8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 15, 2020

Work session - 6:00 pm

- Chris Coughlin, HRLC Artchitects, 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:

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	

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. Adminstrative 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