

AGENDA (Thursday, August 24, 2023)

Generated by Jessica Garnica on Monday, September 25, 2023

Erie County Technical School **Regular JOC Board Meeting**

Work Session

1. *Purchased a tent 40x20 for outdoor learning space*
 - *Mr. Laverde's entry plan, 100-day report: philosophy, accountability, assets, and aces*
 - *Had a 2-day new employee orientation*
 - *ECTS is looking into apprenticeship credit hours*

1. Call to Order by Mr. Ring, JOC Chair @7:34pm

- Procedural: A. Moment of Reflection
- Procedural: B. Pledge of Allegiance
- Procedural: C. Roll Call
 - Board Members
 - Present: Mr. Fortin, Dr. Wise, Mr. Olesnanik, Ms. Brink, Mr. Ring, Mr. Gilbert, Mr. Morvay
 - Absent: Mr. McManus, Mr. King, Mr. Lindner, Mr. Boyd
 - Others
 - Present: Attny. Sennett, Michael McSweeney
 - Administration
 - Present: Mrs. Garnica, Mrs. Scalise, Mr. LaVerde, Mr. VonVolkenburg, Mrs. Doty, Mr. Miller, Mrs. Aiken
 - Absent: Mrs. Carr, Mr. Emerick

2. Executive Session

- Procedural: A. Personnel

3. Amendments

- NONE

4. Meeting Minutes

- Action: A. Meeting Minutes

Recommended Action: Motion to approve the meeting minutes from June 22, 2023 as presented.

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

Final resolution: Motion carries

5. Student Accomplishments/Highlights

- Information: A. Students of the Month
 - See director's report

6. Guest and Public Comment

- Mr. McSweeney from CTE Cali Home Building Foundation

7. Important Items Coming to the ECTS

- First day of school is Tuesday, August 29, 2023.

8. Operations - New Business

- Action: A. Field Trips

Recommended Action: Motion to approve up to one field trip per program during the month of September to focus on our, Light at the End of the Tunnel, initiative for student retention.

- Action: B. Handbooks

Recommended Action: Motion to approve the 2023-2024 Student Handbook and Staff Handbook. (see attachments)

- Action: C. 2023-2024 Health & Safety Plan

Recommended Action: Motion to approve the 2023-2024 Erie County Technical School Health & Safety Plan.

- Action: D. Approve Operations Section of the Agenda

Recommended Action: Motion to approve operations section of the agenda

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

Final resolution: Motion carries

9. New Financial Items

- Reports: A. Business Manager Report
 - July 2023
- Reports: B. Treasurer Report
 - July 2023
- Reports: C. Checks and Wire Transfers
 - June 2023
 - July 2023
- Reports: D. Statement of Activities

- July 2022 - June 2023
 - July 2023
- Reports: E. Open Invoices Payable
 - As of August 23, 2023
- Information, Reports: F. VISA Procurement Card Payment
 - June 2023
 - July 2023
- 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

10. Administrative Services and Human Resources

- Information, Reports: A. Administrative Services and Human Resources Report
- Action: B. Policies
 - NONE
- Action: C. Resignations, Retirements & Leaves

Recommended Action: Motion to accept the resignation request of Peter Harvey effective prior to the 23-24 school year.

- Action: D. Hiring & Subs

Recommended Action:

10D.a: Motion to ratify Bryan Kerr, Automotive Technologies Instructor, at Column A/B step 11, for an annual salary of \$49,258 per year.

10D.b: Motion to ratify the hire of Kenneth Woodcock Jr as a full-time Maintenance Utility Worker at a probationary rate of \$20.70 per hour effective on or after August 21, 2023.

10D.c: Motion to ratify the hire of Michael Almeda Harper as a part-time Grounds Keeper/Utility Worker a probationary rate of \$18.04 per hour effective on or after August 21, 2023.

10D.d: Motion to ratify Nicole Larson, Health Assistant Instructor, at Column A/B step 6, for an annual salary of \$46,008 per year.

10D.e: Motion to ratify Nicole Zahniser, Electrical Engineering Instructor, at Column A/B Step 11, for an annual salary of \$49,258 per year.

10D.f: Motion to ratify Stacey Walbridge, Enrollment and Engagement Coordinator, at Column D Step 10, for an annual salary of \$50,199 per year.

- Information: E. 2023-2024 Faculty/Staff List

- Action: F. Additional Days

Recommended Action:

10F.a: ECTS seeks board approval for up to an additional 3 days per instructor to address Renovation needs in their classrooms, use of days will be with prior approval of the executive director.

10F.b: ECTS seeks board approval for up to an additional 1.5 days for new instructors, Mentors, and Instructional aids for the new teacher orientation program.

- Action: G. 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. Gilbert, with second by Ms. Brink
Final resolution: Motion carries

11. Reports

- Reports: A. Superintendent - Mr. Emerick (Absent)
- Information, Reports: B. Director - Mr. LaVerde
 - Renovation not completed as anticipated. We are making it part of student experience - build the classroom
 - TRC van will be ready in 2 weeks
 - Purchased our maintenance truck
 - COS2 - Not in favor due to more in favor of adding 2 additional labs. Will meet with superintendents on their thoughts
 - JOC requested admin to present professional opinion on adding labs and will revisit until after superintendents meeting
- Reports: C. Solicitor - Attny Sennett
 - NONE
- Information, Reports: D. Principal - Mrs. Aiken
 - We go live next week!

12. Supplemental Reports and Information

- Information, Reports: A. Facilities Report - Mr. VonVolkenburg
 - Custodial and maintenance staff have put in extra hours and effort to get us ready for the start of the school year. Very proud of them!
- Information, Reports: B. Technology Report- Mr. Miller
 - Andy and Ben have been working around the clock all this week to get the network back up and running to start school.

- 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
 - NONE
- Information, Reports: K. Career Planning Coordinator Report
 - NONE
- Information, Reports: L. RCTC Report
- Information: M. Renovation & Project Administrator Report
 - See director's report
- Information: N. JOC Renovation Report - Mrs. Garnica
 - Paid out 88% to contractors
 - Contingency balance \$942,000
 - Mr. LaVerde will ask contractors for pending change orders

13. Correspondence

- NONE

14. Statue-Related Business

- Reports: A. Staff Travel > 400 Miles
 - NONE
- Action: B. Fundraising

Recommended Action: Motion to approve the list of potential fundraisers and community service projects for SkillsUSA & NTHS. (see attached)

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

Final resolution: Motion carries

- Information: C. Facility Use Request (for-profit groups only)

- NONE

15. Board Actions

- NONE

16. Adjournment @ 7:56pm

- Action: A. Adjourn

Recommended Action: Motion to adjourn

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

Final resolution: Motion carries

17. Reminders

- Information: A. Next Meeting Date - September 28, 2023

Board Notes: Mr. Gilbert wanted to end on a positive note, he hired 2 ECTS graduates this year with great work ethic and parent company also took many ETCS graduates from Mr. Taylor's class.