



**Joint Operating Committee
Meeting Agenda**
Tuesday, December 18, 2018
8500 Oliver Road, Erie, PA 16509

Erie County Vocational-Technical School Foundation Meeting - AGENDA
6:00 p.m.

Regular Meeting
6:00 p.m.

1. Temporary Chairperson - Solicitor acts as Temporary Chairperson

2. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance

3. Motion to accept the following district appointed committee members:

- A. Union City – Stephen Gilbert (2021)
- B. Wattsburg – Bill Hallock (2021)
- C. General McLane – James Bucksbee (2021)
- D. Northwestern – Sam Ring (2021)

4. Roll Call

Westcott, Ogden, Bucksbee, Olesnanik, Gallagher, Rickrode, DiPlacido, Boyd, Ring, Gilbert, Hallock

5. Chairperson Election

- A. Call for nominations and election of Chairperson
 - B. Motion to close nominations for Chairperson
 - C. Vote on nominations for Chairperson
- Temporary Chairperson turns gavel over to newly elected Chairperson

6. Vice Chairperson Election

- A. Call for nominations and election of Vice-Chairperson
- B. Motion to close nominations for Vice-Chairperson
- C. Vote on nominations for Vice-Chairperson

7. Meeting Dates

Motion to approve dates, times, and place of Committee meetings for 2019, as presented

8. Meeting Minutes

- A. Motion to accept the minutes of the October 25, 2018 meeting as presented

- B. Motion to accept the minutes of the October 24, 2018 Special Meeting as presented
- C. Motion to accept the minutes of the November 7, 2018 Special Meeting as presented

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

10. Correspondence

- A. Letter from Susan Tatalone, RCTC Supervisor, regarding retirement date of January 31, 2019
- B. Letter from Colleen Murray-Donaldson, Instructional Aide, resigning effective December 21, 2018
- C. Letter from Union City School District regarding JOC representative Stephen Gilbert
- D. Letter from Wattsburg Area School District regarding JOC representative Bill Hallock
- E. Letter from Northwestern School District regarding JOC representative Sam Ring
- F. Letter from General McLane School District regarding JOC representative James Bucksbee
- G. Automotive Technology Articulation Agreement from Ohio Technical College
- H. Completed copy of the limited procedures engagement (LPE) report from the Pennsylvania Department of the Auditor General

11. Business

- A. Business Manager Report – October and November 2018 — Terri Birchard
- B. Motion to approve the following reports, payments and invoices, as presented:
 - 1. Revenue and Expenditure Reports:
 - a) General Fund – October and November 2018
 - b) Capital Projects Fund – October and November 2018
 - c) Student Activities Report – October and November 2018
 - 2. Checks and Invoices
 - a) General Fund Checks, Wire Transfers, and Invoices:
 - 1) Checks and Wire Transfers – October - \$202,608.95
 - 2) Checks and Wire Transfer – November - \$78,436.95
 - 3) Invoices Payable - \$67,346.85
 - b) Capital Projects Fund Checks and Invoices
 - 1) Checks and Wire Transfers – October - none
 - 2) Checks and Wire Transfers – November - none
 - 3) Invoices Payable - none
 - c) Student Activity Fund Checks and invoices:
 - 1) Checks and Wire Transfers – October \$890.00

- 2) Checks and Wire Transfers – November - \$3,747.75
- 3) Invoices Payable - \$104.00
3. VISA Procurement Card Payment
 - a) October - \$27,737.74
 - b) November - \$22,524.54
4. Treasurer's Report - October and November 2018
5. Budget Transfers — None

12. Human and Quality Resources

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
- B. Motion to accept the retirement request of Susan Tatalone effective January 31, 2019
- C. Motion to accept the resignation of Colleen Murray-Donaldson effective December 21, 2018
- D. Motion to approve Kenneth Chapman, Dianna Noe and Georgina Scavella as substitute instructors at the rate of pay of \$80.00 per day

13. Operations

- A. Administrative Reports
 1. Superintendent Reports - November and December — Dr. Erik Kincade, Fairview School District
 2. Director Report — Dr. H. Fred Walker
 3. Solicitor Report — Timothy or Christopher 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
1. Staff Travel >400 miles (Policies 331, 431, 531) - none
- B. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)
 1. Motion to approve the following field trip and fundraising requests
 - a) Field Trip Request – NTHS; Date TBD; Peek 'n Peek Resort; Clymer, NY
 - b) Field Trip Request – Early Childhood Education; Date TBD; Early Connections and Harbor Homes; Erie, PA

- c) Field Trip Request – NTHS; Wednesday in January 2019; Second Harvest Food Bank; Erie, PA

D. Facility Use Requests — Profit Making Organizations (Policy 707) - none

E. Other Operations - none

14. Other Business

A. Board Action Items

1. Motion to accept the donation of two scan tools for the adult night classes from John Gillespie
2. Motion to approve the Articulation Agreement between Ohio Technical College and the Erie County Technical School for the Automotive Technologies program
3. Motion to approve the renewal and execution of the Pennsylvania Department of Transportation Safety Inspector Certification and Recertification Training Program Performance Agreement
4. Motion to approve the renewal and execution of the Pennsylvania Department of Transportation Emissions Inspector Certification (EIC) and Emissions Inspector Recertification (EIR) Training Program Performance Agreement
5. Motion to approve the renewal and execution of the Pennsylvania Department of Transportation Northern Tier Emissions Inspector Certification Testing Performance Agreement
6. Motion to increase the VISA purchasing levels for 2018-2019 by \$5,000 each for the Early Childhood Education and Cosmetology programs
7. Motion to approve the contract with Pa Pride LLC for providing CDL Training in the RCTC program
8. Motion to approve the Standard Form of Agreement with HRLC Architects

15. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. AFT Report
- C. Secondary Program Enrollment Report
- D. Transition Center & Career Alternative Education Enrollment Report
- E. Regional Career and Technical Center Report – Susan Tatalone
- F. Business Contacts Report – Elaine Shaffer
- G. Work Experience Report – Elaine Shaffer

- H. Admissions Coordinator Report – Lisa Sorensen
 - I. Career Planning Coordinator Report – Mary Foulkrod
 - J. Honor Roll, Perfect Attendance, and Distinguished Students
 - K. Students of the Month—November
 - L. Disabled Population by District
 - M. Disabled Population by Program
 - N. NOCTI Performance Analysis
 - O. Next meeting: Thursday, January 24, 2019
- 16. Guest and Public Comment — Open to General Matters**
- 17. Adjournment**
- 18. FOUNDATION AGENDA**