



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:

| <b><u>Committee members:</u></b> | <b><u>District:</u></b> | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|----------------------------------|-------------------------|-----------------------|----------------------|
| 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                     |                      |

| <b><u>Administrators:</u></b> | <b><u>Position:</u></b>               | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|-------------------------------|---------------------------------------|-----------------------|----------------------|
| 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<br>Services | x |
| Jan Kennerknecht  | Supervisor of Instructional Support<br>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-3<sup>rd</sup> 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

Mr. Bucksbee, President, called the meeting to order at 6:45 p.m.

**Roll Call**

Marcia Stokes, Secretary, called the roll:

| <u>Board 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              |               |

**Meeting Minutes**

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**Correspondence**

Fund distribution letter from the Erie Community Foundation

**ECF Distribution**

Motion to not take a distribution from the Erie Community Foundation at this time

Moved for approval by Ogden, with a second by Foyle

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

**Financial Reports, Payments, and Invoices**

**Profit & Loss Reports**

Motion to approve ECVTS Foundation Profit & Loss Reports for 7/1/2013-3/31/14, as presented

Moved for approval by Duda, with a second by Foyle

The motion is approved with an all “ayes” voice vote

#### **Balance Sheet**

Motion to approve the ECVTS Foundation Balance Sheet as of March 31, 2014

Moved for approval by Duda, with a second by Foyle

The motion is approved with an all “ayes” voice vote

#### **Checks and Invoices**

Motion to approve the ECVTS Foundation Checks and invoices for \$12,046.69, as presented

Moved for approval by Duda, with a second by Foyle

The motion is approved with an all “ayes” voice vote

#### **Treasurer’s Reports**

Motion to approve the ECVTS Foundation Treasurer’s Report, as presented: March 31, 2014 summary

Moved for approval by Duda, with a second by Foyle

The motion is approved with an all “ayes” voice vote

(Copy of reports are filed with the official minutes)

#### **Other Business**

Operations Manager Report- Dr. Aldo Jackson had nothing to report this month

Finance Manager Report- Marcia Stokes had nothing to report this month

Career Street Executive Director Report-presented by Jennifer Ponzter

(Copy of reports are filed with the official minutes)

#### **Erie Gives Day**

Motion to authorize participation in the annual Erie Gives Day of the Erie Community Foundation

Moved for approval by Duda, with a second by Foyle

The motion is approved by an all “ayes” voice vote

#### **Tabled-Seawolves game with PNC**

Motion to table the vote on the authorization of sharing costs with PNC Bank for food and beverages at the Sunday, June 22 Erie Seawolves game as a Career Street promotional activity

Moved for approval by Duda, with a second by Lutz

The motion is approved with an all “ayes” voice vote

#### **EITC Application**

Motion to authorize the submission of an application to the Pennsylvania Department of Community and Economic Development to become an Educational Improvement Organization

Moved for approval by Foyle, with a second by Ogden

The motion is approved with an all “ayes” voice vote

**Other Information**

The Board was provided information on amount of time spent on Career Street activities by the Director, Business Manager, Business Office Secretary, and RCTC Secretary

The Board was provided a copy of the Career Street Advisory Committee Minutes from the March 31, 2014 meeting

**Adjournment**

Moved by Ogden, with a second by Duda to adjourn the meeting  
Mr. Bucksbee, President, adjourned the meeting at 7:30 p.m.

Minutes prepared by,

Marcia D. Stokes, Secretary  
Erie County Vocational Technical School Foundation