



Joint Operating Committee Meeting Agenda

Thursday, August 22, 2019
8500 Oliver Road, Erie, PA 16509

Work Session 6:00 p.m.

1. Audited Financial Statements, June 30, 2019 - Buseck Barger Bleil & Co– Valerie Hartley, CPA
 - a) [Part 1](#)
 - b) [Part 2](#)
 - c) [Part 3](#)
2. [Erie County Vocational-Technical School Foundation meeting](#)

Regular Meeting

1. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. Roll Call

Westcott, Ogden, Olesnanik, Bucksbee, Gallagher, Rickrode, DiPlacido, Boyd, Ring, Gilbert, Hallock

2. Meeting Minutes

- A. [Motion to accept the minutes of the July 31, 2019 special meeting as presented](#)

3. Guest and Public Comment — Items Related to the Agenda

4. Correspondence

- A. [Thank you letter from SafeNet for the donation from the National Vocational Technical Honors Society](#)
- B. [Letter from PSBA regarding annual elections](#)

5. Business

- A. Business Manager Report — Terri Birchard, Business Manager – [June](#) and [July 2019](#)
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: June and July 2019
 - a) General Fund – [June 2019](#)
 - b) General Fund – [July 2019](#)
 - c) Capital Projects Fund – [June 2019](#)
 - d) Capital Projects Fund – [July 2019](#)
 - e) Student Activities Report – [June 2019](#)
 - f) Student Activities Report – [July 2019](#)
 2. Checks and Invoices

- a) General Fund Checks, Wire Transfers and Invoices:
Checks and Wire Transfers: June - [\\$329,845.42](#) July - [\\$264,509.70](#)
Invoices Payable: August - [\\$85,138.59](#)
- b) Capital Projects Fund Checks and Invoices
Checks and Wire Transfers: June - [\\$46,513.38](#) July - [\\$17,778.59](#)
Invoices Payable: None
- c) Student Activity Fund Checks:
Checks and Wire Transfers: June - [\\$401.69](#) July - none
Invoices Payable: None
- 3. VISA Procurement Card Payment: June 2019 [\\$ 30,590.97](#) July 2019 [\\$ 20,295.93](#)
- 4. Treasurer's Report – [June 2019 and July 2019](#)
- 5. Motion to approve the audited financial statements for the year ended June 30, 2019, as presented by Buseck Barger Bleil & Co (NOTE – file is too large for website, 3 files)- [Part 1](#); [Part 2](#); and [Part 3](#)

6. Human and Quality Resources

- A. [Coordinator of Human and Quality Resources Report](#) — Natalie Fatica
- B. [Motion to approve the 2019-2020 NTHS advisors for the 2019-2020 school year](#)
- C. [Motion to approve the 2019-2020 SkillsUSA advisors for the 2019-2020 school year](#)
- D. [Motion to approve the attached substitute instructor list for the 2019-2020 school year](#)
- E. [Motion to approve the resignation of Elizabeth Askins, Transition Center instructor, effective August 22, 2019](#)

7. Operations

- A. Administrative Reports
 - 1. Superintendent Report — Dr. Erik Kincaide, Fairview School District
 - 2. [Director Report](#) — Dr. H. Fred Walker
 - a) [Administrative Procedure 126 – Enrollment Review – Pre-2019](#)
 - b) [Administrative Procedure 126 – Enrollment Review – August 2019 revision](#)
 - c) Review of RCTC Operations
 - i) [Summary of RCTC Financial Activities from 2014-2015 to 2018-2019](#)
 - ii) [RCTC Supervisors' Report](#)
 - 3. Solicitor Report — Tim Sennett
 - 4. [Principal Report](#) — Joe Tarasovitch

- B. Staff Travel >400 miles (Policies 331, 431, 531)
 - 1. Staff Travel Request – Joe Salorino, Instructor; Print 18 Expo; October 2, 2019 to October 5, 2019; Chicago, IL
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)
 - 1. Motion to approve the 2019-2020 SkillsUSA fundraising projects as presented
 - 2. Motion to approve the 2019-2020 Cosmetology program fundraising projects as presented
 - 3. Approval of Upcoming Field Trips
 - a) Field trip request – SkillsUSA; New Castle School of Trades; January 17, 2020
 - b) Field trip request – SkillsUSA; Hershey Lodge and Conference Center; April 14 – 17, 2020
 - c) Field trip request – SkillsUSA; Ambassador Hotel and Conference Center; December 5, 2019
 - d) Field Trip Request – Drafting and Design; Lord Corporation; Erie, PA; October TBD
 - e) Field Trip Request – Drafting and Design; Wabtec; Erie, PA; September TBD
- D. Facility Use Requests — Profit Making Organizations (Policy 707)
- E. Other Operations
 - 1. Motion to approve the elimination of RCTC courses for Certified Insurance Specialist and all Medical Technology courses
 - 2. Motion to approve pay increases for RCTC instructors from \$25.00 per hour to \$35.00 per hour
 - 3. Motion to approve the 2019-2020 RCTC instructors and supervisors as presented
 - 4. Motion to approve the changes to the 2019-2020 Student Handbook
 - 5. Motion to approve the changes to the 2019-2020 Faculty Handbook
 - 3. Motion to issue Bruce Marzka, Facilities Maintenance department, a VISA card with a \$3,000 limit for school year 2019-2020

8. Other Business

- A. Board Action Items – no change
 - 1. Motion to approve the CAEP meal agreement with Fort LeBoeuf School District from July 1, 2019 through June 30, 2020
 - 2. Motion to approve the CAEP program agreement with the Sarah Reed Center from August 22 – June 30, 2019 – **TBD**
 - 3. Motion to approve Director's Expense Report – July and August 2019

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

9. Supplemental Reports & Information

- A. Facilities Report – Del VonVolkenburg
- B. Technology Report – Jeff Smith
- C. Instructional Support Services Report – Sandra Carr and Lesa Scalise
- D. JOC Member Attendance Report
- E. Secondary Program Enrollment Report
- F. Transition Center & Career Alternative Education Enrollment Report – no report
- G. Disabled Population by District
- H. Disabled Population by Program
- I. Business Partnership Coordinator Report – Robert Eggleston
- J. Work Experience Report – Robert Eggleston
- K. Admissions Coordinator Report – Lisa Sorensen
- L. Career Planning Coordinator Report – Mary Foulkrod - no report
- M. Administrative Staff Retreat Priority Action Plans 2019-2020
- N. **Next meeting: Thursday, September 26, 2019**

10. Guest and Public Comment — Open to General Matters

11. Adjournment

12. Foundation agenda