



**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 (Polices 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**