



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:

| <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                     |                      |
| Stephen Gilbert                  | Union City              |                       | x                    |
| William Hallock                  | 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                     |                      |
| 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 Gallagher 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 Gallagher, 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 Gallagher, 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 Gallagher, 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

#### Staff Travel >400 miles (Polices: 331,431,531)

#### **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

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

#### **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