



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 28, 2020

Work session - 6:00 pm

- The Student Spotlight highlighting the Electrical Engineering program were presented during the work session

Call to Order

Mr. Sam Ring, JOC Chair and Treasurer, called the regular meeting to order at 6:22 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
David Mahoney	Fairview	x	
Andy Dinsmore	Fort LeBoeuf	x	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Terri Brink	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Joseph Cancilla	North East		x
Sam Ring	Northwestern	x	
Stephen Gilbert	Union City	x	
Steve O'Donnell	Wattsburg	x	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Dr. Erik Kincade	Superintendent of Record	x	
Dr. H Fred Walker	Director	x	
Tim Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Terri L. Birchard	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	
Del VonVolkenburg	Facilities Manager	x	
Jeff Smith	Technology Manager	x	
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

Motion to Approve the Agenda and Amendments

Motion to approve the agenda and amendments as presented
Moved for approval by Rickrode, with second by Bucksbee
The motion is approved with an all “ayes” voice vote

Meeting Minutes

Minutes of January 23, 2020

Motion to accept the minutes of the January 23, 2020 meeting as presented
Moved for approval by DiPlacido, with second by Rickrode
The motion is approved with an all “ayes” voice vote
(Copy is filed with the official minutes)

Student Accomplishments/Highlights

Review of the accomplishments of the following:

- Student of the Month – January 2020

Guests and Public Comment – Items related to the Agenda

Guests signed in and present: Rosanne Gangemi, James Boorum, Torie Boorum, Mariea Sargent, John Kroh, Teresa Kroh, Travis Woodburn

Mr. Travis Woodburn, ECTS instructor, addressed the group. He requested that the group please proceed with caution regarding discussions regarding alterations and curtailments per Procedure 126 while the admissions application process is still ongoing

Operations

1. New Business

- A. Policy Review – First Readings
 - i. Policy 701 – Facilities Planning
 - ii. Policy 701-1 – Land Utilization
 - iii. Policy 702 – Gifts, Grants, Donations
 - iv. Policy 702.1 – Crowdfunding
 - v. Policy 703 – Sanitary Management
 - vi. Policy 704 – Maintenance
 - vii. Policy 705 – Facilities and Workplace Safety
 - viii. Policy 706 – Property Records
 - ix. Policy 707 – Use of School Facilities
 - x. Policy 708 – Lending of Equipment and Books
 - xi. Policy 709 – Building Security
 - xii. Policy 710 – Use of Facilities by Staff
 - xiii. Policy 716 – Integrated Pest Management
 - xiv. Policy 717 – Cellular Telephones

2. Donation of artifacts to Erie Art Museum
3. Director's Expense Reimbursement Request – February 2020

B. Old Business – None

Motion to approve Operations Section

Motion to approve the Operations Section

Moved for approval by Rickrode, with second by O'Donnell

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

Financial Items

- A. Business Manager Report
- B. Treasurer Report
- C. Statement of Activities
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- D. Checks and Wire Transfers
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- E. Invoices Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
- F. VISA Procurement Card

(Copies filed with the official minutes)

Motion to approve Financial Items Section

Motion to approve the Financial Items Section, including Amendments 2 and 3 (updated Invoice Payable Reports for General Fund and Capital Projects Fund)

Moved for approval by Brink, with second by O'Donnell

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

Human and Quality Resources

- A. Human and Quality Resources Report
- B. Resignations and Retirements - None
- C. Hiring
 - i. Motion to hire James Varner at a rate of \$35.00 per hour as RCTC instructor
 - ii. Motion to grant regular employment status to Sharon Kresse, Supplemental School Nurse effective December 26, 2019

Motion to approve Human and Quality Resources Section

Motion to approve Human and Quality Resources Section

Moved for approval by Brink, with second by Rickrode

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

Reports (Verbal and Written)

- Superintendent Report – Dr. Erik Kincaid, Fairview School District
- Director Report — Dr. H. Fred Walker
- Solicitor Report — Tim Sennett
- High School Principal Report — Joe Tarasovitch

Supplemental Reports (written only)

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. JOC Member Attendance Report
- e. Secondary Program Enrollment Report
- f. Transition Center & Career Alternative Education Enrollment Report
- g. Disabled Population by Program
- h. Disabled Population by District
- i. Business Partnership Coordinator Report
- j. Enrollment and Community Engagement Coordinator Report
- k. Career Planning Coordinator Report

Statute-Related Business

- A. Staff Travel > 400 miles – None
- B. Field Trip Requests
 - (i) Early Childhood Education – First Assembly of God Preschool and Infant Room, March 23, 2020
 - (ii) Culinary Arts – Cedar Point, May 20, 2020
 - (iii) Electrical Engineering – Cedar Point, May 20, 2020
 - (iv) Computer Networking – Ingram Micro, March 11, 2020
 - (v) Early Childhood Education – Mill Village Elementary School and Jake's on the Park, March 9, 2020
 - (vi) Construction Trades – KML Carpenters' Apprenticeship and Training Center, May 8, 2020
 - (vii) Metal Fabrication – Wabtec, Date TBD
 - (viii) Precision Machining – Industrial Sales and Manufacturing, May 1, 2020
 - (ix) Early Childhood Education – Location TBD, May 2020
 - (x) Drafting & Design – Kane Innovations, March 2020
 - (xi) Drafting & Design – Caplugs, April 2020
 - (xii) Drafting & Design – Michael Grab Architects, May 2020

- (xiii) National Vocational Technical Honors Society – Presque Isle State Park & Erie City Mission, May 2020
- (xiv) Graphic Communications and Art & Design for Business – Erie Art Museum and Presque Isle State Park, May 12, 2020
- (xv) Career Planning Services – Various Labs, Mercyhurst University, March 30, 2020
- (xvi) Health Assistant – VA Medical Center, March 19, 2020
- (xvii) Health Assistant – VA Medical Center, April 2020
- (xviii) Health Assistant – Hertel and Brown Physical Therapy, April 2020
- (xix) Health Assistant – LECOM, May 6, 2020
- (xx) Early Childhood Education, Erie Zoo, May 2020
- C. Ratification of Field Trip Requests
 - (i) Automotive Technologies – Erie Auto Show (Bayfront Convention Center), January 31, 2020
- D. Fundraising
- E. Facility Use Requests (for-profit groups only)

Motion to approve Statute-Related Business Section

Motion to approve Statute-Related Business Section

Moved for approval by Olesnanik, with second by Mahoney

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

Agenda Amendments

1. Procedure 126
2. Updated Invoice Payable Report – General Fund
3. Updated Invoice Payable Report – Capital Projects Fund
4. Technology Report
5. Field Trip Requests –
 - a. Travel and Tourism – Heinz Field, TBD
 - b. Travel and Tourism – Peak-N-Peek Resort, TBD
 - c. Travel and Tourism – Presque Isle Lighthouse and Monuments, TBD
 - d. Travel and Tourism – Cedar Point, May 20, 2020
 - e. Cosmetology – Cosmo Prof (Beauty Supply House), May 19, 2020
 - f. Cosmetology – Tony & Guy and Laurel Institute, TBD
 - g. Cosmetology – State Board Exam Test (Pearson Vue), TBD
 - h. Cosmetology – Salon Visits, TBD

Motion to approve Agenda Amendments

Motion to approve Agenda Amendments 2 through 5

Moved for approval by Brink, with second by Rickrode

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

Adjournment

Motion to adjourn was presented by Brink with a second by Bucksbee

Mr. Ring, JOC Chairman/Treasurer, adjourned the meeting at 7:55 p.m.

The next meeting is March 26, 2020 at 6:00 p.m.

An Executive Session regarding personnel matters was held after the JOC session adjourned

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee