



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

Work Session
6:00 p.m.

1. Foundation Meeting
2. Executive Session – Personnel Matters

Regular Meeting

1. Call to Order

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

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

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

2. Meeting Minutes

- A. Motion to accept the minutes of the February 28, 2019 meeting as presented

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

4. Correspondence

- A. Letter of resignation from Michael Wolfe, part-time custodian, effective March 8, 2019
- B. Letter of retirement from Laurie Swanson, Supervisor of Health Services, effective June 7, 2019
- C. House Bill 522 Update

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 February 2019
 - a) General Fund
 - b) Capital Projects Fund
 - c) Student Activities Report
 2. Checks and Invoices
 - a) General Fund:

Checks and Wire Transfers: \$82,492.19

Invoices Payable: \$150,898.77

c) Capital Projects Fund:

Checks and Wire Transfers: none

Invoices Payable: none

d) Student Activity Fund:

Checks and Wire Transfers: none

Invoices Payable: \$3,852.05

3. VISA Procurement Card Payment - February 2019 - \$34,515.42

4. Treasurer's Report - February 2019

5. Budget Transfers – none

C. Motion to approve reimbursement payment to the Director

6. Human and Quality Resources

A. Coordinator of Human and Quality Resources Report — Natalie Fatica

B. Motion to ratify the resignation of Michael Wolfe

C. Motion to approve the retirement request of Laurie Swanson effective June 7, 2019

D. Motion to employ Jordan Parraway as an additional RCTC instructor at the rate of \$25.00

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

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,) - none

D. Facility Use Requests — Profit Making Organizations (Policy 707) - none

E. Other Operations

8. Other Business

- A. [Board Action Items](#)
- B. Update from Facilities Renovations Committee
- C. Administrative Procedure 126 program review
- D. Classified Unit Contract
- E. [Motion to approve the Memorandum of Understanding between Erie County Technical School and the County of Erie for alternative site location for Erie County Courts](#)
- F. Motion to approve the renewal of Dr. Erik Kincaid, Fairview School District Superintendent, as Superintendent of Record for 2019-2020 academic year and to be paid a net stipend of \$3,000
- G. Second 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 – February 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, April 25, 2019 (6:30 start time – Dinner with Teacher Event)**

10. Guest and Public Comment – Open to General Matters

11. Adjournment

12. FOUNDATION AGENDA