



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, January 24, 2019**

**Work session - 6:00pm**

- An Executive Session was held from 6:03 p.m. to 7:03 p.m. regarding Personnel Matters.
- The Erie County Vocational Technical School Foundation Meeting was also held during the work session

**Call to Order**

Mr. DiPlacido, JOC Chairman, called the regular meeting to order at 7:18 pm

**Moment of Reflection and Pledge of Allegiance**

**Roll Call**

Terri Birchard, Board Secretary, called the roll:

<b><u>Committee members:</u></b>	<b><u>District:</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
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	

<b><u>Administrators:</u></b>	<b><u>Position:</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Dr. Erik Kincade	Superintendent of Record	X	
Dr. H Fred Walker	Director	X	
Tim 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	

### Meeting Minutes

**Minutes of December 18, 2018**

Motion to accept the minutes of the December 18, 2018 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)

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

Guests signed in and present: Marty Burnham, Rob Eggleston, Shane Murray

### Correspondence

- Review of letter from Elaine Shaffer, Business Partnerships Coordinator, regarding retirement date of June 7, 2019

### 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: December 2018
  - General Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: December - \$288,083.35
  - Invoices Payable: \$185,079.90
  - Capital Projects Fund Checks and Invoices: December – None
  - Invoices Payable - \$6,063.06
  - Student Activity Fund Checks and invoices: December - \$1,898.44
  - Invoices Payable: \$723.04
- VISA procurement card payment: December - \$35,177.08
- Treasurer's Report: December 2018
- Budget Transfers – None

All business reports moved for approval by Gallagher with a second by Hallock.  
The motion is approved with all "ayes" voice vote.  
(Copy of each item is filed with the official minutes)

### **Approval of RCTC Carpentry I Class for Director**

Motion to approve Director taking RCTC Carpentry I from RCTC paid by High School General Fund per the terms of the Director's contract

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

**Ratification of Director’s Reimbursement Payments**

Motion to ratify reimbursement payments to Director per the terms of the Director’s contract

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

**Approval of Director’s Reimbursement Payments**

Motion to approve reimbursement payments to Director per the terms of the Director’s contract

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

**Human and Quality Resources**

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

**Retirement – Shaffer**

Motion to accept the retirement request of Elaine Shaffer effective June 8, 2019

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

**Approval of job descriptions for Supervisor of Instructional Support**

Motion to approve job descriptions for Supervisor of Instructional Support

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

**Approval of job description for Supervisor of Student Support**

Motion to approve job descriptions for Supervisor of Student Support

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

**Approval of Voc II – Step 21 increase - Suprynowicz**

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

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

## Operations

### Administrative Reports

- Superintendent Report – Dr. Erik Kincade, Fairview School District
- Director Report — Dr. H. Fred Walker
- Solicitor Report — Tim Sennett – no 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) - none

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

Motion to ratify the following field trip and fundraising requests:

- Field Trip Request- SkillsUSA; Leadership Skills Competition; New Castle School of Trades and Erie Insurance Training Facility; January 18, 2019

Moved for approval by Gallagher, with a second by Boyd

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

Motion to approve the following field trip and fundraising requests:

- Field Trip Request- Graphic Communications; Earth, Sun, Moon Trading Company; Date TBD (Spring)
- Field Trip Request – Graphic Communications; Pittsburgh Technical College; Date TBD (Spring)
- Field Trip Request – Automotive Technologies; Erie Auto Show; February 1, 2019
- Field Trip Request- SkillsUSA; Hershey; Leadership Competition; April 9 – 12, 2019

Moved for approval by Gallagher, with a second by Ring

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 personal protective equipment**

Motion to accept the donation of Personal Protective Equipment (PPE) from Mr. Gerald Maille

Moved for approval by Gallagher, with a second by Hallock

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

### **Donation of International diesel truck**

Motion to accept the donation of the International diesel truck from Greene Township for use in the RCTC Adult Automotive Technologies program

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

### **Discussion regarding JOC Retreat**

Discussion was held regarding a JOC retreat. Details for consideration include participants; desired outcomes; planning and the approximate timeframe. Further consideration will be given to this matter.

### **Formation of Facility Upgrade Review Committee**

Members discussed the formation of a Facility Upgrade Review Committee to streamline processes regarding a building renovation.

Motion to form a Facility Upgrade Review Committee  
Moved for approval by Gallagher, with a second by Hallock  
The motion is approved with an all "ayes" voice vote

### **Facilities Upgrade Review Committee**

Motion to nominate Mr. DiPlacido, Mr. Gallagher and Dr. Hallock to serve on a Facilities Upgrade Review Committee  
Moved for approval by Gallagher, with a second by Olesnanik  
The motion is approved with an all "ayes" voice vote

### **Discussion regarding policy review**

It was discussed that many of the policies which have recently been approved by the JOC through the comprehensive policy review services of PSBA are now being revised by PSBA for more current updates. Rather than stopping the comprehensive review to return to recently-adopted policies, the policy review will continue through the remainder of the policy manual. Once this is completed, revisions and adoption of updates will be performed during one session each year once the manual has been completely updated.

### **Discussion regarding Career Street management fees**

No further discussion regarding the Career Street management fees occurred.

### **First reading of Policies 301 through 351**

- 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

Motion to waive the second reading of Policies 301 through 351 and approve the adoption of Policies 301 through 351 as presented

Moved for approval by Hallock, with a second by Ogden

The motion is approved with 8 “ayes” and 1 “no” voice vote from Ring

**Second Reading of Policies 102 and 127 and Policies 201 through 252**

- 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

Motion to approve the adoption of Policies 102,127, and Policies 201 through 252 as presented

Moved for approval by Hallock, with a second by Ogden

The motion is approved with an all “ayes” and 1 “no” voice vote from Ring

#### **Supplemental Information**

- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Students of the Month – December 2018
  
- Next meeting: Thursday, January 24, 2019



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

**JOC Board Remarks and Comments**

- Reminder that Statements of Financial Interests are due by May 1, 2019

**Adjournment**

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

Mr. DiPlacido, Chairperson, adjourned the meeting at 8:50 pm.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee