Erie County
Technical
School

8500 Oliver Road, Erie, PA 16509
Joint Operating Committee

Minutes for Thursday, June 24, 2021

An Executive Session began 6:14pm during the work session regarding personnel matters and concluded at 7:15pm

1. **Call to Order** –
Mr. Ring, JOC Chairperson, called the regular meeting to order at 7:18pm.

A. Moment of Reflection
B. Pledge of Allegiance
C. Roll Call

Cat Doty, Board Secretary, called the roll:

Committee Members Present:
David Mahoney – Fairview, Andy Dinsmore – Fort LeBoeuf, James Bucksbee – General McLane, Terry Brink – Harbor Creek, Edward Rickrode – Iroquois, John DiPlacido – Millcreek, Corrie Boyd – North East, Sam Ring – Northwestern

Committee Members Absent:
Dennis Olsnanik – Girard

Administrators Present:
A Rick Emerick- Superintendent of Record, Tim Sennett- Solicitor, Joseph Tarasovitch- Principal, Cat Doty- Administrative Services/HR Coordinator, Paul Sachar- Interim Business Manager, Del VonVolkenburg- Facilities Manager, Lesa Scalise- Supervisor of Student Services, Sandra Carr- Supervisor of Student Services

Administrators Absent:
Dr. H Fred Walker- Director, Mike Miller- Technology Manager

2. **Amendments**
A. Audit Engagement Letter - Section 7J
B. Comprehensive Insurance Contract 2021-2022 - Section 7K
C. Visa Limits 2021-2022 - Section 7L
D. General Fund Budget Transfers -Section 7M
E. Business Manager Report - Section 8A
F. Statement of Activities - Section 8C
G. Checks and Wire Transfers - Section 8D

H. Invoices Payable - Section 8E
I. VISA Procurement Card Payment - Section 8F
J. Technology Technician T1 - Section 9D
K. Motion to hire FMT Instructor - Section 9J
L. Secondary Program Enrollment Report - Section 11D
M. Transition Center Enrollment Report - Section 11E

Motion to approve amendment (9F) to add Dr. Walker's Retirement Resolution as of June 30, 2021, and Motion to approve amendment (9G) to add Joe Tarasovitch as Interim Director, Effective July 1, 2021, moved by Rickrode, with a second by Brink
The motion is approved with an all "Ayes" voice vote

3. **Meeting Minutes**
A. Meeting Minutes

Recommended Action: Motion to approve meeting minutes of 05/27/2021 as presented
Moved by DiPlacido, with a second by Brink
The motion is approved with an all "Ayes" voice vote
A copy is filed with the official minutes

4. **Student Accomplishments/Highlights**
A. Exemplary Students
B. Student of the Month - May 2021

Brink, Gilbert, and Ring all commented on hiring ECTS students and the excellent work they are doing for them.

5. **Guest and Public Comment**

Virtual Attendees:

Adam Trippi, Joe Salorino, Ken Balsiger, Kim Fox, Matt Walter, Rob Eggleston, Danielle Wilber, Travis Woodburn, Kayla Noonan, Lisa Sorensen, Mariea Sargent, Allison Marendt, Kelly Bennett, Kelly Schoullis, Jessica Warren, Melinda Jobczynski

6. **Important Items Coming to the ECTS**

7. **Operations**
A. New Business
B. Act 93 and Administrative Service-Human Resources Agreements
Recommended Action: Motion to approve the Act 93 and the Administrative Service-Human Resources Agreements for the period of July 1, 2021, to June 30, 2024.
C. 2021-2022 Hybrid A-B Day Schedule
Recommended Action: Motion to approve the 2021-22 Hybrid A-B Day Schedule School Calendar which would provide a "blended" schedule of in-person and virtual on-line instruction if required due to a health or public crisis.
D. Future Ready Comprehensive Planning Committees
Recommended Action: Motion to approve the Future Ready Comprehensive Planning Team; FRCPP Steering Committee, Induction Plan Steering Committee, Professional Development Steering Committee.
E. Textbook Approval

Recommended Action: Motion to approve the following student textbooks beginning 2021-2022 as listed.
F. Emergency Instructional Time Section 520.1 for 2021-2022, JOC Declaration of Health or Public Crisis Implications, Hybrid -A/B Schedule
Recommended Action: Motion to make a "declaration" to adopt an emergency plan due to a health and public concern (COVID-19) during the 2021-22 school year with a "blended" schedule of in-person and virtual on-line instruction utilizing the A/B Day schedule approved.
G. PSBA 2021-2022 Policy Maintenance and Board Docs
Recommended Action: Motion to accept the 2021-2022 PSBA Policy Maintenance Program Participation Agreement as attached and 2021-2022 Board Docs LT Subscription.

H. Old Business
I. Procedure 126 Projection Data

Gilbert requested an update, Tarasovitch reports that 3 out of the 4 classes in question will now be operating at full capacity.

J. Audit Engagement Letter
K. Comprehensive Insurance Contract 2021-2022
Recommended Action: Motion to approve Comprehensive Insurance Packet to CM Regent Insurance Company
L. Visa Limits 2021-2022
Recommended Action: Motion to approve Visa Limits for 2021-2022
M. General Fund Budget Transfers
Recommended Action: Motion to approve the attached budget transfers in the amount of $179,659 and transfers necessary through audit recommendations to close the 20202-2021 fiscal year as presented.
N. Approve Operations Section of the Agenda

Recommended Action: Motion to approve operations section of the agenda
Motion to approve the Operations Section of the Agenda moved by Brink, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

8. **New Financial Items**
A. Business Manager Report
Discussion regarding Plasma Cutter bid and Skill Center Lease to the Community College
B. Treasurer Report
D. Checks and Wire Transfers
E. Invoices Payable
F. VISA Procurement Card Payment
G. Director's Expense Reimbursement

Motion to approve the following reports, payments, and invoices, as presented:

- Revenue and Expenditure Reports: May 2021
- General Fund $ 2,189,422.50
- Capital Projects Fund $ 951,339.92
- Student Activities Fund $ 24,935.87

- Checks and Invoices:

- General Fund Checks and Wire Transfers: May $ 224,061.87
- General Fund Invoices Payable: $ 88,486.60
- Capital Projects Fund Checks: May $ 252,703.87
- Capital Projects Invoices Payable $ 0
- Student Activity Fund Checks: May $ 0
- Student Activity Fund Invoices Payable $ 0
- VISA procurement card payment: May $ 21,883.78
- Treasurer's Report: May 2021

H. Approval of Financial Items Section of the Agenda

Recommended Action: Motion to approve Financial Items Section of the Agenda
Moved for approval by DiPlacido, with a second by Boyd
Motion approved with an all "ayes" voice vote
Copy of each item is filed with the official minutes

9. **Administrative Services and Human Resources**
A. Administrative Services and Human Resources Report
B. Facility support job descriptions
Recommended Action: Motion to advance the Facility support Job Descriptions revisions as noted.
C. Accounting and Administrative Assistant Job Status Change
Recommended Action: Motion to approve the position status change of the Accounting and Administrative Assistant position from S2 to S1
Secretary note: amended job description attached to reflect current job duties
D. Technology Technician T1
Recommended Action: Motion to approve change in hours for Technology Technician T1 from 35 to 40 hours per week
E. Business Partnerships and Cooperative Education Coordinator
F. Resignations and Retirements

Motion to accept Dr. Walker's retirement resolution as of June 30, 2021, by Brink, with a second by Rickrode
The Motion is approved with an 8 to 2 vote:

Ayes	Nays
Mahoney	Bucksbee
Dinsmore	Gilbert
Brink	
Rickrode	
DiPlacido	
Boyd	
Gilbert	
Lee	

Copy is filed with the official minutes

G. Hiring
Motion to accept Joe Tarasovitch as Interim Director, effective July 1, 2021, moved by Brink, with a second by Boyd
The motion is approved with an all "Ayes" voice vote

H. Summer Help
Recommended Action: Motion to ratify the hire of Gabriel Miller and Kyle Eddinger as Technology summer help employees at a rate of $8.00 per hour for a period not to exceed 16 weeks.
I. Hiring Ratification - Gorring
Recommended Action: Motion to ratify the hire of Jayden Gorring as a part-time Custodian at a probationary rate of $16.43 per hour effective on or after June 21, 2021
Secretary note: Error correction to Hire date of Jayden Gorring should read effective on or after June 14, 2021.
J. Motion to hire FMT Instructor
Recommended Action: Motion to approve hire of Scott Webb as Facility Maintenance Technology Instructor, at Column A/B, Step 11, at a salary of $46,708 per year.
K. Approve Administrative Services and Human Resources Section of the Agenda

Recommended Action: Motion to approve Administrative Services and Human Resources Section of the Agenda (minus F, G)
Moved for approval by Rickrode, with a second by Brink
The motion is approved with an all "ayes" voice vote

10. **Reports**
A. Superintendent - None
B. Director – Discussion regarding the Renovation process
C. Solicitor - None
D. Principal

Secretary Note: Error correction to High School Activities Report Instructional Staff recognized for service milestone Heidi Crane IA should read 10 years' service, not 5 years

E. Approval of Reports Section of the Agenda

Recommended Action: Motion to approve the Reports Section of the Agenda
Moved for approval by Rickrode, with a second by Lee
The motion is approved with an all "ayes" voice vote

11. **Supplemental Reports and Information**
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. JOC Member Attendance Report

12. **Statue-Related Business**
A. Staff Travel > 400 Miles
B. Fundraising
C. Facility Use Request (for-profit groups only)

13. **Board Actions**

DiPlacido asked Facilities Manager VonVolkenburg for a briefing on summer projects at ECTS
General discussion regarding Round a bout and summer cleaning, no major projects scheduled
Brink inquired about progress of decorative wall barrier for Round a bout, further discussion will be had once project is completed, Solicitor Sennett advised that money was not fully awarded for this project

14. **Adjournment**
A. Adjourn
Recommended Action: Motion to adjourn
Moved by Mahoney, with a second by Brink to adjourn the meeting
Motion approved with an all "ayes" voice vote
Mr. Ring, Chairperson, adjourned the meeting at 7:43pm

15. **Reminders**

Information: A. Next Meeting Date

August 26, 2021 @ 6:00pm

Generated by Catherine J Doty,
Secretary Joint Operating Committee