



**Joint Operating Committee
Meeting Agenda**

Thursday, August 23, 2018
8500 Oliver Road, Erie, PA 16509

**Work Session
6:00 – 6:30 p.m.**

1. Audited Financial Statements, June 30, 2018 - Buseck Barger Bleil & Co– Valerie Hartley, CPA
2. Erie County Vocational-Technical School Foundation

**Regular Meeting
6:30 – 7:30 p.m.**

1. Call to Order – 6:30

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. Roll Call

Westcott, Ogden, Olesnanik, Bucksbee, Gallagher, Rickrode, DiPlacido, Boyd, Ring, Fox, Duda

2. Meeting Minutes – 6:35

- A. Motion to accept the minutes of the June 28, 2018 meeting as presented
- B. Motion to accept the minutes of the July 31, 2018 special meeting as presented

3. Guest and Public Comment — Items Related to the Agenda

4. Correspondence – 6:40

- A. Letter from PSBA regarding adoption of Principles for Governance and Leadership
- B. Letter from PSBA regarding PSBA annual elections

5. Business – 6:45 – 6:55

- A. Business Manager Report — Terri Birchard, Business Manager – June and July 2018
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: June and July 2018
 - a) General Fund – June
 - b) General Fund - July
 - c) Food Service Fund – June
 - d) Food Service Fund – July
 - e) Capital Projects Fund – June
 - f) Capital Projects Fund – July
 - g) Student Activities Report – June
 - h) Student Activities Report – July
 2. Checks and Invoices

- a) General Fund Checks, Wire Transfers and Invoices:
Checks and Wire Transfers: June - \$327,874.89 July \$192,859.60
Invoices Payable: August - \$65,107.11
 - b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: June \$47,487.65 July- None
Invoices Payable: None
 - c) Capital Projects Fund Checks and Invoices
Checks and Wire Transfers: June - none July - none
Invoices Payable: None
 - d) Student Activity Fund Checks:
Checks and Wire Transfers: June - none July - none
Invoices Payable: None
3. VISA Procurement Card Payment:
June: (\$3009.80)
July: \$23,312.65
Treasurer's Report - July 2018
4. Motion to accept the audited financial statements for the year ended June 30, 2018, as presented by Buseck Barger Bleil & Co

6. Human and Quality Resources – 6:55 – 7:00

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
- B. Motion for approval to hire Jessica Warren as Culinary Arts Instructor effective August 24, 2018, at Column A/B Step 4 at the rate of \$42,208.00 per year
- C. Motion to approve the 2018-2019 RCTC instructors and supervisors as presented
- D. Motion to approve the 2018-2019 NTHS advisors
- E. Motion to approve the 2018-2019 SkillsUSA advisors
- F. Motion to approve the attached substitute instructor list

7. Operations – 7:00 – 7:15

- A. Administrative Reports
 - 1. Superintendent Report — Dr. Erik Kincaide, Fairview School District
 - 2. Director Report — Dr. H. Fred Walker
 - 3. Solicitor Report — Tim Sennett
 - 4. Principal Report — Joe Tarasovitch
 - 5. Facilities Report — Del VonVolkenburg

6. [Technology Report](#) — Jeff Smith
7. [Instructional Support Services Report](#) — Sandy Carr and Pat Holland
- B. Staff Travel >400 miles (Policies 331, 431, 531)
 1. [Staff Travel Request](#) – Joe Salorino, Instructor; Print 18 Expo; September 30 to October 2, 2018; Chicago, IL
 2. [Staff Travel Request](#) – Donna Erdman; NAEYC Annual Conference; November 14 – 17, 2018; Washington, DC
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)
 1. [Motion to approve the 2018-2019 SkillsUSA fundraising projects as presented](#)
 2. [Motion to approve the 2018-2019 Cosmetology program community service projects as presented](#)
 3. [Motion to approve the 2018-2019 Cosmetology program fundraising and community service projects as presented](#)
 4. [Motion to approve the 2018-2019 National Technical Honors Society fundraising projects as presented](#)
 5. Approval of Upcoming Field Trips
 - a. [Field Trip Request – Cosmetology; September 2018; Local Salons; Erie PA](#)
 - b. [Field Trip Request – Cosmetology; April 29, 2019 – May 1, 2019; Chicago Beauty Show; Chicago, IL](#)
 - c. [Field Trip Request – Cosmetology; May 22, 2019; Putt Putt; Erie, PA](#)
 - d. [Field Trip Request – National Technical Honor Society; September 20, 2018; Second Harvest Food Bank; Erie, PA](#)
 - e. [Field Trip Request – Early Childhood Education; TBD; Mercyhurst Child Learning Center; Erie, PA](#)
- D. Facility Use Requests — Profit Making Organizations (Policy 707)
- E. Other Operations
 3. [Motion to approve the changes to the 2018-2019 Student Handbook](#)

8. Other Business – 7:15 – 7:30

- A. Board Action Items
 1. Food Service Participation – None
 2. [Motion to approve reimbursement service agreement with North East School District](#)

3. Motion to approve the resolution to authorize Dr. H. Fred Walker, Director, to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education
4. Motion to approve the surplus of the Mercedes Benz 116 in the Automotive Technologies instructional lab
5. Motion to approve the surplus and disposal of the outdated Computer Programming and Early Childhood Education textbooks as listed
6. Motion to approve the CAEP meals agreement with Fort LeBoeuf school district from July 1, 2018 through June 30, 2019

9. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. Regional Career and Technical Center Report – Susan Tatalone
- C. Secondary Program Enrollment Report
- D. Transition Center & Career Alternative Education Enrollment Report – no report
- E. Disabled Population by District
- F. Disabled Population by Program
- G. Business Partnership Coordinator Report – Elaine Shaffer
- H. Admissions Coordinator Report – Lisa Sorensen
- I. Career Planning Coordinator Report – no report
- J. Work Experience Report—Elaine Shaffer
- K. Administrative Staff Retreat Priority Action Plans 2018-2019
- L. Erie County Technical School 2018-2019 Literacy Campaign Program-level Action Plan
- M. **Next meeting: Thursday, September 27, 2018**

10. Guest and Public Comment — Open to General Matters

11. Adjournment

12. Foundation agenda