



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, February 28, 2019**

**Work session - 6:00pm**

- The Erie County Vocational Technical School Foundation meeting was held in the work session.
- An Executive Session was held regarding Personnel Matters
- The 2019-2020 General Fund budget was presented
- An overview of Administrative Procedure 126 was presented

**Call to Order**

There was an executive session held on Thursday, February 28, 2019 for personnel from 6:12 to 6:47 p.m.

Mr. DiPlacido, JOC Chairman, called the regular meeting to order at 7:37 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 January 24, 2019**

Motion to accept the minutes of the January 24, 2019 meeting as presented.

Moved for approval by Ogden, with second by Gallagher

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: David N. Fox, Rosanne Gangemi, Jessica Warren, Mike Miller, Lisa Sorensen, Mariea Sargent, Jeff Zellefrow, Marty Burnham, Donna Erdman, Gina Zona, Paul Sibeto

**Correspondence**

- Letter of resignation from Lori Yochim, Business Office Secretary, effective January 31, 2019
- Letter of retirement from Patrick Holland, Supervisor of Instructional Support Services, effective June 28, 2019
- Letter of retirement from Linda Chisholm, Supplemental School Nurse, effective June 6, 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: January - \$252,403.64
  - Invoices Payable: \$198,854.97
  - Capital Projects Fund Checks and Invoices: January – \$6,063.06
  - Invoices Payable - None
  - Student Activity Fund Checks and invoices: January - \$4,213.00
  - Invoices Payable: \$882.43
- VISA procurement card payment: January 2019 - \$21,647.08
- Treasurer's Report: January 2019
- Budget Transfers – None

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

Motion approved with all "ayes" voice vote

(Copy of each item is filed with the official minutes)

### **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 Boyd

The motion is approved with an all "ayes" voice vote

### **Approval of High School Payment of Director's RCTC courses**

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

Moved for approval by Gallagher, with a second by Boyd

The motion is approved with eight "ayes" voice vote, and DiPlacido voting no

### **Human and Quality Resources**

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

#### **Resignation – Yochim**

Motion to accept the resignation request of Lori Yochim effective January 31, 2019

Moved for approval by Gallagher, with a second by Ogden

The motion is approved with an all "ayes" voice vote

#### **Retirement – Holland**

Motion to accept the retirement request of Patrick Holland effective June 28, 2019

Moved for approval by Gallagher, with a second by Ogden

The motion is approved with an all "ayes" voice vote

#### **Retirement – Chisholm**

Motion to accept the retirement request of Linda Chisholm effective June 6, 2019

Moved for approval by Gallagher, with a second by Ogden

The motion is approved with an all "ayes" voice vote

#### **RCTC Supervisors – Nichilo and Heberle**

Motion to employ Amy Nichilo and Renee Heberle as RCTC Supervisors at the rate of \$25.00 per hour effective March 4, 2019

Moved for approval by Gallagher, with a second by Ogden

The motion is approved with an all "ayes" voice vote

#### **RCTC Instructor – Baxter**

Motion to employ Greg Baxter as an RCTC Instructor at the rate of \$25.00 per hour

Moved for approval by Gallagher, with a second by Ogden

The motion is approved with an all "ayes" voice vote

### Part-time Custodians– Kurtzhals and Regan

Motion to hire Dean Kurtzhals and Lucas Regan as part-time custodians at the probationary rate of \$15.58 per hour effective March 1, 2019

Moved for approval by Gallagher, with a second by Ogden  
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
- 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)

Discussion was held regarding the Skill Center elevator and the CPU for the fire system. Both items need repairs; however due to the age and tie-in’s required repairs might not be feasible. Further updates regarding these matters will be discussed at the next session

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- Metal Fabrication; Channelock, Inc; Meadville, PA; March 6, 2019
- Field Trip Request-Computer Programming and Computer Networking; Velocity Network; Erie, PA; TBD (mid-March)
- Field Trip Request – Culinary Arts; Chautauqua Institution; Chautauqua, NY; May 2019
- Field Trip Request – Computer Programming and Computer Networking; Mercyhurst University; Erie, PA; March 11, 2019
- Field Trip Request – Construction Trades; Greater PA Carpenters Training Center; Pittsburgh, PA; May 10, 2019
- Field Trip Request – Art and Design for Business; Pittsburgh Technical College; Pittsburgh, PA; TBD (spring)
- Field Trip Request – Early Childhood Education (PM); Penn State Behrend Early Learning Center; Erie, PA; TBD

- Field Trip Request – Early Childhood Education (AM); Penn State Behrend Early Learning Center; Erie, PA; TBD
- Field Trip Request – Early Childhood Education; Gannon University and YMCA Pre-K Counts; Erie, PA; TBD
- Field Trip Request – Early Childhood Education; Edinboro Early Learning University; Edinboro, PA; April 4, 2019
- Field Trip Request – Early Childhood Education; Penn State Behrend Success by 6 Program; Erie, PA; April 6, 2019
- Field Trip Request – Early Childhood Education; Tom Ridge Center Pre-K Counts Awareness Day; Erie, PA; May 30, 2019
- Field Trip Request – Health Assistant; Dusckas Martin Funeral Home; Erie, PA; TBD
- Field Trip Request – Health Assistant and Computer Programming; Edinboro University; Edinboro, PA; TBD
- Field Trip Request – Health Assistant and Computer Programming; Mercyhurst North East; North East, PA; TBD
- Field Trip Request – Precision Machining; Greenleaf Corporation; Erie, PA; TBD (spring)
- Field Trip Request – Tourism & Hospitality Management; Splash Lagoon; Erie, PA; TBD
- Field Trip Request – Cosmetology; Chicago Hair Show; Chicago, IL; March 28 – 31, 2019
- Field Trip Request – Health Assistant; LECOM; Erie, PA; TBD
- Field Trip Request – Health Assistant; LECOM Senior Living Center; Erie, PA; TBD
- Field Trip Request – Metal Fabrication; LeBoeuf Manufacturing; Waterford, PA; March 1, 2019
- Field Trip Request – Drafting & Design; Waldameer Amusement Park and Lunch at Presque Isle; Erie, PA; TBD (mid-May)

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

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

**Other Operations - none**

**Other Business**

Board Action Item schedule was reviewed

**Increase in purchasing card for Metal Fabrication**

Motion to increase the VISA purchasing level for the remainder of 2018-2019 by \$3,000 for the Metal Fabrication program for additional supplies purchases

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

### **VISA purchasing cards for new RCTC Supervisors**

Motion to approve VISA purchasing cards for \$5,000 renewable balance for Amy Nichilo and Renee Heberle, RCTC Supervisors

Moved for approval by Gallagher, with a second by Rickrode

The motion is approved with an all "ayes" voice vote

### **2019-2020 School Calendar**

Motion to approve the 2019-2020 school calendar as presented

Moved for approval by Gallagher, with a second by Boyd

The motion is approved with an all "ayes" voice vote

### **2019-2020 General Fund Budget**

Motion to recommend the approval and adoption of 2019-2020 General Fund Budget that includes district contributions in the amount of \$4,190,063 to the participating districts

Moved for approval by Rickrode, with a second by Gallagher

The motion is approved with eight "ayes" voice vote, with Ogden voting no

### **Donation to Career Street program**

Motion to donate one six-month calculation (July 1, 2018 – December 31, 2018) of Career Street management fees for 2018-2019 fiscal year to Career Street program as part of the program's transition from the ECVTS Foundation to another fiscal agent effective June 30, 2019

Moved for approval by Bucksbee, with a second by Rickrode

The motion is approved with eight "ayes" voice vote, with DiPlacido voting no

### **First reading of Policies 601 through 626.1**

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

#### **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 – January 2019
  
- Next meeting: Thursday, March 28, 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 Ogden, with a second by Gallagher to adjourn the meeting

Mr. DiPlacido, Chairperson, adjourned the meeting at 8:36 pm.

An executive session was held immediately following the adjournment of the meeting regarding personnel matters

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee