

JOC AGENDA (Thursday, May 25, 2023)

Generated by Jessica Garnica on Friday, May 26, 2023

Erie County Technical School

Regular JOC Board Meeting

Work Session @6:00pm

- *Student Spotlight - ADS Art Schow*
 - *Introduced by Mrs. Scalise to Ms. Shallenberger (ADS instructor)*
 - *An Art show was displayed on May 24, 2023 and professors from PennWest were in attendance, a couple of ECTS students will be attending PennWest University*
- *Perkins Improvement Plan - presented by Mr. Tarasovitch and Mr. LaVerde*
 - *ECTS received a sanction letter and a plan has been developed by Mr. LaVerde on the following:*
 - *Keystone Alegebra*
 - *Keystone Literature*
 - *Postsecondary credential*
- *HEA CIP Code Change - presented by Mrs. Carr*
 - *With the retirement of our HEA instructor we are in good position to bring a new HEA program*
 - *Current code no longer listed on the PDE website and it is no aligned to a program of study*
 - *New code wanting to adapt is 510899 Health Assistant and it is aligned to a program of study*
- *Building Renovation Informational Update - presented by Mr. Emerick*
 - *Worked on communication line between all parties and meeting deadlines*
 - *COS blueprints have been sent out to engineers for cost*
- *Foundation Meeting @ 6:22pm*
- *Executive Session - Personnel Matters*

1. Call to Order by Chair Person, Mr. Ring @ 7:02pm

- *Procedural: A. Moment of Reflection*
- *Procedural: B. Pledge of Allegiance*
- *Procedural: C. Roll Call*
 - *Board Members*
 - *Present: Mr. McManus, Mr. Fortin, Mr. Olesnanik, Ms. Brink, Mr. King, Mr. Lindner, Mr. Ring, Mr. Morvay*
 - *Absent: Dr. Wise, Mr. Boyd, Mr. Gilbert*
 - *Others*
 - *Present: Attny. Kenndy, Mr. Emerick,*
 - *Administration*

- Present: Mrs. Carr, Mrs. Doty, Mrs. Garnica, Mr. Miller, Mrs. Scalise, Mr. Tarasovitch, Mr. LaVerde
- Absent: Mrs. Aiken, Mr. VonVolkenburg

2. Amendments

- Action: A. Amendment Approval
 - 7J: security & safety measure report

Recommended Action: Motion to approve the amendments to the agenda

Motion moved by Ms. Brink, with second by Mr. Morvay

Final resolution: Motion carries

3. Meeting Minutes

- Action: A. Meeting Minutes

Recommended Action: Motion to approve the meeting minutes from April 27, 2023 as presented

Motion moved by Mr. Fortin, with second by Mr. Lindner

Final resolution: Motion carries

4. Student Accomplishments/Highlights

- Information: A. Students of the Month

5. Guest and Public Comment

- Present: Jeff Zellefrow, Darlene Newell, Alaina Litz, Jessica Warren, Lillian Shallenberger
 - Jeff Zellefrow
 - Letter regarding COS lab, union not in favor of a new COS lab
 - Darlene Newell
 - State laws and curriculum for a COS lab to consider
 - Alaina Litz
 - Statistics on current percent on females in labs
 - Consider 2 new programs: vet tech, business marketing, criminal justice

6. Important Items Coming to the ECTS

- Senior Award Ceremony at Fort LeBoeuf High School on May 31, 2023. There will be 3 sessions

7. Operations - New Business

- Information: A. 2023-2024 Holiday Schedule
- Information: B. 2023-2024 Pay Dates

- Action: D. Perkins Improvement Plan

Recommended Action: Motion to adopt the Perkins Improvement Plan to Address the Sanction Letter dated May 5, 2023 starting in the 2023-24 school year

- Action: E. Donations

Recommended Action: Motion to accept the Donation from Fairview Hardware Motion to accept the Donation from Hallman Chevrolet – Richard Shank

- Action: F. HEA CIP Code Change 2023-2024

Recommended Action: Motion to adopt the Health Assistant CIP Code change to CIP Code 51.0899 – Health/Medical Assisting Services starting in the 2023-24 school year

- Action: G. 2022-2023 Audit Engagement Letter - **REMOVE NO MOTION**

Recommended Action: Motion to approve the 2022-2023 Audit Engagement Letter as presented

- Action: H. Curriculum Development

Recommended Action: Motion to approve payment to the instructors listed above at the current curriculum development rate of \$45 per hour up to a maximum of 7 hours per instructor

- Action: I. IT Summer Season Help

Recommended Action: Motion to approve one Technology Support Specialist position at a rate of \$9.50 per hour, up to five hours per day, and to continue work until the exhaustion of the budgeted funds

- Action: J. **ADDED** from Amendments: Security & Safety Measures Report
- Action: K. Approve Operations Section of the Agenda

Recommended Action: Motion to approve operations section of the agenda **EXCEPT 7G**
Motion moved by Ms. Brink, with second by Mr. Lindner
Final resolution: Motion carries

8. New Financial Items

- Reports: A. Business Manager Report
- Reports: B. Treasurer Report
- Reports: C. Statement of Activities
- Reports: D. Checks and Wire Transfers

- Reports: E. Open Invoices Payable
- Information, Reports: F. VISA Procurement Card Payment
- Action: G. Approval of Financial Items Section of the Agenda

Recommended Action: Motion to approve Financial Items Section of the Agenda

Motion moved by Mr. Morvay, with second by Ms. Brink

Final resolution: Motion carries

9. Administrative Services and Human Resources

- Information, Reports: A. Administrative Services and Human Resources Report
- Action: B. Resignations, Retirements & Leaves

Recommended Action: Motion to accept the resignation request of Emma Ragsdale, effective June 9, 2023. Motion to accept the resignation request of Jason Conner effective June 9, 2023. Motion to approve the Sabbatical Leave request for Restoration of Health for Kelly Schoullis, Culinary Arts Instructor for the first half of the 2023-2024 school year. Motion to accept the resignation request of Travis Woodburn effective June 2023

- Action: C. Hiring & Subs
- Action: D. Policies

Recommended Action: Motion to advance Board Policy Revisions as noted in the attached policies and Table of Content

- Action: E. Approve Administrative Services and Human Resources Section of the Agenda

Recommended Action: Motion to approve Administrative Services and Human Resources Section of the Agenda

Motion moved by Mr. Fortin, with second by Mr. Lindner

Final resolution: Motion carries

10. Reports

- Reports: A. Superintendent - Mr. Emerick
 - Wanted to thank Mr. Tarasovitch for everything he has done in the last two years as a director and for all his years served at ECTS
- Information, Reports: B. Director - Mr. Tarasovitch
 - Dinner with instructor was very successful
 - Employee of the month for April is Amanda Brown, an ECTS Instructional Aide
 - Perkins stakeholders' meeting went well and was held in May
 - Currently working on 2023-2024 Perkins Grant

- Mr. LaVerde
 - Attended Advocacy Groups
- Reports: C. Solicitor
 - NONE
- Information, Reports: D. Principal
 - NONE
- Action: E. Approval of Reports Section of the Agenda

Recommended Action: Motion to approve the Reports Section of the Agenda

Motion moved by Ms. Brink, with second by Mr. Lindner

Final resolution: Motion carries

11. Supplemental Reports and Information

- Information, Reports: A. Facilities Report
- Information, Reports: B. Technology Report
- Information, Reports: C. Instructional Support Services Report
- Information, Reports: D. JOC Member Attendance Report
- Information, Reports: E. Secondary Program Enrollment Report
- Information, Reports: F. Transition Center Enrollment Report
- Information, Reports: G. Disabled Population by Program
- Information, Reports: H. Disabled Population by District
- Information, Reports: I. Business Partnership Coordinator Report
- Information, Reports: J. Enrollment and Community Engagement Coordinator Report
- Information, Reports: K. Career Planning Coordinator Report
- Information, Reports: L. RCTC Report
- Information: M. COW-Estok Properties, LLC Renovation Report
- Information: N. JOC Renovation Report

12. Correspondence

- A: Maile Letter
- B: McDowell Parent Letter

13. Statue-Related Business

- Reports: A. Staff Travel > 400 Miles
- Action: B. Fundraising
- Information: C. Facility Use Request (for-profit groups only)

14. Board Actions

15. Adjournment @ 7:37pm

- Action: A. Adjourn

Recommended Action: Motion to adjourn

Motion moved by Ms. Brink, with second by Mr. Lindner

Final resolution: Motion carries

16. Reminders

- Information: A. Next Meeting Date - June 22, 2023