



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

August 23, 2018

Work session - 6:00 p.m.

- Ms. Valerie Hartley, CPA/Partner at Buseck, Barger, Bleil & Co. presented the June 30, 2018 audited financial statements
The Foundation meeting was moved to after the adjournment of the Joint Operating Committee session
The work session for the Joint Operating Committee ended at 6:18 p.m.

Call to Order

Mr. Gallagher, JOC Vice President called the regular meeting to order at 6:18 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

Table with 4 columns: Committee members, District, Present, Absent. Lists members like Scott Westcott, John Ogden, Dennis Olesnanik, etc.

Table with 4 columns: Administrators, Position, Present, Absent. Lists administrators like Dr. Erik Kincade, Dr. H. Fred Walker, Joe Tarasovitch, etc.

Meeting Minutes

Minutes of June 28, 2018

Motion to accept the minutes of the June 28, 2018 meeting as presented

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

### **Minutes of July 31, 2018 Special Meeting**

Motion to accept the minutes of the July 31, 2018 Special Meeting as presented

Moved for approval by DiPlacido, with second by Boyd  
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: Travis Woodburn, Gina Zona, Rosanne Gangemi

#### **Correspondence**

- 1) Letter from PSBA regarding adoption of Principles for Governance and Leadership
- 2) Letter from PSBA regarding PSBA annual elections

#### **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: June and July 2018
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers:      June - \$327,874.89      July - \$192,859.60
  - Invoices Payable: \$65,107.11
  - Food Service Fund Checks and Wire Transfers:      June - \$ 47,487.65      July - None
  - Invoices Payable: None
  - Capital Projects Fund Checks and Invoices:      June – None      July - None
  - Invoices Payable: None
  - Student Activity Fund Checks:      June – None      July - None
  - Invoices Payable: None
- VISA procurement card payment –      June - (\$ 3,009.80)      July - \$ 23,312.65
- Treasurer’s Report: June and July 2018

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

### **Approval of June 30, 2018 Audited Financial Statements**

Motion to transfer the June 30, 2018 audited financial statements as presented by Buseck Barger Bleil & Company

Moved for approval by DiPlacido, 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)

#### **Culinary Arts Instructor - Warren**

Motion to hire Jessica Warren as Culinary Arts Instructor effective August 24, 2018, at Column A/B Step 4 at the rate of \$42,208 per year

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

#### **2018-2019 RCTC Instructors and Supervisors**

Motion to approve the 2018-2019 RCTC instructors and supervisors as presented

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

#### **2018-2019 NTHS Advisors**

Motion to pay Donna Erdman and Mariea Sargent a \$500.00 stipend each for advising NTHS for 2018-2019

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

#### **2018-2019 SkillsUSA Advisors**

Motion to pay Michael Miller and Travis Woodburn a \$1,000.00 stipend each for advising SkillsUSA for 2018-2019

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

#### **2018-2019 Substitute Instructors**

Motion to approve the 2018-2019 RCTC instructors and supervisors as presented

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

### **Operations**

Administrative Reports

- Superintendent Report– Dr. Erik Kincade – no written reports
  - Director Report — Dr. H. Fred Walker
  - Solicitor Report – Chris Sennett – no written report
  - 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)

**Salorino – Print 18 Expo, Chicago, IL**

Motion to approve the travel request of Joe Salorino, Graphics Instructor, to attend the Graph Expo; September 30 – October 2, 2018; Chicago, IL

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

**Erdman– NAEYC Conference, Washington, DC**

Motion to approve the travel request of Donna Erdman, Early Childhood Education Instructor, to attend the NAEYC Annual Conference and Expo; November 14 – 17, 2018; Washington, DC

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

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Ratification of field trips and fund raisers occurring prior to the meeting - none

Approval of upcoming field trips and fundraising requests

- Field Trip Request – Cosmetology; September 2018; Local Salons; Erie, PA
- Field Trip Request – Cosmetology; April 29 – May 1, 2019; Chicago Beauty Show; Chicago, IL
- Field Trip Request – Cosmetology; May 22, 2019; Putt-Putt; Erie, PA
- Field Trip Request – National Technical Honor Society; September 20, 2018; Second Harvest Food Bank; Erie, PA
- Field Trip Request – Early Childhood Education; TBD; Mercyhurst Child Learning Center; Erie, PA

Approval of 2018-2019 fundraising and community service requests

- Fundraising Request – SkillsUSA; Various through 2018-2019 school year as presented
- Fundraising Request – Cosmetology Program; Various through 2018-2019 school year as presented
- Community Service Request – Cosmetology Program; Various through 2018-2019 school year as presented

Facility Use Requests – Profit Making Organizations (Policy 707) - none

Other Operations

**2018-2019 Student Handbook Changes**

Motion to approve the changes to the 2018-2019 Student Handbook as presented

Moved for approval by Boyd, with a second by DiPlacido

The motion is approved with an all “ayes” voice vote

Other Business

- Board Action Items – Food Service Financial Report – None

**Reimbursement Agreement for Instructional Aide**

Motion to approve the reimbursement agreement for an instructional aide with North East School District

Moved for approval by Boyd, with a second by Fox

The motion is approved with an all “ayes” voice vote

**PDE Resolution authorizing Director**

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

Moved for approval by Boyd, with a second by Rickrode

The motion is approved with an all “ayes” voice vote

**Surplus and disposal of vehicle**

Motion to approve the surplus of the Mercedes Benz 116 in the Automotive Technologies instructional lab

Motion constructively amended to approve the surplus and disposal of the Mercedes Benz 116 in the Automotive Technologies instructional lab

Amended motion moved for approval by Boyd, with a second by Rickrode

The motion is approved with an all “ayes” voice vote

**Surplus and disposal of outdated textbooks**

Motion to approve the surplus and disposal of the outdated Computer Programming and Early Childhood Education textbooks as listed

Motion moved for approval by DiPlacido, with a second by Olesnanik

The motion is approved with an all “ayes” voice vote

Supplemental Information

- JOC Member Attendance Report – no report
- Regional Career and Technical Center Report – Susan Tatalone
- Secondary Program Enrollment Report`
- Transition Center Enrollment Report & Career Alternative Education Report – no 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 – no report
- Administrative Staff Retreat Priority Action Plans 2018-2019
- Erie County Technical School 2018-2019 Literacy Campaign Program-level Action Plan

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

- Next meeting: Thursday, September 27, 2018

**Guest and Public Comment – Open to General Matters - none**

**Adjournment**

Moved by Boyd with a second by DiPlacido to adjourn the meeting  
Mr. Gallagher, Vice Chairperson, adjourned the meeting at 6:48 p.m.

The Foundation meeting was held after the meeting was adjourned.

Minutes prepared by,

Terri L. Birchard, Board Secretary  
Joint Operating Committee