Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

June 28, 2018

Work session - 6:00 p.m.

- Ms. Valerie Hartley, CPA/Partner at Buseck, Barger, Bleil & Co. discussed the audit planning process
- Mr. Greer Hayden, AIA, PE, from HHSDR Architects discussed the building renovation project study
- The Foundation meeting was held during the work session
- The work session for the Joint Operating Committee ended at 8:08 p.m.

Call to Order

Mr. Ring, JOC Vice President called the regular meeting to order at 8:08 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. Tim Sennett	Solicitor	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 accept the resignation of Andy Foyle, JOC Chairman and Fairview School District rep

Motion to accept the resignation of Andy Foyle, JOC Chairperson and Fairview School District representative, effective June 12, 2018

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

Motion to approve Scott Westcott as the JOC representative from Fairview School District

Motion to approve Scott Westcott as the JOC representative from Fairview School District

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

Motion to elect a new Chairperson

Motion to nominate Sam Ring as Chairperson
Moved for approval by Gallagher, with a second by Bucksbee

Motion to close nominations for Chairperson
Moved for approval by Fox, with a second by Bucksbee

Motion to approve Ring as Chairperson
Moved for approval by Gallagher, with a second by Bucksbee
The motion is approved with an "ayes" voice vote

Motion to elect a new Vice Chairperson

Motion from the floor to nominate Gallagher as Vice Chairperson
Moved for approval by Ogden, with a second by Olesnanik

Motion to close nominations for Vice Chairperson
Moved for approval by Duda, with a second by DiPlacido

Motion to approve Gallagher as Vice Chairperson
Moved for approval by Duda, with a second by Fox
The motion is approved with an "ayes" voice vote

Meeting Minutes

Minutes of May 24, 2018

Motion to accept the minutes of the May 24, 2018 meeting as presented

Moved for approval by Gallagher, with second by Duda
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: Lisa Sorensen, Greer Hayden, Rob Schafer

Correspondence – none

1) Letter from Remle Moyak, Career Planning Coordinator, resigning effective August 21, 2018
2) Letter from Erie Community Blood Bank

3) Letter of resignation from Mark Helms, part-time maintenance custodian
4) Thank you letter from Admiral Perry Obedience Training Club

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: May 2018
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $351,010.48
  - Invoices Payable: $265,568.94
  - Food Service Fund Checks and Wire Transfers: None
  - Invoices Payable: $47,642.25
  - Capital Projects Fund Checks and Invoices: - None
  - Invoices Payable: None
  - Student Activity Fund Checks: None
  - Invoices Payable: None
- VISA procurement card payment – May - $ 29,773.85
- Treasurer's Report: May 2018

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

Transfer of Community Blood Bank gift to Student Activities Fund

Motion to transfer the $500 gift from the Erie Community Blood Bank from the General Fund to the Student Activities Fund

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

2018-2019 VISA Purchasing card limits

Motion to approve the 2018-2019 VISA purchasing card users and limits effective July 1, 2018, as listed

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

Removal of Foyle as signature on school bank accounts

Motion to remove Andy Foyle as a signature on the School bank accounts

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

Addition of Ring as signature on school bank accounts

Motion to add Sam Ring as a signature on the school bank accounts

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

Year-end Budget Transfers

Motion to approve the year-end transfers as listed

Moved for approval by Ogden, with second by Rickrode
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)

Resignation of Remle Moyak

Motion to approve the resignation of Remle Moyak, Career Planning Coordinator, effective August 21, 2018

Moved for approval by Gallagher, with a second by DiPlacido
Motion passed with all "ayes" voice vote

Discharge of Jillian Staab

Motion to discharge Jillian Staab effective June 7, 2018 per Articale 1-Sction 6-Probationary Period

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

Resignation of Mark Helms

Motion to accept the resignation request of Mark Helms effective July 10, 2018

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

Operations

Administrative Reports

- Superintendent Report– Kenneth Berlin, Wattsburg Area School District – No reports
- Director Report — Joe Tarasovitch
- Solicitor Report – Tim Sennett
- High School Principal Report —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)

Other Operations

2018-2019 Textbooks

Motion to approve the 2018-2019 textbooks as presented

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

2018-2019 Curriculum Changes

Motion to approve the 2018-2019 curriculum changes as presented

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

Superintendent of Record

Motion to approve Dr. Erik Kincade as Superintendent of Record during the 2018-2019 school year and to be paid a net stipend of $3,000

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

2018-2019 Tuition Rates

Motion to approve the 2018-2019 Secondary Program High School and Adult Student tuition rates at $18.87 per hour

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

Other Business

- Board Action Items – Food Service Financial Report – May and June 2018

Second Reading of Policy Section 100

A second 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.

Approval of Policy Section 100

Motion to approve Policies 100 through 146 as presented

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

<u>Supplemental Information</u>

- 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, August 23, 2018

<u>Guest and Public Comment – Open to General Matters - none</u>

<u>Adjournment</u>

Moved by Ogden, with a second by Fox to adjourn the meeting
Mr. Ring, Chairperson, adjourned the meeting at 8:59 p.m.

An Executive Session to discuss personnel matters was held after the meeting was adjourned.

Minutes prepared by,

Terri L. Birchard, Board Secretary
Joint Operating Committee