

AGENDA (Thursday, August 24, 2023)

Generated by Jessica Garnica on Monday, September 25, 2023

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

Work Session

Reviewed & Discussed the Agenda Items for the Regular Meeting

Discussion occurred on the following items:

- *Mr. LaVerde reviewed his 100 Day Report for his Entry Plan*
- *ECTS aligning programming with apprenticeship programs*
- *Cosmetology #2 Bid Numbers*
- *Cos 2 led into discussion of future programs, formal presentation to occur at next month's meeting by administration.*

Executive Session for Personnel held prior to Regular Meeting

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: See director's report.

6. Guest and Public Comment

- Mr. McSweeney from CTE Cali Home Building Foundation talked about the importance of CTE.

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 hire Bryan Kerr as Automotive Technologies Instructor at Step 11 of Vocation I scale for an annual salary of \$49,258 per year.

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

10D.d: Motion to hire Nicole Larson as Health Assistant Instructor at Step 6 of Vocation I scale for an annual salary of \$46,008 per year.

10D.e: Motion to hire Nicole Zahniser as Electrical Engineering Instructor at Step 11 of Vocation I scale for an annual salary of \$49,258 per year.

10D.f: Motion to hire Stacey Walbridge as Enrollment and Engagement Coordinator at Step 10 of the Master's plus 15 scale 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
 - Future Programming discussed with COS2 numbers, discussion to occur with Superintendents at next meeting.
 - JOC requested admin to present professional opinion on adding labs at next month's 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 also put in extra hours and effort to get the network back up and running for the start of the school year.
- 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

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.