



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, April 25, 2019**

**Work session - 6:30pm**

- The Erie County Vocational Technical School Foundation meeting was held during the work session.

**Call to Order**

Mr. DiPlacido, JOC Chairman, called the regular meeting to order at 7:00 p.m.

Motion to table the motion to hire Lesa Scalise as Supervisor of Student Support at the salary of \$73,000 per year effective July 1, 2019

Moved by DiPlacido, with a second by Gallagher

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

**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 March 28, 2019**

Motion to accept the minutes of the March 28, 2019 meeting as presented.

Moved for approval by Gallagher, with second by Rickrode

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: Mariea Sargent, Rob Eggleston, Marty Burnham, and Gina Zona

## Correspondence

- Letter of retirement from Roach Hewitt, Computer Programming Instructor, effective June 7, 2019
- Letter from IU5 regarding storage least termination notice
- Letter from PennDot regarding public meeting on May 2, 2019 at Erie County Technical School concerning round-about construction at Flower/Oliver/Hamot Roads

## 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: March 2019
  - General Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: March - \$423,124.46
  - Invoices Payable: \$146,288.70
  - Capital Projects Fund Checks and Invoices: March – None
  - Invoices Payable - None
  - Student Activity Fund Checks and invoices: March - \$4,734.48
  - Invoices Payable: \$1,719.35
- VISA procurement card payment: March 2019 - \$34,671.31
- Treasurer's Report: March 2019
- Budget Transfers – None

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

Motion approved with all "ayes" voice vote

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

### Human and Quality Resources

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

#### **Retirement – Hewitt**

Motion to accept the retirement request of Roach Hewitt effective June 7, 2019

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

#### **Seasonal Custodial Help – Mitchell and Myers**

Motion to hire Aden Mitchell and Jacob Myers as seasonal custodial help at the rate of \$9.00 per hour beginning on or after May 1, 2019

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

#### **Supplemental School Nurse – Kresse**

Motion to hire Sharon Kresse as part-time Supplemental School Nurse at the rate of \$26.20 per hour effective for the 2019-2020 school year

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

#### **Agreement with the Federation of Teachers’ Classified Personnel Unit**

Motion to approve the agreement between the Erie County Technical School and the Erie County Technical School Federation of Teachers Classified Personnel Unit

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

### Operations

#### Administrative Reports

- Superintendent Report – Dr. Erik Kincade, Fairview School District – no report
- Director Report — Dr. H. Fred Walker
- Solicitor Report — Attorney Chris Sennett
- High School Principal Report — Joe Tarasovitch
- (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)

An update was presented to the Operating Committee regarding the SkillsUSA State Competition participants and award winners.

A. Motion to ratify the following field trips occurring prior to the session:

- Transition Center Field Trip; Glenwood YMCA and Blasco Library; April 4, 2019

Moved for approval by Gallagher, with a second by Boyd

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

B. Motion to approve the following field trip requests:

- Cosmetology; Cosmo Prof and Ulta Beauty; May 21, 2019

Moved for approval by Gallagher, with a second by Rickrode

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

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

**Other Operations**

**Submittal of final 2019-2020 General Fund Budget**

Motion to approve the submittal of the final 2019-2020 general fund budget to Pennsylvania Department of Education, as presented and approved by the participating school districts

Moved for approval by Ring, with a second by Gallagher

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

**Special Education Transition Center Operating Agreement for 2019-2020**

Motion to approve the Special Education Transition Center Operating Agreement effective July 1, 2019 through June 30, 2020

Moved for approval by Rickrode, with a second by Boyd

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

**Lease with the Independent Electrical Contractors Apprenticeship Program**

Motion to approve the lease with the Independent Electrical Contractors Apprenticeship Program from September 1, 2019 through June 30, 2020

Moved for approval by Gallagher, with a second by Rickrode

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

### **Consulting Agreement with The Nutrition Group**

Motion to approve the consulting contract with The Nutrition Group effective July 1, 2019 through June 30, 2020

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

### **Approval of Director's Expense Report**

Motion to approve the Director's expense report for March 2019

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

### **Other Business**

Board Action Item schedule was reviewed

Brief discussion occurred regarding the possibility of having joint meetings of the Joint Operating Committee and the Districts' Superintendents. Mr. DiPlacido indicated that more discussion and coordination would need to occur on this matter.

### **Donation of Computer Equipment**

Motion to approve the donation of computer equipment from the Union City Area School District

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

### **Donation of Harig Model 612 Surface Grinder**

Motion to approve the donation of the Harig Model 612 Surface Grinder from Mark Husted at Samtec for use in the Precision Machining Technologies lab

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

### **Amendment of Articulation Agreement with Edinboro University of PA**

Motion to approve the amendment to the Articulation Agreement between Edinboro University of Pennsylvania and the Erie County Technical School for the Early Childhood Education program

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

### **Articulation Agreement with The Institute of Medical and Business Careers**

Motion to approve the Articulation Agreement between The Institute of Medical and Business Careers and the Erie County Technical School for the Health Assistant program

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

### **Supplemental Information**

- Facilities Report
  - Technology Report
  - Instructional Support Services Reports
  - 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 – April 2019
- 
- Next meeting: Thursday, May 23, 2019 at 6:00 p.m.

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

### **JOC Board Remarks and Comments**

- Mr. Ogden informed the JOC members that he is not running for re-election, so at the next session in May a new Treasurer will need to be nominated to fill this position effective July 1, 2019.

### **Adjournment**

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

Mr. DiPlacido, Chairperson, adjourned the meeting at 8:15 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee