Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, April 22, 2021

Work session - 6:00pm

Student Spotlight

Student Spotlight – Facilities Maintenance Technology – Make-A-Wish Trailer

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 6:13 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Cat Doty, 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	
Corrie Boyd	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	
Paul Sachar	Interim Business Manager	x	
Catherine Doty	Administrative Services/ HR Coordinator	x	
Del VonVolkenburg	Facilities Manager	x	
Mike Miller	Technology Manager	x	
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

Agenda and Amendments

Section 7 (a) ix – New Business – Motion to Dispose of Vehicle – AUT

Section 8 (a) – Financial Items - Business Manager Report

Section 8 (b) – Financial Items – Treasurer Report

Section 8 (c) – Financial Items – Statement of Activities

General Fund

Capital Projects Fund

Student Activities Fund

Section 8 (e) – Financial Items – Invoice Payable

General Fund

Capital Projects

Student Activities Fund

Section 9 (c) ii – Administrative Services and Human Resources – Hire Long Term Substitute Instructional Aide, Julianne Valerio

Section 10 – Reports – Director Report - Amended

Section 11 (a) – Supplemental Reports- Facilities Report

Motion to approve the agenda and amendments by Rickrode, with a second by Olesnanik
The motion is approved with an all “ayes” voice vote

Meeting Minutes
Minutes of March 25, 2021

Motion to accept the minutes of the March 25, 2021 meeting as presented

Moved for approval by Gilbert, with second by Olesnanik
The motion is approved with an all “ayes” voice vote
(Copy is filed with the official minutes)

Student Accomplishments/Highlights

ECTS recognized Third Quarter exemplary students

Guests and Public Comment – Items related to the Agenda

Guests signed in virtually: Joe Salorino, Mariea Sargent, Mary Foulkrod, Rob Eggleston, Travis Woodburn, Ken Balsiger, Amy Nichilo, Donna Miller.

Important Items Coming to ECTS

Discussion regarding the Community College potential use of Skills Center building
Discussion regarding the Geer Grant II

Operations

New Business

Motion to approve the Revised Health and Safety Plan for submission to PDE.

Motion to advance the Support Personnel Job Descriptions revisions as noted.

1) Accounting and Administrative Assistance
2) Confidential Secretary
3) High School Secretary – Registrar
4) Pupil Services Secretary – HS-RCTC
5) Pupil Services Secretary – Students Services
6) Instructional Aide
    i. SAA1
    ii. SAA2
7) Supplemental School Nurse
8) Technology Technician

Motion to approve the lease agreement with the Northwest Tri-County Intermediate Unit for the Regional Choice Initiative program at the Skill Center building effective July 1, 2021 through June 30, 2021.

Motion to approve Mr. Richard Emerick, Fort LeBoeuf School District Superintendent, as Superintendent of Record for the 2021-2022 academic year and to be paid a net stipend of $3,000.

Motion to ratify the Articulation Agreements between Mercyhurst University and the Erie County Technical School for the Culinary Arts and Tourism & Hospitality Management programs.

Motion to ratify the Articulation Agreements between Pittsburgh Technical College and the Erie County Technical School for the ECTS programs listed.

Motion to approve the contract between AEC Group and Erie County Technical School for a Technology Needs Assessment per the terms of the attached agreement.

Director Expense Reimbursement Request

Motion to Dispose of Vehicle in AUT

Old Business

None

Motion to approve Operation Section of Agenda
Moved for approval by Brink, with second by Olesnanik
The motion is approved with an all “ayes” voice vote

Financial Items

Report - Business Manager – Paul Sachar
(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: March 2021
  - General Fund $ 2,404,369.72
  - Capital Projects Fund $ 819,551.02
  - Student Activities Fund $ 20,683.32
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: March - $ 208,030.24
  - General Fund Invoices Payable: $ 127,599.57
  - Capital Projects Fund Checks: March – $ 0.00
  - Capital Projects Invoices Payable - $ 227,213.08
  - Student Activity Fund Checks: March - $ 2,517.98
  - Student Activity Fund Invoices Payable - $ 0.00
- VISA procurement card payment: March - $ 23,932.09
- Treasurer's Report: March 2021

VISA Procurement Card Payment

Approval of Visa Procurement Card Payment

Director's Expense Reimbursement

Approval of the Director's Expense Reimbursement

Motion to approve Financial Items Section of the agenda

Moved for approval by Rickrode with a second by Brink
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

Hiring

Motion to ratify Toni Mazanowski, Computer Networking Instructor, at Column A/B step 6, prorated based on the salary of $43,708 per year.

Motion to hire Julianne Valerio, Long Term Substitute Instructional Aide, at a rate of $16.46 per hour effective on or after April 26, 2021.

Motion to approve Administrative and Human Resources Section of Agenda

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

Administrative Reports

- Superintendent Report – Rick Emerick – Reminder Pre-Bid Renovation Meeting today
- Director Report — Dr. H. Fred Walker – Out to bid for MTF CNC Plasma
- Solicitor – Attorney Tim Sennett – Right to Know Law update
- Principal – Joe Tarasovitch - Scholarship interviews

Motion to approve reports section of the agenda

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

Supplemental Reports and Information

- Facilities Report — Del VonVolkenburg
- Technology Report – Mike Miller
- 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

Statute-Related Business

Staff Travel >400 miles (Polices: 331,431,531) –

Student Field Trips and Fundraising, (Policy 121, 229, 230)

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

Motion to approve Statute-Related Business

Moved for approval by Gilbert, with a second by Olesnanik
The motion is approved with an all "ayes" voice vote

JOC Board Remarks and Comments – none

Board Action Items

Adjournment

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

Mr. Ring, Chairperson, adjourned the meeting at 6:56 pm.

An Executive Session began at 7:15 p.m. after the work session regarding personnel matters and concluded at 7:51 p.m.

Next meeting: Thursday, May 27, 2021 at 6:00 p.m.

Minutes prepared by,

Cat Doty, Secretary
Joint Operating Committee