) – New Business – Inspection Report from Erie County Department of Health

g. Section 10(c)(i) – Reports – Solicitor - Right-of-Way Agreement with Summit Township Sewer Authority and ECTS School Districts

h. Section 11 (a) – Supplemental Reports – Facilities Report

i. Section 11 (b) – Supplemental Reports – Technology Report

j. Section 11 (l) – Supplemental Reports – RCTC Report

Motion to approve the agenda and all amendments

Moved for approval by Mahoney, with second by Rickrode
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 Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Student Accomplishments/Highlights

Exemplary Students and Early Childhood Education/Tech Tikes Pre-School were highlighted

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

Guests signed in and present: None
Attendees present via Zoom: Gary Winschel; John Hansen

Jeff Smith, ECTS IT Director, thanked the group for the opportunities to work with everyone over the past 15 years as he assumes a position with a new employer

Important Items Coming to ECTS

Discussion regarding potential new program at ECTS for Mechatronics

Operations

New Business

Actions from the Executive Session held January 28, 2021 regarding Real Estate and Personnel – None

2021-2022 Erie County Technical School Budget

Motion to recommend forwarding the 2021-2022 Erie County Technical School Budget to the sending districts for their approval

Review of the Erie County Department of Health Inspection Report

Old Business

Discussion was held regarding the School District Resolutions sent by Attorney Sennett's office to the districts and the resolution tally provided as it pertains to the renovation project. Millcreek School District would like the capital funding formula changed to match the operational formula prior to the start of the project. They would like consideration of using the same formula as operations, which is based on participation levels, not property market values. Other JOC members discussed the situation in their districts. Attorney Sennett is being asked to present a resolution to the districts which would reduce the $32.5 million renovation project to approximately $27.5 million to allow the project to move forward and meet the $9.9 million that Millcreek is able to put forward based on their district's presentation to the JOC in the December JOC session.

Motion to have Attorney Sennett create a revised resolution for the renovation which reduces the cost of the project to meet the $9.9 million potential commitment from Millcreek School District

Moved for approval by Brink, with a second by Rickrode

The motion is approved with nine "ayes" and one "nay" from Gilbert voice vote

Motion to approve Operations Section of agenda

Moved for approval by Brink, with second by Rickrode
The motion is approved with an all "ayes" voice vote

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: December 2020
  - General Fund
  - Capital Projects Fund

- Student Activities Fund
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: December - $189,060.54
  - General Fund Invoices Payable: $126,564.68
  - Capital Projects Fund Checks: December – $8,558.75
  - Capital Projects Invoices Payable - $229,621.26
  - Student Activity Fund Checks: December - None
  - Student Activity Fund Invoices Payable - $2,129.15
- VISA procurement card payment: December - $14,862.20
- Treasurer's Report: December 2020
- Approval of Director's Expense Reimbursement

Motion to approve Financial Items Section of the agenda
Moved for approval by Rickrode with a second by Olesnanik
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

Retirement - Smith

Motion to accept the retirement request of Jeffrey D. Smith, IT Director, with his last day of work being January 29, 2021

After discussion the motion was amended to the following –
Motion to accept the retirement request of Jeffrey D. Smith, IT Director, with his last day of work being April 1, 2021

Attorney Sennett will draft a Memorandum of Understanding for Mr. Smith to sign

Resignation - Zona

Motion to accept the resignation request of Gina Zona, part-time Instructional Aide, effective January 28, 2021

Regular Employment - Brown

Motion to grant regular employment status to Amanda Brown, SAA-2 part-time Instructional Aide, effective February 4, 2021, at the rate of $16.71 per hour

Regular Employment - Lytle

Motion to grant regular employment status for Sharon Lytle, SAA-2 part-time Instructional Aide, effective January 14, 2021 at the rate of $16.71 per hour (Revised motion to correct hourly rate of pay)

Motion to approve Administrative Services and Human Resources Section of Agenda

Moved for approval by Gilbert, with second by Brink
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
- Principal

Supplemental Reports and Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports **–** Sandy Carr and Lesa Scalise
- JOC Member Attendance Report
- 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
- RCTC Report

Statute-Related Business

Field Trip Requests

1) NTHS – Community Service Day, Presque Isle Clean-up, March or April 2021 - TBD

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

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

Motion to approve Statute-Related Business Section of Agenda

Moved for approval by Rickrode, with second by Brink
The motion is approved with an all "ayes" voice vote

Review of Board Action Items

- Next meeting: Thursday, February 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 9:32 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee