



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, April 24, 2014

Work Session-6:34 p.m.

- Joe Salorino, Graphic Communications Instructor, presented on the accomplishments of one of his students, Andy Howe. Andy has been doing an internship with the Erie Otters and shared four (4) posters he designed for the team, played a video on his experience, and talked about his learning experience in the graphics program.

The work session concluded at 6:44 p.m. for the Erie County Vocational Technical School Foundation meeting.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:36 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Marcia Stokes, Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Andrew Foyle	Fairview	x	
John Ogden	Fort LeBoeuf	x	
John Hughes	Girard		x
James Bucksbee	General McLane	x	
Bill Lutz	Harbor Creek	x	
Alfred Rial	Iroquois	x	
John DiPlacido	Millcreek		x
David Rodgers	North East	x	
Glen Black	Northwestern	x	
Jennifer Gourley	Union City	x	
Eric Duda	Wattsburg	x	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Karen Downie	Superintendent of Record	x	
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Marcia Stokes	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator		x

Del VonVolkenburg	Facilities Manager	x
Jeff Smith	Technology Manager	x
Pat Holland	Supervisor of Instructional Support Services	x
Jan Kennerknecht	Supervisor of Instructional Support Services	x

Meeting Minutes

Minutes of March 27, 2014

Motion to accept the minutes of the March 27, 2014 meeting as presented
Moved for approval by Duda, with second by Foyle
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Guests and Public Comment

Guests signed in and present: Bob Craft, Sherry States, Lisa Sorenson, and Mark Cyphert

- Bob Craft extended an invitation to the JOC members to attend the NTHS Induction Ceremony on May 6, 2014 at the Hilton Garden Inn. The reception will begin at 6:30pm with the ceremony to follow at 7:00pm.

Correspondence-None

Business

Report - Business Manager – Marcia D. Stokes
(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: March 2014
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: \$342,340.43
 - Invoices Payable: \$131,069.25
 - Food Service Fund Checks and Wire Transfers: none
 - Invoices Payable: \$1,925.43
 - Capital Projects Fund Checks and Invoices: none
 - Student Activity Fund Checks and invoices: \$4,612.05
- VISA procurement card payment:
 - March: \$40,715.66

- Treasurer's Report: March 2014
- Budget Transfers –

Transfer To:

10-4600-430	Building Improvements and Repairs	\$9,000
10-2840-538	Technology-Communications/Telephone	\$3,500
10-2260-120	Curriculum Development-Teacher Salary	\$6,650
10-2260-220	Curriculum Development-FICA	\$509
10-2260-230	Curriculum Development-PSERS	\$1126
10-2840-750	Technology-Equipment	\$5,000

Transfer From:

10-2600-180	Maintenance/Custodial-Salary	\$9,000
10-1342-290	Culinary Arts-403(b) Payments	\$3,500
10-1380-120	Trade & Industry-Salary	\$13,285

All business items moved for approval by Ogden, with a second by Rial
The motion is approved with an all "ayes" voice vote
(Copy of each item is filed with the official minutes)

Motion to approve the VISA purchasing card users and spending limits effective July 1, 2014, as presented

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

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – verbally presented by Aldo Jackson
(Copy filed with the official minutes)

Resignation –Coleman

Motion to accept the resignation of Sharon Coleman, part time custodian (C-2) effective April 2, 2014
Moved for approval by Duda, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Seasonal Help-Technology/Maintenance

Motion to hire Jonathan Clover, Max Jaros, Brain Witkowski, Cale Trisket, and Bruce Marzka as seasonal help at the rate of \$8.00 per hour beginning on or after May 1, 2014
Moved for approval by Rial, with a second by Duda
The motion is approved with an all "ayes" voice vote

Resignation -Stokes

Motion to accept the resignation of Marcia Stokes effective April 25, 2014
Moved for approval by Duda, with a second by Lutz
The motion is approved with an all "ayes" voice vote

Retirement-Zimmerman

Motion to accept the retirement request of Phylis Zimmerman effective June 6, 2014

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

PASBO Interim Business Management

Motion to approve the utilization of the PASBO Interim Business Management Service
Moved for approval by Rodgers, with a second by Duda
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report—Karen Downie, Northwestern School District
- Director Report-Aldo Jackson
- Solicitor Report-Timothy Sennett-no report
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports - Jan Kennerknecht and Pat Holland

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

Staff Travel >400 miles (Polices: 331,431,531)-None

Student Field Trips and Fundraising, (Policy 121, 229, 230)-None

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

Other Operations-

2014-2015 Food Service Prices

Motion to set the Food Service process as follows, effective August 26, 2014:

- | | | |
|-----------------------------|--------|----------------------|
| • Student breakfast-paid | \$1.35 | an increase of \$.10 |
| • Student breakfast-reduced | \$0.30 | no change |
| • Student lunch-paid | \$2.15 | an increase of \$.10 |
| • Student lunch-reduced | \$0.40 | no change |
| • Adult breakfast | \$2.50 | an increase of \$.25 |
| • Adult lunch | \$4.00 | an increase of \$.25 |

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

Madison-Tuition Student

Motion to approve Kevin Madison as a tuition student for the remainder of the 2013-2014 school year, at the rate of \$16.75 per instructional hour, for a total of 29 days at 2.75 hours per day, for a total tuition amount of \$1,335.81

Moved for approval by Ogden, with a second by Lutz

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

Other Business

- Board Action Items – log presented for review
- Second reading of Policy 903-Public Participation in Operating Committee Meetings

Revisions to Policy 903

Motion to approve the policy revisions to Policy 903- Public Participation in Operating Committee Meetings, as presented

Moved for approval by Rial, with a second by Foyle

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

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- 2014-2015 Applications Report
- Disabled Population by District
- Disabled Population by Program
- Business Partnership Coordinator Report-Elaine Shaffer
- Admissions Coordinator Report-Lisa Sorenson
- Career Planning Coordinator Report-Remle Moyak
- Pride Students of the Month-March
- 2014 SkillsUSA State Competitors
- USDA Smart Snacks in Schools
- Honor Roll and Perfect Attendance-3rd Quarter
- Statement of Financial Interests-Due by May 1, 2014
(Copy of each supplemental item is filed with the official minutes)
- Other Important Date:
 - National Technical Honor Society Induction Ceremony; Tuesday, May 6, 2014; Hilton Garden Inn; 6:30pm Reception; 6:00pm Induction Ceremony
 - ECTS Senior Recognition Ceremony; Wednesday, May 28, 2014; Little Theatre, McDowell Intermediate High School; 7:00pm
- Next meeting: Thursday, May 22, 2014

Public Comment-no comments

Adjournment

Moved by Ogden, with a second by Foyle to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:28 p.m.

Executive Session

An executive session to discuss labor negotiation was held from 8:33 p.m. to 8:40 p.m.

Minutes prepared by,

Marcia D. Stokes, Secretary
Joint Operating Committee