



**Joint Operating Committee
Meeting Agenda**
Thursday, June 27, 2019
8500 Oliver Road, Erie, PA 16509

Work Session
6:00 p.m.

1. Buseck Barger Bleil & Co – Valerie Hartley, CPA – Annual Audit Planning
2. HRLC Architects – Chris Coughlin – Development of Pre-Bid Documents for Renovation
3. **Foundation Meeting**

Regular Meeting

1. Call to Order

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

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

An Executive Session will be held on June 27, 2019 after the adjournment of the JOC regular session to discuss Personnel Matters

2. Meeting Minutes

Motion to accept the meeting minutes of May 23, 2019 as presented

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

4. Correspondence

- A. Letter of intent to retire from Margaret Hanson, RCTC Secretary, effective August 5, 2019
- B. Letter from Lisa Segal, Custodian, resigning effective June 21, 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: May 2019
 - 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: \$ 142,267.09
Invoices Payable: \$ 324,504.78
 - b) Capital Projects Fund Checks and Invoices: none
Invoices Payable: \$ 46,513.38
 - c) Student Activity Fund Checks and Invoices: \$200.00
Invoices Payable: \$249.70
 3. VISA Procurement Card Payment: May 2019: \$ 27,378.73
 4. Treasurer's Report – May 2019
 5. Motion to approve the 2019-2020 VISA purchasing card users and limits effective July 1, 2019 as listed
- C. Motion to remove John Ogden as a signature on the School's bank accounts
 - D. Motion to add Sam Ring as a signature on the School's bank accounts
 - E. Review of Fund Balances
 - F. Motion to approve the year-end transfers as presented

Human and Quality Resources

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
- B. Motion to approve the revised job description for the Supervisor of Student Support
- C. Motion to approve the retirement of Margaret Hanson, RCTC Secretary, effective August 5, 2019
- D. Motion to ratify the resignation of Lisa Segal, Custodian, effective June 21, 2019
- E. Motion to approve Allison Marendt as full-time Math Resource Coordinator effective for the 2019-2020 school year at Column D Step 10 with the salary of \$48,649

Operations

- A. Administrative Reports
 1. Superintendent Report — Dr. Erik Kincaid, Fairview School District
 2. Director Report — Dr. H. Fred Walker
 - a) Chronology of the ECTS Renovation
 - b) Talking Points for the Renovation
 - c) HRLC Renovation Repair Prioritization
 - d) PLANCON 2019 Recommendations – Part 1

e) [PLANCON 2019 Recommendations – Part 2](#)

3. Solicitor Report — Chris or Timothy Sennett
4. [Principal Report](#) — Joe Tarasovitch
- 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 - None
 2. Approval of Upcoming Field Trips - None
 3. Fundraising Request – None
 4. Community Service - None
- D. Facility Use Requests — Profit Making Organizations (Policy 707)
- E. Other Operations
 1. [Motion to approve the purchase of a Pro Spot Hybrid Battery Powered Resistant Spot Welder from BCI Equipment Specialists through the Supplemental Equipment Grant funds for use in the Auto Body Repair lab](#)
 2. [Motion to approve the 2019-2020 textbooks as presented](#)
 3. [Motion to approve the 2019-2020 curriculum changes as presented](#)
 4. Motion to set the 2019-2020 High School Tuition Rates as follows:
 - a) Secondary Program: [High School and Adult Students - \\$19.21 per hour](#)

7. Other Business

- A. [Board Action Items](#)
- B. Motion to approve HRLC Architects preparing of a set of Pre-Bid documents, not to include specifications, for all three phases of the renovation at a fixed-rate price of \$675,000
- C. [Motion to approve the Director’s expense report for June 2019](#)

8. Supplemental Reports & Information

- A. [Facilities Report](#) – Del VonVolkenburg
- B. Technology Report – Jeff Smith
- C. [Instructional Support Services Report](#) – Sandra Carr and Lisa Scalise
- D. [JOC Member Attendance Report](#)
- E. [Secondary Program Enrollment Report](#)
- F. [Transition Center & Career Alternative Education Enrollment Report](#)

- G. Disabled Population by District
- H. Disabled Population by Program
- I. Business Contacts Report – Rob Eggleston
- J. Work Experience Report – Rob Eggleston
- K. Admissions Coordinator Report – Lisa Sorenson
- L. Career Planning Coordinator Report – Mary Foulkrod
- M. **No Scheduled Meeting in JULY**
- N. **Next meeting: Thursday, August 22, 2019 at 6:00 p.m.**
- 9. **Guest and Public Comment – Open to General Matters**
- 10. **Adjournment**
- 11. **EXECUTIVE SESSION – Personnel Matters**
- 12. **Foundation Agenda**