



**Joint Operating Committee  
Meeting Agenda**  
**Thursday, February 28, 2019**  
8500 Oliver Road, Erie, PA 16509

**Work Session**  
**6:00 p.m.**

1. **Foundation Meeting**
2. **Executive Session – Personnel Matters**
3. **2019-2020 Budget Presentation**
  - a. **PAC Presentation** – condensed 2019-2020 budget highlights
  - b. **JOC Overview of the 2019-2020 budget**
4. **Overview of Administrative Procedure 126**
  - a. **Procedure Table**
  - b. **Data Results**
  - c. **Course of Action**

**Regular Meeting**

**1. Call to Order**

There was an executive session held on Thursday February 28, 2019 for the purposes of personnel

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

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

**2. Meeting Minutes**

- A. **Motion to accept the minutes of the January 24, 2019 meeting as presented**

**3. Guest and Public Comment – Items Related to the Agenda**

**4. Correspondence**

- A. **Letter from Lori Yochim, Business Office Secretary, resigning effective January 31, 2019**
- B. **Letter from Patrick Holland, Supervisor of Instructional Support Services, regarding retirement date of June 28, 2019**
- C. **Letter from Linda Chisholm, Supplemental School Nurse, regarding retirement date of June 6, 2019**

**5. Business**

- A. **Business Manager Report** — Terri Birchard
- B. Motion to approve the following reports, transfers, payments, and invoices, as presented:
  - 1. Revenue and Expenditure Reports: January 2019
    - a) **General Fund**
    - b) **Capital Projects Fund**
    - c) **Student Activities Report**
  - 2. Checks and Invoices
    - a) General Fund Checks, Wire Transfers and Invoices:  
Checks and Wire Transfers: **\$252,403.64**  
Invoices Payable: **\$198,854.97**
    - c) Capital Projects Fund Checks and Invoices:  
Checks and Wire Transfers: **\$6,063.06**  
Invoices Payable: None
    - d) Student Activity Fund  
Checks and Wire Transfers: **\$4,213.00**  
Invoices Payable: **\$882.43**
  - 3. VISA Procurement Card Payment: **January 2019** - \$21,647.08
  - 4. Treasurer's Report - **January 2019**
  - 5. Budget Transfers –
- C. **Motion to approve reimbursement payment to the Director per the terms of the Director's contract**
- D. Motion to approve Director taking RCTC Carpentry II from RCTC paid by High School General Fund per the terms of the Director's contract

**6. Human and Quality Resources**

- A. **Coordinator of Human and Quality Resources Report** — Natalie Fatica
- B. **Motion to accept the resignation of Lori Yochim effective January 31, 2019**
- C. **Motion to accept the retirement request of Patrick Holland effective June 28, 2019**
- D. **Motion to accept the retirement request of Linda Chisholm effective June 6, 2019**
- E. **Motion to employ Amy Nichilo and Renee Heberle as RCTC Supervisors at the rate of \$25.00 per hour effective March 4, 2019**
- F. **Motion to employ Greg Baxter as an RCTC instructor at a rate of \$25.00 per hour**
- G. **Motion to hire Dean Kurtzhals and Lucas Regan as part-time custodians at the probationary rate of \$15.58 effective March 1, 2019**

## 7. Operations

- A. Administrative Reports
  - 1. Superintendent Report — 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
    - a) Letter from Debra Cullen regarding the Collins Writing training
  - 5. Facilities Report — Del VonVolkenburg
  - 6. Technology Report — Jeff Smith
  - 7. Instructional Support Services Report — Sandra Carr and Pat Holland
- B. Staff Travel >400 miles (Policies 331, 431, 531) — none
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)
  - 1. Field Trip Request — Metal Fabrication; Channellock Inc.; Meadville, PA; March 6, 2019
  - 2. Field Trip Request — Computer Programming and Computer Networking; Velocity Network; Erie, PA; TBD (mid-March)
  - 3. Field Trip Request — Culinary Arts; Chautauqua Institution; Chautauqua, NY; May 2019
  - 4. Field Trip Request — Computer Programming and Computer Networking; Mercyhurst University; Erie, PA; March 11, 2019
  - 5. Field Trip Request — Construction Trades; Greater PA Carpenters Training Center; Pittsburgh, PA; May 10, 2019
  - 6. Field Trip Request — Art and Design for Business; Pittsburgh Technical College; Pittsburgh, PA; TBD (spring)
  - 7. Field Trip Request — Early Childhood Education (PM); Penn State Behrend Early Learning Center; Erie, PA; TBD
  - 8. Field Trip Request — Early Childhood Education (AM); Penn State Behrend Early Learning Center; Erie, PA; TBD
  - 9. Field Trip Request — Early Childhood Education; Gannon University and YMCA Pre-K Counts; Erie, PA; TBD
  - 10. Field Trip Request — Early Childhood Education; Edinboro Early Learning University; Edinboro, PA; April 4, 2019

11. Field Trip Request – Early Childhood Education; Penn State Behrend Success by 6 Program; Erie, PA; April 6, 2019
  12. Field Trip Request – Early Childhood Education; Tom Ridge Center Pre-K Counts Awareness Day; Erie, PA; May 30, 2019
  13. Field Trip Request – Health Assistant; Dusckas Martin Funeral Home; Erie, PA; TBD
  14. Field Trip Request – Health Assistant and Computer Programming; Edinboro University; Edinboro, PA; TBD
  15. Field Trip Request – Health Assistant and Computer Programming; Mercyhurst North East; North East, PA; TBD
  16. Field Trip Request – Precision Machining; Greenleaf Corporation; Erie, PA; TBD (spring)
  17. Field Trip Request – Tourism & Hospitality Management; Splash Lagoon; Erie, PA; TBD
  18. Field Trip Request – Cosmetology; Chicago Hair Show; Chicago, IL; March 28 – 31, 2019
  19. Field Trip Request – Health Assistant; LECOM; Erie, PA; TBD
  20. Field Trip Request – Health Assistant; LECOM Senior Living Center; Erie, PA; TBD
  21. Field Trip Request – Metal Fabrication; LeBoeuf Manufacturing; Waterford, PA; March 1, 2019
  22. Field Trip Request – Drafting & Design; Waldameer Amusement Park and Lunch at Presque Isle; Erie, PA; TBD (mid-May)
- D. Facility Use Requests — Profit Making Organizations (Policy 707) - none
1. Other Operations

**8. Other Business**

- A. Board Action Items
- B. Motion to increase the VISA purchasing levels for the remainder of 2018-2019 by \$3,000 for the Metal Fabrication program for additional supplies purchases
- C. Motion to approve VISA purchasing cards for Amy Nichilo and Renee Heberle, RCTC supervisors
- D. Motion to approve the 2019-2020 school calendar as presented
- E. Motion to recommend the approval and adoption of 2019-2020 General Fund Budget that includes district contributions in the amount of \$4,190,063 to the participating districts

F. Motion to donate one six-month calculation (July 1, 2018 – December 31, 2018) of Career Street management fees for 2018-2019 fiscal year to Career Street program as part of the program's transition from the ECVTS Foundation to another fiscal agent effective June 30, 2019

G. First 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

**9. Supplemental Reports & Information**

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report
- C. Transition Center & Career Alternative Education Enrollment Report

- D. [Disabled Population by District](#)
- E. [Disabled Population by Program](#)
- F. [Business Contacts Report](#) – Elaine Shaffer
- G. [Work Experience Report](#) – Elaine Shaffer
- H. [Admissions Coordinator Report](#) – Lisa Sorenson
- I. [Career Planning Coordinator Report](#) – Mary Foulkrod
- J. [Student of the Month](#) – January 2019
- K. Statement of Financial Interests - Due by May 1, 2019
- L. [Statement of Financial Interests – electronic version](#) – Due by May 1, 2019
- M. Next meeting: Thursday, March 28, 2019

**10. Guest and Public Comment – Open to General Matters**

**11. JOC Board Remarks and Comments**

**12. Adjournment**

**13. FOUNDATION AGENDA**