



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 18, 2018

Work session - 6:00pm

- The Erie County Vocational Technical School Foundation Meeting was moved to after the adjournment of the Joint Operating Committee session.

Call to Order

Mr. Chris Sennett, Temporary Chairperson, called the regular meeting to order at 6:04 pm

Moment of Reflection and Pledge of Allegiance

District Appointments

Motion to accept the following district appointed committee members:

- Union City – Stephen Gilbert (2021)
- Wattsburg –Bill Hallock (2021)
- General McLane – James Bucksbee (2021)
- Northwestern – Sam Ring (2021)

Moved for approval by Gallagher, with a second by Olesnanik

Motion is approved with an all “ayes” voice vote

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Scott Westcott	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	
Stephen Gilbert	Union City	x	
William Hallock	Wattsburg	x	
<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Dr. Erik Kincade	Superintendent of Record		x
Dr. H Fred Walker	Director	x	

Christopher Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	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
Sandra Carr	Supervisor of Student Services	x	

Chairperson - DiPlacido

Bucksbee nominated DiPlacido as Chairperson for 2018, with second by Rickrode

Gallagher nominated Ring as Chairperson for 2018

Bucksbee moved to close the nominations for Chairperson

Motion to close nominations by Ogden with a second by Olesnanik, approved with 11“ayes” votes

A roll call vote for Mr. DiPlacido’s nomination as Chairperson for 2018 was recorded as follows:

Westcott (Fairview)	Yes
Ogden (Fort LeBoeuf)	No
Bucksbee (General McLane)	Yes
Olesnanik (Girard)	Yes
Gallagher (Harbor Creek)	No
Rickrode (Iroquois)	Yes
DiPlacido (Millcreek)	Yes
Boyd (North East)	No
Ring (Northwestern)	No
Gilbert (Union City)	No
Hallock (Wattsburg)	Yes

With 6 “yes” and 5 “no” votes, Mr. DiPlacido is elected Chairperson for 2018.

Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. DiPlacido

Vice-Chairperson - Ogden

Gallagher nominated Ogden as Vice-Chairperson for 2018, with a second by Bucksbee

Olesnanik moved to close the nominations for Vice-Chairperson

Motion to close nominations was approved with an all “ayes” voice vote

Mr. Ogden as Vice-Chairperson for 2018 with no other nominations is approved by acclamation

Meeting dates – 2019

Motion to approve dates, time, and place of the Committee meeting for 2019 as presented to be held at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509. Regular meetings will begin at 6:00 p.m. unless otherwise noted and include any applicable work sessions.

- 4th Thursday, January 24, 2019
- 4th Thursday, February 28, 2019

- 4th Thursday, March 28, 2019
- 4th Thursday, April 25, 2019 – 6:30 p.m. start time
- 4th Thursday, May 23, 2019
- 4th Thursday, June 27, 2019
- 4th Thursday, August 22, 2019
- 4th Thursday, September 26, 2019
- 4th Thursday, October 24, 2019
- 3rd Tuesday, December 17, 2019
-

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

Meeting Minutes

Minutes of October 25, 2018

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

Moved for approval by Ogden, with second by Hallock

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

(Copy is filed with the official minutes)

Minutes of Special Meeting - October 24, 2018

Motion to accept the minutes of the October 24, 2018 special meeting as presented.

Moved for approval by Gallagher, with second by Boyd

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

(Copy is filed with the official minutes)

Minutes of Special Meeting – November 7, 2018

Motion to accept the minutes of the November 7, 2018 special meeting as presented.

Moved for approval by Rickrode, with second by Ogden

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

(Copy is filed with the official minutes)

Guests and Public Comment – Items related to the Agenda - None

Guests signed in and present: Gina Zona, Rick Scaletta, David Fox, Elaine Shaffer

Correspondence

- Review of letter from Susan Tatalone, RCTC Supervisor, regarding retirement date of January 31, 2019
- Review of letter from Colleen Murray-Donaldson, Instructional Aide, resigning effective December 21, 2018
- Review of letter from Union City School District regarding JOC representative Stephen Gilbert
- Review of letter from Wattsburg Area School District regarding JOC representative Bill Hallock
- Review of letter from Northwestern School District regarding JOC representative Sam Ring

- Review of letter from General McLane School District regarding JOC representative James Bucksbee
- Review of Automotive Technology Articulation Agreement from Ohio Technical College
- Review of the complete copy of the limited procedures engagement (LPE) report from the Pennsylvania Department of the Auditor General

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: October 2018 and November 2018
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: October - \$ 202,608.95; November - \$ 78,436.95
 - Invoices Payable: \$67,346.85
 - Capital Projects Fund Checks and Invoices: October - None; November - None
 - Invoices Payable: None
 - Student Activity Fund Checks and invoices: October - \$890.00; November - \$3,747.75
 - Invoices Payable: \$104.00
- VISA procurement card payment:
 - October: \$27,737.74
 - November: \$22,524.54
- Treasurer's Report: October and November 2018
- Budget Transfers – None

All business reports moved for approval by Gallagher with a second by Boyd.

The motion is approved with all "ayes" voice vote.
(Copy of each item is filed with the official minutes)

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

Retirement – Tatalone

Motion to accept the retirement request of Susan Tatalone effective January 31, 2019

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

Resignation – Murray-Donaldson

Motion to accept the resignation of Colleen Murray-Donaldson effective December 21, 2018

Moved for approval by Rickrode, with a second by Gallagher

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

Substitute Instructors – Chapman, Noe, Scavella

Motion to approve Kenneth Chapman, Dianna Noe, and Georgina Scavella as substitute instructors at the rate of pay of \$80.00 per day

Moved for approval by Gallagher, with a second by Boyd

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

Operations

Administrative Reports

- Superintendent Report – November and December – Dr. Erik Kincade, Fairview School District - absent
- Director Report — Dr. H. Fred Walker
- Solicitor Report — Christopher Sennett
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports – Sandy Carr and Pat Holland (absent) – presented by Sandy Carr

(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)

Motion to approve the following field trip and fundraising requests:

- Field Trip Request- NTHS; Date TBD; Peek ‘n’ Peak Resort; Clymer, NY
- Field Trip Request – Early Childhood Education; Date TBD; Early Connections and Harbor Homes, Erie, PA
- Field Trip Request – NTHS; Wednesday in January 2019; Second Harvest Food Bank, Erie, PA

Moved for approval by Rickrode, with a second by Gallagher

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

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

Other Operations - none

Other Business

Donation of scan tools for adult night classes

Motion to accept the donation of two scan tools for the adult night classes from John Gillespie

Moved for approval by Gallagher, with a second by Rickrode

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

Articulation Agreement with Ohio Technical College

Motion to approve the Articulation Agreement between Ohio Technical College and the Erie County Technical School for the Automotive Technologies program

Moved for approval by Gallagher, with a second by Hallock

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

PennDot Transportation Safety Inspector Certification and Recertification Training Agreement

Motion to approve the renewal and execution of the Pennsylvania Department of Transportation Safety Inspector Certification and Recertification Training Program Performance Agreement

Moved for approval by Rickrode, with a second by Boyd

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

PennDot Transportation Emissions Inspector Certification and Recertification Training Agreement

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

Moved for approval by Gallagher, with a second by Olesnanik

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

PennDot Transportation Northern Tier Emissions Inspector Certification Testing Agreement

Motion to approve the renewal and execution of the Pennsylvania Department of Transportation Northern Tier Emissions Inspector Certification Testing Performance Agreement

Moved for approval by Rickrode, with a second by Boyd

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

VISA limit increase

Motion to increase the VISA purchasing levels for 2018-2019 by \$5,000 each for the Early Childhood Education and Cosmetology programs

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

PA Pride CDL Training Contract

Motion to approve the contract with PA Pride LLC for providing CDL Training in the RCTC program

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

Standard Form of Agreement with HRLC Architects

Motion to approve the Standard Form of Agreement with HRLC Architects

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

Supplemental Information

- JOC Member Attendance Report
 - Secondary Program Enrollment Report
 - Transition Center Enrollment Report & Career Alternative Education Report
 - Regional Career and Technical Center Report
 - Business Contacts Report
 - Work Experience Report
 - Admissions Coordinator Report
 - Career Planning Coordinator Report
 - Honor Roll, Perfect Attendance, and Distinguished Students
 - Students of the Month – November 2018
 - Disabled Population by District
 - Disabled Population by Program
 - NOCTI Performance Analysis
-
- Next meeting: Thursday, January 24, 2019

Guest and Public Comment – Open to General Matters - none

An Executive Session was called at 6:50 pm prior to adjournment to discuss Security and Personnel matters. This executive session ended at 7:44 pm.

Adjournment

Moved by Ogden, with a second by Boyd to adjourn the meeting

Mr. DiPlacido, Chairperson, adjourned the meeting at 7:45 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee