



**Joint Operating Committee
Meeting Agenda**
Thursday, January 24, 2019
8500 Oliver Road, Erie, PA 16509

**JANUARY IS BOARD APPRECIATION MONTH
THANK YOU FOR YOUR DEDICATED SERVICE THROUGHOUT THE YEAR!**

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

1. Executive Session – Personnel Matters
2. Foundation Meeting

Regular Meeting

1. **Call to Order**
 - 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 December 18, 2018 meeting as presented
3. **Guest and Public Comment – Items Related to the Agenda**
4. **Correspondence**
 - A. Letter from Elaine Shaffer, Business Partnerships Coordinator, regarding retirement date of June 7, 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: December 2018
 - a) General Fund
 - b) Capital Projects Fund
 - c) Student Activities Fund
 2. Checks and Invoices
 - a) General Fund Checks, Wire Transfers and Invoices:
Checks and Wire Transfers: \$288,083.35
Invoices Payable: \$185,079.90

- b) Capital Projects Fund Checks and Invoices:
 - Checks and Wire Transfers: None
 - Invoices Payable: \$6,063.06
- c) Student Activity Fund
 - Checks and Wire Transfers: \$1,898.44
 - Invoices Payable: \$723.04
- 3. VISA Procurement Card Payment: December: \$35,177.08
- 4. Treasurer's Report - December 2018
- 5. Budget Transfers – None
- C. Motion to approve Director taking RCTC Carpentry I from RCTC paid by High School General Fund per the terms of the Director's contract
- D. Motion to ratify reimbursement payments to the Director per the terms of the Director's contract
- E. Motion to approve reimbursement payment to the Director per the terms of the Director's contract

Human and Quality Resources

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
- B. Motion to accept the retirement request of Elaine Shaffer effective June 8, 2019
- C. Motion to approve job descriptions for Supervisor of Instructional Support and Supervisor of Student Support
 - 1. Job description for Supervisor of Instructional Support
 - 2. Job description for Supervisor of Student Support
- D. Motion to increase Robert Suprynowicz to Column "Voc II" step 21 at the rate of \$69,646.00 effective the second semester of 2018-2019

6. Operations

- A. Administrative Reports
 - 1. Superintendent Report —Dr. Erik Kincade, Fairview School District
 - 2. Director Report —Dr. H. Fred Walker
 - a) Upcoming items for JOC consideration
 - b) Adjusting JOC agenda – ECTS tours prior to the meetings for JOC members
 - c) JOC Retreat
 - i) Desired Outcome
 - ii) Planning

- iii) Approximate Timeframe
 - iv) Participants (JOC, PAC, ECTS Staff?)
 - 3. Solicitor Report — Timothy or Christopher Sennett
 - 4. [Principal Report](#) — Joe Tarasovitch
 - a) [Skills USA District Competitors and Winners](#)
 - b) [Golden Apple Award Winner – Kayla Noonan](#)
 - c) [My Career Planning Artifacts](#)
 - 5. [Facilities Report](#) — Del VonVolkenburg
 - 6. [Technology Report](#) — Jeff Smith
 - 7. [Instructional Support Services Report](#) — Sandra Carr and Pat Holland
 - a. Drafting and Design Architectural Project
 - B. Staff Travel >400 miles (Policies 331, 431, 531) — none
 - C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)
 - 1. Ratification of Trip Requests and Fundraisers prior to JOC Session
 - a. Field trip request – [SkillsUSA; Leadership Skills Competition; New Castle School of Trades and Erie Insurance Training Facility; January 18, 2019](#)
 - 2. Approval of Upcoming Field Trips
 - a. Field trip request – [Graphic Communications; Earth, Sun, Moon Trading Company; Date TBD \(Spring\)](#)
 - b. Field trip request – [Graphic Communications; Pittsburgh Technical College; Date TBD \(Spring\)](#)
 - c. Field trip request – [Automotive Technologies; Erie Auto Show; February 1, 2019](#)
 - d. Field trip request – [SkillsUSA; Hershey; Leadership Competition; April 9 – 12, 2019](#)
 - D. Facility Use Requests — Profit Making Organizations (Policy 707) — none
 - E. Other Operations - none
- 8. Other Business**
- A. Board Action Items
 - B. [Motion to accept the donation of Personal Protective Equipment \(PPE\) from Mr. Gerald Maille](#)

- C. Motion to accept the donation of the International diesel truck from Greene Township for use in the RCTC Adult Automotive Technologies program
- D. Discussion regarding a JOC Retreat – Participants; Desired Outcome; Planning; Approximate timeframe
- E. Discussion regarding the formation of a Facility Upgrade Review Committee
 - 1) Motion to approve the formation of a Facility Upgrade Review Committee
 - 2) Motion to nominate the chair and three members of the JOC to a Facility Upgrade Review Committee
- F. Discussion regarding policy review and approval
 - 1) Status
 - 2) Sub-committee
 - 3) Frequency of actions
- G. Discussion regarding in kind donation of Career Street Management Fees
- H. First Reading of the following policies –
 - 1) Policy 301 – Creating a Position
 - 2) Policy 302 – Employment of Director
 - 3) Policy 304 – Employment of Staff
 - 4) Policy 305 – Employment of Substitutes
 - 5) Policy 307 - Student Teachers/Interns
 - 6) Policy 308 – Employment Contract/Joint Operating Committee Resolution
 - 7) Policy 309 - Assignment and Transfer
 - 8) Policy 312 – Evaluation of Director
 - 9) Policy 313 – Evaluation of Employees
 - 10) Policy 314 – Physical Examination
 - 11) Policy 314.1 - HIV Infection
 - 12) Policy 317 – Conduct/Disciplinary Procedures
 - 13) Policy 317.1 – Educator Misconduct
 - 14) Policy 318 - Penalties for Tardiness
 - 15) Policy 319 – Outside Activities
 - 16) Policy 320 – Freedom of Speech in Non-school Settings
 - 17) Policy 321 – Political Activities

- 18) Policy 322 - [Gifts](#)
 - 19) Policy 323 - [Tobacco](#)
 - 20) Policy 324 – [Personnel Files](#)
 - 21) Policy 325 – [Dress and Grooming](#)
 - 22) Policy 326 – [Complaint Process](#)
 - 23) Policy 328 – [Compensation Plans/Salary Schedules](#)
 - 24) Policy 330 - [Overtime](#)
 - 25) Policy 331 – [Job Related Expenses](#)
 - 26) Policy 332 – [Working Periods](#)
 - 27) Policy 333 – [Professional Development](#)
 - 28) Policy 334 – [Sick Leave](#)
 - 29) Policy 335 – [Family and Medical Leaves](#)
 - 30) Policy 336 – [Personal Necessity Leave](#)
 - 31) Policy 337 - [Vacation](#)
 - 32) Policy 338 – [Sabbatical Leave](#)
 - 33) Policy 338.1 – [Compensated Professional Leaves](#)
 - 34) Policy 339 – [Uncompensated Leave](#)
 - 35) Policy 340 – [Responsibility for Student Welfare](#)
 - 36) Policy 341 – [Benefits for Part-Time Employees](#)
 - 37) Policy 342 – [Jury Duty](#)
 - 38) Policy 343 – [Paid Holidays](#)
 - 39) Policy 347 – [Workers’ Compensation Transitional Return-to-Work Program](#)
 - 40) Policy 351 – [Drug and Substance Abuse](#)
- I. Second Reading of the following policies –
- 1) Policy 102 – [Academic Standards](#)
 - 2) Policy 127 – [Assessment System](#)
 - 3) Policy 201 - [Admission of Students](#)
 - 4) Policy 202 - [Eligibility of Nonresident Students](#)
 - 5) Policy 203 - [HIV Infection](#)
 - 6) Policy 206 – [Assignment to Programs](#)

- 7) Policy 207 – Confidential Communications of Students
- 8) Policy 208 – Withdrawal from School
- 9) Policy 209.1 – Food Allergy Management
- 10) Policy 209.2 – Diabetes Management
- 11) Policy 210 - Medications
- 12) Policy 211- Student Accident Insurance (Deleted)
- 13) Policy 212 – Reporting Student Progress
- 14) Policy 215 – Promotion and Retention
- 15) Policy 217 – Skills Certification
- 16) Policy 218 – Student Discipline
- 17) Policy 218.1 - Weapons
- 18) Policy 218.2 – Terroristic Threats
- 19) Policy 219 – Student Complaint Process
- 20) Policy 220 – Student Expression/Distribution and Posting of Materials
- 21) Policy 221 – Dress and Grooming
- 22) Policy 222 – Tobacco
- 23) Policy 223 – Use of Motor Vehicles
- 24) Policy 224 – Care of School Property
- 25) Policy 226 - Searches
- 26) Policy 227 – Controlled Substances/Paraphernalia
- 27) Policy 228 – Student Government
- 28) Policy 229 – Student Fundraising
- 29) Policy 230 – Public Performances by Students
- 30) Policy 231 – Social Events and Class Trips
- 31) Policy 232 – Student Involvement in Decision-Making
- 32) Policy 233 – Suspension and Expulsion
- 33) Policy 234 – Pregnant/Married Students
- 34) Policy 235 – Student Rights and Responsibilities
- 35) Policy 235.1 - Surveys
- 36) Policy 236 – Student Assistance Program

- 37) Policy 237 – [Electronic Devices](#)
- 38) Policy 246 – [School Wellness](#)
- 39) Policy 247 - [Hazing](#)
- 40) Policy 248 – [Unlawful Harassment](#)
- 41) Policy 249 – [Bullying/Cyberbullying](#)
- 42) Policy 250 – [Student Recruitment](#)
- 43) Policy 252 – [Dating Violence](#)

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
 - 1. [Admissions Procedure with Timeline](#)
 - 2. [Thank You Card 2019](#)
- I. [Career Planning Coordinator Report](#) – Mary Foulkrod
- J. [Student of the Month](#) – December 2018
- 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, February 28, 2019

9. Guest and Public Comment – Open to General Matters

10. JOC Board Remarks and Comments

11. Adjournment

12. FOUNDATION AGENDA