Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 22, 2019

Work session - 6:00pm

- Valerie Hartley, CPA/Partner from Buseck Barger & Bleil reviewed the June 30, 2019 audited financial statements
- 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 6:33 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

Committee members:	District:	Present	Absent
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	

Administrators:	Position:	Present	Absent
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	
Lesa Scalise	Supervisor of Student Services	x	
Sandra Carr	Supervisor of Student Services	x	

Meeting Minutes

Minutes of July 31, 2019 Special Meeting

Motion to accept the minutes of the July 31, 2019 special meeting as presented.

Moved for approval by Boyd, 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: Rosanne Gangemi

Correspondence

- Thank you letter from SafeNet for the donation from the National Vocational Technical Honors Society
- Letter from PSBA regarding annual elections

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 2019
  - General Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: June - $329,845.42 July - $264,509.70
  - Invoices Payable: $85,138.59
  - Capital Projects Fund Checks and Invoices: June – $46,513.38 July - $17,778.59
  - Invoices Payable - None
  - Student Activity Fund Checks and invoices: June - $401.69 July - None
  - Invoices Payable - None
- VISA procurement card payment: June 2019 - $30,590.97 July 2019 - $ 20,295.93
- Treasurer's Report: June and July 2019

All business reports and budget transfers moved for approval by Gallager with a second by Rickrode
Motion approved with all "ayes" voice vote
(Copy of each item is filed with the official minutes)

Approval of June 30, 2019 audited financials

Motion to approve the audited financial statements for the year ended June 30, 2019 as presented by Buseck Barger Bleil & Co

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

Human and Quality Resources

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

2019-2020 NTHS advisors

Motion to approve the 2019-2020 NTHS advisors for the 2019-2020 school year

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

2019-2020 SkillsUSA advisors

Motion to approve the 2019-2020 SkillsUSA advisors for the 2019-2020 school year

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

Substitute Instructors 2019-2020

Motion to approve the attached substitute instructor list for the 2019-2020 school year

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

Resignation - Askins

Motion to approve the resignation of Elizabeth Askins, Transition Center instructor, effective August 22, 2019

Moved for approval by Boyd, with a second by Ring
The motion is approved with an all "ayes" voice vote
Motion to approve the Priority Action Plan

Moved for approval by Gallagher, with a second by Olesnanik
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

During Dr. Walker's director's report, the Priority Action Plan in the August 2019 revision of the Administrative Procedure 126 was reviewed.

Priority Action Plan

Motion to approve the Priority Action Plan

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

- Solicitor Report — Tim Sennett – no report
- High School Principal Report — Joe Tarasovitch

(Copy of each printed report is filed with the official minutes)

New Program Development

Motion to support the concept of developing and pursuing a new program following PDE/JAC/PAC approval

Moved for approval by Gallagher, with a second by Hallock
The motion is approved with one "no" and eight "ayes" voice vote

Funding Formula per Articles of Agreement

Discussion was held regarding the funding formula as it currently stands

A motion was presented to use the current Articles of Agreement funding formula for the pre-bid documents, as well as the entire renovation project

The motion was tabled

CAEP Contract for 2019-2020

Motion to approve a CAEP contract with a Service Provider acceptable to the Superintendents for the 2019-2020 school year

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

<u>Staff Travel >400 miles (Polices: 331,431,531)</u>

Print Expo - Salorino

Motion to approve the staff travel request of Joe Salorino, Graphics Arts Instructor, from October 2 – 5, 2019

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

<u>Student Field Trips and Fundraising, (Policy 121, 229, 230)</u>

2019-2020 SkillsUSA Fundraising

Motion to approve the 2019-2020 SkillsUSA fundraising projects as presented

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

2019-2020 Cosmetology Program Fundraising

Motion to approve the 2019-2020 Cosmetology program fundraising projects as presented

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

Field Trip Requests

Motion to approve the following field trip requests

a) SkillsUSA; New Castle School of Trades; January 17, 2020
b) SkillsUSA; Hershey Lodge and Conference Center; April 14 – 17, 2020
c) SkillsUSA; Ambassador Hotel and Conference Center; December 5, 2019
d) Drafting and Design; Lord Corporation; Erie, PA; October 2019
e) Drafting and Design; Wabtec; Erie, PA; September 2019

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

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

Other Operations

Elimination of RCTC Courses

Motion to approve the elimination of RCTC courses for Certified Insurance Specialist and all Medical Technology courses

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

2019-2020 RCTC Instructor Pay

Motion to approve pay increases for RCTC instructors from $25.00 per hour to $35.00 per hour

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

2019-2020 RCTC Instructors and Supervisors

Motion to approve the 2019-2020 RCTC Instructors and Supervisors as presented

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

2019-2020 Student Handbook Changes

Motion to approve the changes to the 2019-2020 Student Handbook

Moved for approval by Ring, with a second by Olesnanik

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

2019-2020 Faculty Handbook Changes

Motion to approve the changes to the 2019-2020 Faculty Handbook

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

Purchasing Card - Marzka

Motion to approve a VISA purchasing card with a $3,000 limit to Bruce Marzka, Facilities Maintenance Department

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

Other Business

Board Action Item schedule was reviewed and two additional items will be added to the current schedule before the next JOC session. These items are 1) Review of RCTC operations; and 2) Review of AP 126 to allow for the inclusion of instructor input in the process

CAEP Meal Agreement

Motion to approve the CAEP meal agreement with Fort LeBoeuf School District from July 1, 2019 through June 30, 2020

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

Approval of Director's Reimbursement Payment

Motion to approve the Director's expense reports for July and August 2019

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

Director's payment for unused 2018-2019 non-duty days

Motion to approve the Director's request for payment of 14.5 remaining 2018-2019 non-duty days at $6,134.66

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

Supplemental Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith – No report
- Instructional Support Services Reports **–** Sandy Carr and Lesa Scalise
- JOC Member Attendance Report
- Secondary Program Enrollment Report

- Transition Center Enrollment Report & Career Alternative Education Report – No report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report – No report
- Administrative Staff Retreat Priority Action Plans 2019-2020

- Next meeting: Thursday, September 26, 2019 at 6:00 p.m.

Guest and Public Comment – Open to General Matters

Discussion regarding the length of the JOC session meetings and a revised agenda format occurred. Suggestions were to move toward a consent agenda format similar to that used in the sending districts. This item will also be added to the Board Action Items to allow Dr. Walker to develop a revised agenda format template for consideration.

Mr. Corrie Boyd, the representative from North East School District, announced that his remaining term will be completed by Mr. Joe Cancilla. The group thanked Mr. Boyd for his attendance and participation.

Adjournment

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

Mr. DiPlacido, Chairperson, adjourned the meeting at 8:52 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee