



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, January 23, 2014

Worksession-6:02pm

- Chris Coughlin of Hallgren, Restifo, Loop & Coughlin and Jim Kosinski of Tower Engineering presented on the condition of the facilities and the options for renovations. The superintendents of the participating districts were invited to hear the presentation. The estimated cost to address the facility needs is \$25 million, if done in one project. Should the work be performed in multiple projects, it is likely to cost an additional 20 percent.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:12pm.

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 December 17, 2013

Motion to accept the minutes of the December 17, 2013 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: Elaine Shaffer, Bob Craft, Lisa Sorenson, Andrea Lucarotti, and Rosanne Gangemi-no comments

Correspondence

- Shirley Braddock, Instructional Aide, letter regarding notice of intent to retire during 2014-2015
- Roy Drake, Maintenance (M-3), letter regarding notice of intent to retire during 2014-2015
- Denise Cochran, Custodian, letter regarding notice of intent to retire during 2014-2015
- Curtis Oakes, Culinary Arts Instructor, letter regarding notice of intent to retire during 2014-2015
- Thank you card from Barb Gainer
- Thank you letter from SafeNet recognizing the National Technical Honor Society
- A certificate and ECTS blanket was presented to each JOC member as part of School Directors Recognition Month

Business

Report - Business Manager – Marcia 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: December 2013
 - o General Fund
 - o Food Service Fund
 - o Capital Reserve Fund
 - o Student Activities Report
- Checks and Invoices:
 - o General Fund Checks and Wire Transfers: \$416,470.55
 - o Invoices Payable: \$79,112.62

- o Food Service Fund Checks and Wire Transfers: none
- o Invoices Payable: \$2,620.21
- o Capital Projects Fund Checks and Invoices: none
- o Student Activity Fund Checks and invoices: \$6,760.35
- VISA procurement card payment:
 - o December: \$33,523.15
- Treasurer's Report: December 2013
- General Fund – Budget Transfers –None

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

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

HS Secretary Resignation –Douglas

Motion to accept the resignation of Jennifer Douglas, High School Secretary (S-3), effective January 27, 2014

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

Regular Employment-Scarpino

Motion to grant regular employment status to Gina Scarpino, part time Student Assistant Aide, effective December 20, 2013 at the rate of \$14.19 per hour

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

Operations

Administrative Reports

- Superintendent Report– Karen Downie, Northwestern School District
 - Director Report — Aldo Jackson
 - Dr. Jackson presented the 2014-2015 Budget Proposal
 - Solicitor Report — Timothy Sennett, verbally reported on the deed and the right of first refusal associated with the 2006 property sold to Erie County for the 911 center and that may be transferring to the PA State Police
 - 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)

Motion to approve the following Field Trips:

- Field Trip Request-AUT, AUR; January 31, 2014; Bayfront Convention Center
- Field Trip Request-MTF; April 23, 2014; The Warren Company
- Field Trip Request-THM; February 28, 2014; Peek n Peak

All moved for approval by Duda, with a second by Rodgers

The motions are approved with an all "ayes" voice vote

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

Other Operations-None

Other Business

- Board Action Items – log presented for review

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Pride Students of the Month-December
- 2014 SkillsUSA District Report
- Statement of Financial Interests-Due by May 1, 2014
(Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, February 27, 2014

Adjournment

Moved by Ogden, with a second by Foyle to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:04pm.

An executive session for the purpose of contract negotiations took place from 8:53pm to 9:23pm, following the ECVTS Foundation meeting

Minutes prepared by,

Marcia D. Stokes, Secretary
Joint Operating Committee