

8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**September 27, 2018**

**Work session - 6:00 p.m.**

- Mr. Joe Tarasovitch, Principal, recognized the 2017-2018 Exemplary Students. The students' hard work and accomplishments were reviewed by their instructors and they were congratulated for their outstanding efforts.
- Mr. Greer Hayden from HHSDR Architects reviewed his firm's report regarding a building renovation project
- The Foundation meeting was moved to after the adjournment of the Joint Operating Committee
- The work session for the Joint Operating Committee ended at 7:01 p.m.

**Call to Order**

Mr. Gallagher, JOC Vice President called the regular meeting to order at 7:02 p.m.

**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
David Fox	Union City	X	
Eric Duda	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	
Joe Tarasovitch	Principal	X	
Atty. Chris Sennett	Solicitor	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	
Sandy Carr	Supervisor of Student Services	X	

**Meeting Minutes**

**Minutes of August 23, 2018**

Motion to accept the minutes of the August 23, 2018 meeting as presented

Moved for approval by Rickrode with second by Olesnanik

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**

Guests signed in and present: Gina Zona, Heather Petrick, Mariea Sargent, Travis Woodburn, Nick Chandler, Donna Miller, Alicia and Tom Chandler, Donna Erdman, Betsy Dalby, Peter and Sharon Chandler

**Correspondence – None**

**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: June and July 2018
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: \$77,021.40
  - Invoices Payable: \$128,421.39
  - Capital Projects Fund Checks and Invoices: None
  - Invoices Payable: \$15,740.47
  - Student Activity Fund Checks: None
  - Invoices Payable: None
- VISA procurement card payment – August - \$39,362.98
- Treasurer's Report: August 2018

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

The motion is approved with an 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

(Copy filed with the official minutes)

**Resignation – Keyes**

Motion to accept the resignation of Jared Keyes, part-time Custodian, effective September 21,2018

Moved for approval by Ogden, with a second by Boyd

Motion passed with all "ayes" voice vote

**Substitute Custodians – Peterson, Sargent, Regan**

Motion to hire Jonathan Peterson, Jenna Sargent and Lucas Regan as substitute custodians at the rate of \$9.00 effective on or after October 1, 2018

Moved for approval by Ogden, with a second by Boyd

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

### Operations

#### Administrative Reports

- Superintendent Report– Dr. Erik Kincade – no written report
- Director Report — Dr. H. Fred Walker
  - a. ECTS Building Renovation

#### **Special Informational Session regarding Building Renovation**

Motion was made by Gallagher to hold an informational session before the next scheduled Joint Operating Committee meeting on October 25, 2018, to discuss a building renovation

Moved for approval by Boyd, with a second by Ogden

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

- Solicitor Report – Chris Sennett – no written 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 (Policies: 331,431,531) - None

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

Ratification of field trips and fund raisers occurring prior to the meeting

- Field Trip Request – Precision Machining Technologies; Plastek Industries; September 26, 2018

Approval of upcoming field trips and fundraising requests

- Field Trip Request – Precision Machining Technologies; Industrial Sales & Manufacturing; October 5, 2018
- Field Trip Request – Metal Fabrication; Manufacturing Day; October 4, 2018
- Field Trip Request – Electrical Engineering; Manufacturing Day; October 4, 2018
- Field Trip Request – Precision Machining Technologies; Manufacturing Day; October 4, 2018
- Field Trip Request – Electronics; Manufacturing Day; October 4, 2018
- Field Trip Request – Electrical Engineering; Manufacturing Day related industry visits; first week of October, sites to be determined
- Field Trip Request – Electronics; Manufacturing Day related industry visits; first week of October, sites to be determined

- Field Trip Request – Metal Fabrication; Manufacturing Day related industry visits; first week of October, sites to be determined
- Field Trip Request – Facilities Maintenance; Manufacturing Day related industry visits; first week of October, sites to be determined
- Field Trip Request – Facilities Maintenance; Manufacturing Day related industry visit to Plastikos; October 2, 2018 for AM class; Site to be determined for PM class
- Field Trip Request – Drafting and Design; Manufacturing Day related industry visits; first week of October, sites to be determined
- Field Trip Request – Drafting and Design; Architectural Scavenger Hunt in Erie and tour of Lake City Homes; October 18, 2018

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

Other Operations

Other Business

- Board Action Items – None

**Approval of three-year audit proposal**

Motion to accept the three-year audit proposal from Buseck, Barger, Bleil from June 30, 2019 through June 30, 2021

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

**First Reading of Policies**

A first reading of the following policies was held:

1. Policy 102 – Academic Standards
2. Policy 103.1 – Nondiscrimination – Qualified Students With Disabilities
3. Policy 108 – Adoption of Textbooks
4. Policy 127 – Assessment System
5. Policy 201 - Admission of Students
6. Policy 202 - Eligibility of Nonresident Students
7. Policy 203 - HIV Infection
8. Policy 204 - Attendance
9. Policy 206 – Assignment to Programs
10. Policy 207 – Confidential Communications of Students
11. Policy 208 – Withdrawal from School
12. Policy 209.1 – Food Allergy Management
13. Policy 209.2 – Diabetes Management
14. Policy 210 - Medications

15. Policy 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
16. Policy 211- Student Accident Insurance (Deleted)
17. Policy 212 – Reporting Student Progress
18. Policy 215 – Promotion and Retention
19. Policy 216 – Student Records
20. Policy 217 – Skills Certification
21. Policy 218 – Student Discipline
22. Policy 218.1 - Weapons
23. Policy 218.2 – Terroristic Threats
24. Policy 219 – Student Complaint Process
25. Policy 220 – Student Expression/Distribution and Posting of Materials
26. Policy 221 – Dress and Grooming
27. Policy 222 – Tobacco
28. Policy 223 – Use of Motor Vehicles
29. Policy 224 – Care of School Property
30. Policy 226 - Searches
31. Policy 227 – Controlled Substances/Paraphernalia
32. Policy 228 – Student Government
33. Policy 229 – Student Fundraising
34. Policy 230 – Public Performances by Students
35. Policy 231 – Social Events and Class Trips
36. Policy 232 – Student Involvement in Decision-Making
37. Policy 233 – Suspension and Expulsion
38. Policy 234 – Pregnant/Married Students
39. Policy 235 – Student Rights and Responsibilities
40. Policy 235.1 - Surveys
41. Policy 236 – Student Assistance Program
42. Policy 237 – Electronic Devices
43. Policy 246 – School Wellness
44. Policy 247 - Hazing
45. Policy 248 – Unlawful Harassment
46. Policy 249 – Bullying/Cyberbullying

47. Policy 250 – Student Recruitment

48. Policy 252 – Dating Violence

**2018-2019 Occupational Advisory Committee**

Motion to approve the Occupational Advisory Committee members for the 2018-2019 academic year, as presented

Moved for approval by Ogden, with a second by DiPlacido

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

**Supplemental Information**

- JOC Member Attendance Report
- Comprehensive Planning
  1. School Comprehensive Plan
  2. Professional Development Plan
  3. School Action Plan
- AFT Report - none
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Regional Career and Technical Center Report – Susan Tatalone
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report – Elaine Shaffer
- Work Experience Report – Elaine Shaffer
- Admissions Coordinator Report- Lisa Sorensen
- Career Planning Coordinator Report – no report
- ECTS Student of the Month - September

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

- Next meeting: Thursday, October 25, 2018

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

**Adjournment**

Moved by Odgen with a second by Westcott to adjourn the meeting  
Mr. Gallagher, Vice Chairperson, adjourned the meeting at 8:08 p.m.

The Foundation meeting was held after the meeting was adjourned.

Minutes prepared by,

Terri L. Birchard, Board Secretary  
Joint Operating Committee