Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee

Minutes for Thursday, August 26, 2021

A work session began at 6:02pm to discuss the change in mindset for the New Program from Mechatronics to Sports Therapy and Exercise Science, Revised Health and Safety Plan (COVID), Resolutions for: Building Renovations, Renovation Bids, and Capital Reserve Funding which concluded at 6:48. An executive session began at 6:50 to discuss personnel matters and concluded at 7:20pm

1. Call to Order

Mr. Ring, JOC Chairperson, called the regular meeting to order at 7:24pm.

A. Moment of Reflection
B. Pledge of Allegiance
C. Roll Call
Cat Doty, Board Secretary, called the roll:

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

Committee Members Absent:
Andy Dinsmore – Fort LeBoeuf

Administrators Present:
A Rick Emerick- Superintendent of Record, Tim Sennett- Solicitor, Joseph Tarasovitch- Interim Director, Julie Aiken, Principal, Cat Doty- Administrative Services/HR Coordinator, Paul Sachar- Interim Business Manager, Jessica Garnica, Business Manager, Mike Miller- Technology Manager, Del VonVolkenburg- Facilities Manager, Lesa Scalise- Supervisor of Student Services,

Administrators Absent:
Sandra Carr- Supervisor of Student Services

2. Amendments - None

3. Meeting Minutes

A. Meeting Minutes
Recommended Action: Motion to approve meeting minutes of 06/24/2021 and Special Session 8/3/2021 as presented
Moved by Rickrode, with a second by Boyd
The motion is approved with an all “Ayes” voice vote
Copies are filed with the official minutes

4. ECTS Accomplishments/Highlights
A. Lesa Scalise - PaTTAN Letter of Achievement

5. Guest and Public Comment
Tim Palmer – no comments

6. Operations
A. New Business
B. Erie Community College Lease Agreement
Recommended Action: To approve the attached lease agreement for a portion of the Regional Skill Center Building to the Erie County Community College in support of continuing education to residents of Erie County. The Lease is written for two school terms during the 2021-22 school year. The lease may be extended for one additional school year (2022-23) under the same terms and conditions.
C. New Program: Sports Therapy and Exercise Science
Recommended Action: Motion to approve the pursuit and development of a new program for the 2022-23 school year that aligns to CIP Code: 51.2604 Rehabilitation Aide.
D. 2021-2022 Health and Safety Plan
Recommended Action: Motion to approve the 2021-22 Erie County Technical School Health and Safety Plan.
E. Future Capital Reserve Fund Resolution
Recommended Action: Motion to approve the Future Capital Reserve Fund Resolution
F. 2021-2022 ECTS Courses
Recommended Action: Motion to approve the ECTS courses as listed for delivery beginning 2021-2022.
G. Award of Renovation Bids Resolution
Recommended Action: Motion to approve the Renovation Bid Resolution
H. 2021-2022 Secondary and Adult Student Tuition Rates
Recommended Action: Motion to set the tuition rates for the school year 2021-22
I. 2021-2022 Student Textbooks
Recommended Action: Motion to approve the following student textbooks beginning 2021-2022 as listed.
J. 2021-2022 Handbooks
Recommended Action: Motion to approve the 2021-22 Student and Faculty Handbooks for the 2021-22 School Year.
K. 2021-2022 Student Handbook
L. NOREBT Administrative Trustee
Recommended Action: Motion to appoint Jessica Garnica as Administrative Trustee, effective August 26, 2021.
M. Student Internship Agreement with Sunshine Cleaning
Recommended Action: Motion to approve the Student Internship Agreement between the ECTS and Sunshine Cleaning
N. Old Business

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

7. Financial Items
A. Business Manager Report
B. Treasurer Report
C. Statement of Activities
D. Checks and Wire Transfers
E. Invoices Payable
F. VISA Procurement Card Payment

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

- Revenue and Expenditure Reports: June 2021
- General Fund $2,264,311.38
- Capital Projects Fund $951,339.92
- Student Activities Fund $21,184.41

- Checks and Invoices: June 2021
- General Fund Checks and Wire Transfers: $262,220.79
- General Fund Invoices Payable: $ 0
- Capital Projects Fund Checks: June $ 0
- Capital Projects Invoices Payable $ 0
- Student Activity Fund Checks: July $ 0
- Student Activity Fund Invoices Payable $ 0
- VISA procurement card payment: June $10,206.83
- Treasurer's Report: June 2021

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

- Revenue and Expenditure Reports: July 2021
- General Fund $ 2,920,674.11
- Capital Projects Fund $698,715.25
- Student Activities Fund $21,185.31

- Checks and Invoices: July 2021
- General Fund Checks and Wire Transfers: $214,846.65
- General Fund Invoices Payable: $113,093.38
- Capital Projects Fund Checks: $ 0
- Capital Projects Invoices Payable $ 0
- Student Activity Fund Checks: August $5,116.21
- Student Activity Fund Invoices Payable $ 0
- VISA procurement card payment: July $18,414.34
- Treasurer's Report: July 2021

G. Approval of Financial Items Section of the Agenda

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

8. Administrative Services and Human Resources
A. Administrative Services and Human Resources Report
B. Substitute Instructor
Recommended Action: In addition to the approval of Kelly Services as the provider of ECTS Substitutes the ECTS Administration is asking for the approval of additional substitutes.
C. Employee Status
Recommended Action: Motion to ratify the wage increase of Long-Term Substitute Instructional Aide SAA-2, Julianne Valerio to a rate of $17.16 per contractual agreement after having served the 120-day probationary period, effective July 26, 2021.
D. National Technical Honor Society (NTHS) Advisor’s stipend for 2021-2022
Recommended Action: Motion to approve stipend of $500.00 each to Allison Marendt and Mariea Sargent for advising NTHS for 2021-2022.
E. SkillsUSA Advisors stipend for 2021-2022
Recommended Action: Motion to approve stipend of $1,000 each to Travis Woodburn and Adam Trippi for advising SkillsUSA for 2021-2022.
F. 2021-2022 RCTC Instructor List
Recommended Action: Motion to approve the 2021-2022 RCTC Instructor List per attached.
G. Job Description Review
Recommended Action: Motion to advance the Administration Job Descriptions revisions as noted.
H. Approve Administrative Services and Human Resources Section of the Agenda
Recommended Action: Motion to approve Administrative Services and Human Resources Section of the Agenda moved by Mahoney, with a second by Brink
The motion is approved with an all “ayes” voice vote

9. Reports
A. Superintendent – Mr. Emerick discussed despite the Covid Challenges looking for to a positive new year.

B. Interim Director – Mr. Tarasovitch discussed Vision and Quality Statement Updates will be coming next month, was happy to announce ECTS Foundation received funds from the Erie Gives Campaign and offered discussion surrounding ESSER Funds being used for the HVAC system.

C. Solicitor – Mr. Sennett discussed Act 65 and updates to the “Sunshine Act”

D. Principal - None

E. Approval of Reports Section of the Agenda
Recommended Action: Motion to approve the Reports Section of the Agenda moved by Rickrode, with a second by Brink
The motion is approved with an all “ayes” voice vote

10. Supplemental Reports and Information
A. Facilities Report
B. Technology Report
C. Instructional Support Services Report
D. JOC Member Attendance Report
E. Secondary Program Enrollment Report
F. Transition Center Enrollment Report
G. Disabled Population by Program
H. Disabled Population by District
I. Business Partnership Coordinator Report
J. Enrollment and Community Engagement Coordinator Report
K. Career Planning Coordinator Report
L. RCTC Report

11. Board Actions

12. Adjournment
A. Adjourn
Recommended Action: Motion to adjourn
Moved by Boyd, with a second by Brink to adjourn the meeting
Motion approved with an all "ayes" voice vote
Mr. Ring, Chairperson, adjourned the meeting at 7:58pm

13. Reminders
A. Next Meeting Date

September 23, 2021 @ 6:00pm

Generated by Catherine J Doty,
Secretary Joint Operating Committee