Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

May 24, 2018

Work session - 6:00 p.m.

- An Executive Session was held from 6:00 to 7:38 p.m. to discuss personnel matters
- The Foundation meeting was held after the JOC session was adjourned
- The work session for the Joint Operating Committee ended at 8:01 p.m.

Call to Order

Mr. Ring, JOC Vice President called the regular meeting to order at 8:02 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

Committee members:	District:	Present	Absent
Andrew Foyle	Fairview		x
John Ogden	Fort LeBoeuf	x	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Justin Gallagher	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Corrie Boyd	North East	x	
Sam Ring	Northwestern	x	
David Fox	Union City	x	
Eric Duda	Wattsburg		x

Administrators:	Position:	Present	Absent
Kenneth Berlin	Superintendent of Record	x	
Joe Tarasovitch	Interim Director	x	
Atty. Chris Sennett	Solicitor	x	
Dale Lewis	Interim Principal		x
Terri Birchard	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	
Del VonVolkenburg	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Pat Holland	Supervisor of Student Services	x	
Sandy Carr	Supervisor of Student Services	x	

Motion to remove agenda item to approve the hiring of the Director

Motion to remove agenda item to approve the hiring of the Director

Moved for approval by Ogden, with a second by Olesnanik
The motion is approved with an “ayes” voice vote

Meeting Minutes

Minutes of April 26, 2018

Motion to accept the minutes of the April 26, 2018 meeting as presented

Moved for approval by Rickrode, with second by Fox
The motion is approved with an “ayes” voice vote
(Copy is filed with the official minutes)

Guests and Public Comment – Items related to the Agenda

Guests signed in and present: Mike Miller, Travis Woodburn, Danielle Wilbur, Gina Zona, Mariea Sargent, Marty Burnham, Joe Salorino, Lisa Sorensen

Correspondence - none

Business

Report - Business Manager – Terri Birchard
(Copy filed with the official minutes)

Financial Reports, Payments and Invoices

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

- Revenue and Expenditure Reports: April 2018
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $230,191.87
  - Invoices Payable: $247,938.67
  - Food Service Fund Checks and Wire Transfers: None
  - Invoices Payable: $28,060.70
  - Capital Projects Fund Checks and Invoices: - None
  - Invoices Payable: None
  - Student Activity Fund Checks: $2,046.65
  - Invoices Payable: None
- VISA procurement card payment – April - $ 37,624.72
- Treasurer’s Report: April 2018
- Budget Transfers – See attached worksheet

All business reports moved for approval by Olesnanik with a second by Ogden
The motion is approved with an all “ayes” voice vote
(Copy of each item is filed with the official minutes)

Approval of PNC Bank, PSDLAF/PNC and ERIEBank

Motion to approve PNC Bank, PSDLAF/PNC and ERIEBank as depositories of school funds for 2018-2019

Moved for approval by Ogden, with second by Olesnanik
The motion is approved with an “ayes” voice vote

Designation of Erie Times News

Motion to approve Erie Times News as newspaper of general circulation for 2018-2019

Moved for approval by DiPlacido, with second by Gallagher
The motion is approved with an “ayes” voice vote

Bonds for Secretary and Treasurer

Motion to purchase public official bonds for the Secretary and Treasurer for the 2018-2019 school year in the amount of $500,000 each

Moved for approval by DiPlacido, with second by Gallagher
The motion is approved with an “ayes” voice vote

Nomination and election of Treasurer

Motion was made by Bucksbee to nominate Odgen for Treasurer for a one-year term beginning July 1, 2018; with a second by Olesnanik

The motion is approved with an “ayes” voice vote

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

AYES Internship Supervision – Shaffer and Steever

Motion to approve 12 hours each (24 total) of AYES internship supervision for Elaine Shaffer and Sam Steever at the curriculum rate of $35.00 per hour

Moved for approval by DiPlacido, with a second by Rickrode
Motion passed with all “ayes” voice vote

Seasonal Help – Sebald, Regan, Parris, and Walbrecher

Motion to hire Andrew Sebald, Lucas Regan, Chris Parris, and Zachary Walbrecher as seasonal help at the rate of $8.50 per hour beginning on or after May 25, 2018

Moved for approval by DiPlacido, with a second by Rickrode
The motion is approved with an all “ayes” voice vote

Part-time Student Aides – Haupt and Makowski

Motion to hire Kim Haupt and Nancy Makowski as part-time Student Aides at the rate of pay of $16.01 and $15.96 per hour, respectively, effective August 24, 2018

Moved for approval by DiPlacido, with a second by Rickrode
The motion is approved with an all “ayes” voice vote

Accounting and Administrative Assistant (S2) – Bennett

Motion to hire Kelly Bennett as an Accounting and Administrative Assistant (S-2) at the rate of $17.55 per hour effective June 1, 2018

Moved for approval by DiPlacido, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Curriculum Development

Motion to approve payment to the instructors listed at the current curriculum development rate of $35.00 per hour up to a maximum of 10 hours per instructor

Moved for approval by DiPlacido, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

RCTC Instructors – Noonan, Hultberg, and McCray

Motion to employ Kayla Noonan, Cynthia Hultberg, and Eric McCray as RCTC instructors at the rate of $25.00 or $35.00 per hour depending on assignment

Moved for approval by DiPlacido, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Uncompensated Disability Leave of Absences - King

Motion to approve the uncompensated disability leave of absence for Bobbie Sue King beginning May 21, 2018

Moved for approval by DiPlacido, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– Kenneth Berlin, Wattsburg Area School District
- Director Report — Joe Tarasovitch
- Solicitor Report – Chris Sennett
- High School Principal Report — Dale Lewis – presented by Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports **-** Sandy Carr and Pat Holland

(Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531)-None

Student Field Trips and Fundraising, (Policy 121, 229, 230) - None

Facility Use Requests – Profit Making Organizations (Policy 707)

Regional Skill Center Lease

Motion to approve the renewal of the lease agreement for a portion of the Regional Skill Center with Northwest Tri-County Intermediate Unit effective July 1, 2018 through June 30, 2019 for $15,339, as presented

Moved for approval by Boyd, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Other Operations

The motion to approve the budget transfers as presented on the worksheet was previously approved in the Business section, so no additional motion was required

Other Business

- Board Action Items – Food Service Financial Report – April 2018
- An update was given about some changes in the Food Service Program regarding staffing

Consulting Contract with The Nutrition Group

Motion to approve the revised consulting contract with the Nutrition Group effective July 1, 2018 through June 30, 2019

Moved for approval by Ogden, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

First Reading of Policy Section 100

A first reading of the following policies was held:

1. Policy 100 – Comprehensive Planning
2. Policy 101 – Mission Statement/Vision Statement/Shared Principles
3. Policy 102 – Academic Standards
4. Policy 103 – Nondiscrimination in School and Classroom Practices
5. Policy 103.1 – Nondiscrimination – Qualified Students With Disabilities
6. Policy 104 – Nondiscrimination in Employment/Contract Practices
7. Policy 105 – Curriculum
8. Policy 105.1 – Review of Instructional Materials by Parents/Guardians and Students
9. Policy 105.2 – Exemption from Instruction
10. Policy 106 – Guides for Planned Instruction
11. Policy 107 – Adoption of Planned Instruction
12. Policy 108 – Adoption of Textbooks

13. Policy 109 – Resource Materials
14. Policy 110 – Instructional Supplies
15. Policy 111 – Lesson Plans
16. Policy 112 – Guidance Counseling
17. Policy 113 – Special Education
18. Policy 113.1 - Discipline of Students with Disabilities
19. Policy 113.2 – Behavioral Support
20. Policy 113.3 – Confidentiality of Special Education Student Information
21. Policy 114 – Safety Education – DELETED
22. Policy 114 – Gifted Education
23. Policy 121 – Field Trips
24. Policy 122 – Extracurricular Activities
25. Policy 125 – Adult Education
26. Policy 126 – Class Size/Quotas
27. Policy 127 – Assessment System
28. Policy 130 – Homework
29. Policy 135 – Production and Service Work
30. Policy 140.1 – Extracurricular Participation by Charter/Cyber Charter Students
31. Policy 143 – Standards for Persistently Dangerous Schools
32. Policy 144 – Standards for Victims of Violent Crimes
33. Policy 146 – Student Services

No comments or changes were noted by the Joint Operating Committee members to these policy drafts.

Mr. Tarasovitch asked the members to please contact Terri Birchard, Business Manager; Natalie Fatica, Human and Quality Resources Coordinator; or Joe Tarasovitch, Interim Director, in the event any revisions to these policies are noted.

Second Reading of Policy Section 000

1. Policy 000 – Joint Operating Committee Policy/Procedure/Administrative Regulations
2. Policy 001 – Name and Classification
3. Policy 002 – Authority and Powers
4. Policy 003 - Functions
5. Policy 004 – Membership
6. Policy 005 – Organization
7. Policy 006 – Meetings

8. Policy 007 – Policy Manual Access
9. Policy 008 – Erie County Technical School Organizational Chart – DELETED
10. Policy 009 – Policy Formulation – DELETED
11. Policy 011 – Principles for Governance and Leadership

Approval of Policy Section 000

Motion to approve Policies 000 through 011 as presented

Moved for approval by Rickrode, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report `
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report – Elaine Shaffer
- Work Experience Report – Elaine Shaffer
- Admissions Coordinator Report- Lisa Sorensen
- Career Planning Coordinator Report – Remle Moyak
- Student of the Month- April 2018

(Copy of each supplemental item is filed with the official minutes)

- Next meeting: Thursday, June 28, 2018

Guest and Public Comment – Open to General Matters - none

Adjournment

Moved by Ogden, with a second by Gallagher to adjourn the meeting
Mr. Ring, Vice Chairperson, adjourned the meeting at 8:18 p.m.

Minutes prepared by,

Terri L. Birchard, Board Secretary
Joint Operating Committee