



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 27, 2020

Work session - 6:00pm

- Valerie Hartley, CPA/Partner from Buseck Barger & Bleil reviewed the June 30, 2020 audited financial statements and financial performance charts
- The Erie County Vocational Technical School Foundation meeting was held during the work session

Call to Order

Mr. Ring, JOC Chairman, called the regular meeting to order at 6:34 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
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	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
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	

New JOC Representative from Wattsburg School District

Motion to approve Nicole Lee as the new JOC representative from Wattsburg School District

Moved for approval by Gilbert with second by Mahoney

The motion is approved with an all “ayes” voice vote

Agenda and Amendments

- a. Human and Quality Resources section 9 (b) ii – Motion to ratify the retirement of Jane Boyd, Instructional Aide, effective August 27, 2020
- b. Supplemental Reports 12 I - Enrollment and Community Engagement Coordinator Report
- c. Human and Quality Resources section 9 (c) i - Motion to approve stipend of \$500.00 each to Allison Marendt and Mariea Sargent for advising NTHS for 2020-2021
- d. Human and Quality Resources section 9 (c) ii - Motion to approve stipend of \$1,000.00 each to Travis Woodburn and Michael Miller for advising SkillsUSA for 2020-2021
- e. Human and Quality Resources section 9 (c) iii - Motion to allow ECTS Administration to hire one long-term Instructional Aide substitute; two permanent part-time Instructional Aide (SS-2) positions; and one part-time Secretary (S-3) prior to the September 24, 2020 JOC session
- f. EXECUTIVE SESSION – PERSONNEL MATTERS - AFTER ADJOURNMENT IF NEEDED

Motion to approve the agenda and amendments

Moved for approval by Mahoney, with second by Brink

The motion is approved with an all “ayes” voice vote

Meeting Minutes

Minutes of July 23, 2020 Special Meeting

Motion to accept the minutes of the July 23, 2020 special meeting as presented

Moved for approval by DiPlacido, with second by Gilbert

The motion is approved with an all “ayes” voice vote

(Copy is filed with the official minutes)

Student Accomplishments/Highlights

2019-2020 Exemplary Students were reviewed with the JOC

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

Guests signed in and present: None

Important Items Coming to ECTS

Given the COVID 19 restrictions, the top priority and focus is preserving the instructional continuity and keep the school and its students moving forward through the duration of the pandemic

Operations
Approval of Audited Financial Statements for June 30, 2020

Motion to approve the audited financial statements for the year ending June 30, 2020 as presented by Buseck Barger Bleil & Co

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

2020-2021 VISA Purchasing Cards

Motion to approve the 2020-21 VISA purchasing card users and limits effective September 1, 2020 as listed

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

Title IX Resolution

Motion to ratify the Title IX Resolution effective August 14, 2020

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

2020-2021 Student Handbook Changes

Motion to approve changes to the 2020-21 Student Handbook

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

2020-2021 Faculty Handbook Changes

Motion to approve changes to the 2020-21 Faculty Handbook

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

PDE Emergency Instructional Time Template

Motion to approve the Pennsylvania Department of Education Emergency Instructional Time Template for Erie County Technical School

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

Revised Health and Safety Plan

Motion to approve the revised Health and Safety Plan for re-opening for submission to PDE due to updates in COVID regulations and guidance

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

2020-2021 Tuition Rates

Motion to set the tuition rates for school year 2020-21

Moved for approval by Brink, with second by Rickrode

The motion is approved with an all “ayes” voice vote

NOREBT Trustees

Motion to appoint Catherine Doty as Administrative Trustee, David Mahoney as Board Trustee for NOREBT, and Travis Woodburn as Professional Unit Trustee for NOREBT effective August 28, 2020

Moved for approval by Brink, with second by Rickrode

The motion is approved with an all “ayes” voice vote

Old Business - None

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: May/June and July 2020
 - General Fund
 - Capital Projects Fund
 - Student Activities Fund
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: June and July – \$560,092.98
 - General Fund Invoices Payable: \$130,661.22
 - Capital Projects Fund Checks: June and July – \$16,047.12
 - Capital Projects Invoices Payable - \$469,652.80
 - Student Activity Fund Checks: June and July - \$3,310.91
 - Invoices Payable - None
- VISA procurement card payment: June 2020 - \$12,152.26 July 2020 - \$ 33,514.36
- Treasurer’s Report: July 2020

Motion to approve Financial Items Section of the agenda

Moved for approval by DiPlacido with a second by Brink

Motion approved with all “ayes” voice vote

(Copy of each item is filed with the official minutes)

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – None

Retirement - Yanosko

Motion to accept the retirement of David Yanosko, Construction Trades Instructor, effective November 6, 2020

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

Retirement - Boyd

Motion to ratify the retirement of Jane Boyd, Instructional Aide, effective August 27, 2020

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

2020-2021 NTHS Advisors – Marendt and Sargent

Motion to approve stipend of \$500.00 each to Allison Marendt and Mariea Sargent for advising NTHS for 2020-2021

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

2020-2021 SkillsUSA Advisors – Woodburn and Miller

Motion to approve stipend of \$1,000.00 each to Travis Woodburn and Michael Miller for advising SkillsUSA for 2020-2021

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

Hiring Approval – Aides, Long-term Substitute, and Secretary

Motion to allow ECTS Administration to hire one long-term Instructional Aide substitute; two permanent part-time Instructional Aide (SS-2) positions; and one part-time Secretary (S-3) prior to the September 24, 2020 JOC session

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

Operations

Administrative Reports

- Superintendent Report – Mr. Rick Emerick, Fort LeBoeuf School District – no report
- Director Report — Dr. H. Fred Walker
- Solicitor – Attorney Tim Sennett
- Principal

During Dr. Walker's director's report and the Solicitor's report, the roundabout projects with PennDot was discussed

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

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

Field Trip Requests

Motion to approve the following field trip requests

- a) SkillsUSA; Ambassador Hotel and Conference Center; December 2020
- b) SkillsUSA; Hershey Lodge and Conference Center; April 2021
- c) SkillsUSA; New Castle School of Trades; January 2021

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

SkillsUSA Fundraising

Motion to approve the 2020-2021 SkillsUSA fundraising projects as presented

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

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

Supplemental Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith – No report
- 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
- Disability Count Totals 2020-2021
- Projected IEP Percentages by Lab 2020-2021
- Projected IEP Percentages by Level 2020-2021
- Business Partnership Coordinator Report – Rob Eggleston
- Enrollment and Community Engagement Coordinator Report – Lisa Sorenson
- Career Planning Coordinator Report – No report
- Administrative Staff Retreat Priority Action Plans 2019-2020
- Board Action Items

- Next meeting: Thursday, September 24, 2020 at 6:00 p.m.

JOC Board Remarks and Comments - none

Adjournment

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

Mr. Ring, Chairperson, adjourned the meeting at 7:19 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee