



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, March 28, 2019

Work session - 6:00pm

- The Erie County Vocational Technical School Foundation meeting was held during the work session.
- An Executive Session was held regarding Personnel Matters

Call to Order

There was an executive session held on Thursday, February 28, 2019 for personnel from 6:23 to 7:18 p.m.

Mr. DiPlacido, JOC Chairman, called the regular meeting to order at 7:20 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Scott Westcott	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	
Stephen Gilbert	Union City	x	
William Hallock	Wattsburg	x	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Dr. Erik Kincade	Superintendent of Record		x
Dr. H Fred Walker	Director	x	
Tim Sennett	Solicitor	x	
Joseph Tarasovitch	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
Sandra Carr	Supervisor of Student Services	x	

Meeting Minutes

Minutes of February 28, 2019

Motion to accept the minutes of the February 28, 2019 meeting as presented.

Moved for approval by Rickrode, with second by Ring
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Guests and Public Comment – Items related to the Agenda - None

Guests signed in and present: Mariea and Jerry Sargent, Jeff Zellefrow, Marty Burnham, and Gina Zona

Correspondence

- Letter of resignation from Michael Wolfe, part-time custodian, effective March 8, 2019
- Letter of retirement from Laurie Swanson, Supervisor of Health Services, effective June 7, 2019
- House Bill 522 Update

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: February 2019
 - General Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: February - \$82,492.19
 - Invoices Payable: \$150,898.77
 - Capital Projects Fund Checks and Invoices: February – None
 - Invoices Payable - None
 - Student Activity Fund Checks and invoices: February - None
 - Invoices Payable: \$3,852.05
- VISA procurement card payment: February 2019 - \$34,515.42
- Treasurer's Report: February 2019
- Budget Transfers – None

All business reports moved for approval by Gallagher with a second by Hallock
Motion approved with all "ayes" voice vote
(Copy of each item is filed with the official minutes)

Approval of Director's Reimbursement Payments

Motion to approve reimbursement payments to Director

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

Human and Quality Resources

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

Resignation – Wolfe

Motion to ratify the resignation of Michael Wolfe effective March 8, 2019

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

Retirement – Swanson

Motion to accept the retirement request of Laurie Swanson effective June 7, 2019

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

RCTC Instructor – Parraway

Motion to employ Jordan Parraway as an additional RCTC instructor at the rate of \$25.00 per hour

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

Operations

Administrative Reports

- Superintendent Report – Dr. Erik Kincade, Fairview School District – no report
- Director Report — Dr. H. Fred Walker
- Solicitor Report — Tim Sennett
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg – presented by Jeff Smith
- 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) - none

Other Operations - none

Other Business

- A. Board Action Item schedule was reviewed
- B. Update from Facilities Renovations Committee – the meeting with the legislators has been postponed and will be rescheduled at a future date
- C. Administrative Procedure 126

Discussion was held regarding Administrative Procedure 126. Dr. Walker explained that there are three alternatives under Administrative Procedure 126 for under-performing programs.

These options are

- 1) Leave as is;
- 2) Take adverse action to move a program to half-time;
- or
- 3) Initiate curtailment of the program.

There are currently three programs under review using the Administrative Procedure 126 guidelines. These programs are Precision Machining Technology; Tourism and Hospitality; and Electronics.

Leaving programs as-is and curtailment are not recommended options at this point in time. Adverse action is being recommended for the Electronics program to allow time to correct the program through a rubric developed by Dr. Walker in conjunction with the JOC.

Discussion was held that the program will move to half-time but that the instructor will continue to be employed full-time and given half-days to help remediate the program under the guidance of Dr. Walker

Motion to move Electronics to half-time program

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

Motion to move Precision Machining and Tourism and Hospitality to “at-risk” status

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

- D. Classified Unit Contract – an update was provided that these negotiations are progressing

- E. Motion to approve the Memorandum of Understanding between Erie County Technical School and the County of Erie for alternative site location for Erie County Courts

Moved for approval by Ring, with a second by Hallock

The motion is approved with an all "ayes" voice vote

- F. Motion to approve the renewal of Dr. Erik Kincaid, Fairview School District Superintendent, as Superintendent of Record for 2019-2020 academic year and to be paid a net stipend of \$3,000

Moved for approval by Hallock, with a second by Gallagher

The motion is approved with an all "ayes" voice vote

- G. Second Reading of the following policies –

1. Policy 601 – Fiscal Objectives
2. Policy 602 – Budget Planning
3. Policy 603 – Budget Preparation
4. Policy 604 – Budget Adoption
5. Policy 607 – Tuition Income
6. Policy 608 – Bank Accounts
7. Policy 609 – Investment of Funds
8. Policy 611 – Purchases Budgeted
9. Policy 612 – Purchases Not Budgeted
10. Policy 613 – Cooperative Purchasing
11. Policy 614 – Payroll Authorization
12. Policy 615 – Payroll Deductions
13. Policy 616 – Payment of Bills
14. Policy 617 – Petty Cash
15. Policy 618- Student Activity Funds
16. Policy 619 - Audit
17. Policy 620 – Fund Balance
18. Policy 622 – GASB Statement 34
19. Policy 624 – Taxable Fringe Benefits
20. Policy 625 – Procurement Cards
21. Policy 626 – Federal Fiscal Compliance
22. Policy 626.1 – Travel Reimbursement

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
 - Work Experience Report
 - Admissions Coordinator Report
 - Career Planning Coordinator Report
 - Students of the Month – February 2019
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- Next meeting: Thursday, April 25, 2019 (6:30 start time – Dinner with Teacher Event)

Guest and Public Comment – Open to General Matters – none

JOC Board Remarks and Comments

- Reminder that Statements of Financial Interests are due by May 1, 2019

Adjournment

Moved by Gallagher, with a second by Olesnanik to adjourn the meeting

Mr. DiPlacido, Chairperson, adjourned the meeting at 8:28 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee