Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, October 22, 2020

Work session - 6:00pm

- Chris Coughlin of HRCL Architects discussed the building renovation plans and project timeline
- An Executive Session was called at 6:50 p.m. for the purpose of Personnel Matters

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 7:20 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. New Business – Section 7 (a)(i)(1) - Revised Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students – First Reading
b. New Business – Section 7 (a)(i)(2) - Revised Policy 104 – Discrimination/Title IX Sexual Harassment Affecting Staff – First Reading
c. Financial Items – Section 8(e)(i) – Updated Invoices Payable – General Fund
d. Financial Items – Section 8(e)(ii) – Updated Invoices Payable – Capital Projects Fund

Motion to approve the agenda and amendments

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

Meeting Minutes

Minutes of September 24, 2020

Motion to accept the minutes of the September 24, 2020 meeting as presented

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

Student Accomplishments/Highlights

1. September 2020 Students of the Month were reviewed with the JOC
2. 2020-2021 National Technical Honor Society members were noted

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

Guests signed in and present: Chris Coughlin, HRLC Architects

Important Items Coming to ECTS

Discussion regarding support displayed by the district superintendents for a potential new program, such as Drone Mechatronics at ECTS. Staffing challenges due to COVID-19 were discussed.

Operations

First Reading – Policies 103 and 104

First Readings of the following policies –

1. Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students
2. Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff

Donation of Plasma Cutter to Metal Fabrication Lab

Motion to accept the donation of 65 AMP E-SAB Plasma Cutter from Peak Industries to be used in the Metal Fabrication Lab

Motion to approve Operations Section of agenda

Moved for approval by Bucksbee, with second by Brink
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: September 2020
  - General Fund
  - Capital Projects Fund
  - Student Activities Fund
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: September- $209,653.72
  - General Fund Invoices Payable: $56,381.70
  - Capital Projects Fund Checks: September – $101,939.39
  - Capital Projects Invoices Payable - $23,803.75
  - Student Activity Fund Checks: September - None
  - Student Activity Fund Invoices Payable - None
- VISA procurement card payment: September - $32,590.71
- Treasurer's Report: September 2020

Motion to approve Financial Items Section of the agenda

Moved for approval by Brink 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

Resignation - Feisler

Motion to accept the resignation of Jessica Feisler, Instructional Aide, effective October 29, 2020

Part-Time Secretary – Heberle - Correction

Motion to ratify the hire of Renee Heberle as a part-time secretary at a rate of $16.31 per hour effective on or after September 7, 2020

Instructional Aide- Lytle - Correction

Motion to ratify the hire of Sharon Lytle as a part-time Instructional Aide at the probationary rate of $16.46 per hour effective on or after September 14, 2020

Instructional Aide – Brown - Correction

Motion to hire of Amanda Brown as a part-time Instructional Aide at a probationary rate of $16.46 per hour effective on or after October 5, 2020

Part-time Confidential Secretary - TBD

Motion to accept addition of a Non-Bargaining Unit Part-time Confidential Secretary and Job Description

Motion to approve Administrative and Human Resources Section of Agenda items regarding resignation and rate of pay corrections

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

Motion to approve Administrative and Human Resources Section of Agenda regarding addition of a Non-Bargaining Unit Part-time Confidential Secretary

Moved for approval by Rickrode, with second by Olesnanik
The motion is approved with 7 "ayes" and 1 "no" vote from DiPlacido

Administrative Reports

- Superintendent Report – Mr. Rick Emerick, Fort LeBoeuf School District
- Director Report — Dr. H. Fred Walker
- Solicitor – Attorney Tim Sennett
- Principal

Statute-Related Business

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

Student Field Trips and Fundraising, (Policy 121, 229, 230) - None

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

Supplemental Reports and Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports **–** Sandy Carr and Lesa Scalise
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by Program
- Disabled Population by District
- Business Partnership Coordinator Report – Rob Eggleston
- Enrollment and Community Engagement Coordinator Report – Lisa Sorenson
- Career Planning Coordinator Report – Mary Foulkrod
- RCTC Report
- Board Action Items

- Next meeting: Tuesday, December 15, 2020 at 6:00 p.m.

JOC Board Remarks and Comments - none

Adjournment

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

Mr. Ring, Chairperson, adjourned the meeting at 8:07 pm.

EXECUTIVE SESSION

An Executive Session was held for personnel matters after the meeting was adjourned

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee