



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, March 26, 2015

Worksession-6:00pm

- The Erie County Vocational Technical School Foundation meeting was held during the work session
- Dr. Jackson reviewed information regarding the Class of 2017 student applications. He explained the recruiting process and noted that some programs are in the recruiting stage at the current time. Updates will be provided at the next meeting session in April.
- The floor was opened to guests for comments on general matters. Ms. Rosann Barker reminded the group that scholarship applications are being sought for the union's annual scholarship awards. She also inquired about renting an area to hold a parade float building workshop and was advised to complete a Facilities Use Request Form.
- The work session concluded at 6:50 p.m.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:01 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, 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	
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	
Pat Holland	Supervisor of Student Services	x	
Jan Kennerknecht	Supervisor of Student Services	x	

Meeting Minutes

Minutes of February 26, 2015

Motion to accept the minutes of the February 26, 2015 meeting as presented

Moved for approval by Duda with second by Black

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

(Copy is filed with the official minutes)

Guests and Public Comment-relating to agenda

Guests signed in and present: Rosanne Gangemi, Rosann Barker, Joe Salorino, Mark Cyphert, Ted Oslak - no comments

Correspondence

- Letter of appreciation to Mr. Yanosko and one of his students regarding a dog pen project
- Letter from PrintEd indicating Graphics Communications inspection approval
- Limited Procedures Report from PA Auditor General's Office

Business

Report - Business Manager – Terri Birchard

(Copy filed with the official minutes)

Financial Reports, Transfers, Payments and Invoices

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: February 2015
 - 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: \$\$203,108.74
 - o Invoices Payable: \$99,783.38
 - o Food Service Fund Checks and Wire Transfers: \$1,740.86
 - o Invoices Payable: \$2,125.86
 - o Capital Projects Fund Checks and Invoices: None

- o Student Activity Fund Checks: \$2,040.90
- VISA procurement card payment:
 - o February-\$43,671.79
- Treasurer's Reports: February 2015
- General Fund – Budget Transfers –None

All business items moved for approval by Rial, with second by DiPlacido
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)

RCTC Instructor - Shallenberger

Motion to employ Steven Shallenberger at the rate of \$25.00 per hour as a RCTC instructor
Motion for approval by Duda with a second by Lutz
The motion is approved with an all "ayes" voice vote

Retirement -Winslow

Motion to approve the retirement request of Robert Winslow effective August 5, 2015
Motion for approval by Duda with a second by Lutz
The motion is approved with an all "ayes" voice vote

Part-time Custodian - Simitowski

Motion to hire James Simitowski as a part time custodian at the probationary rate of \$14.19 per hour
beginning on or after March 30, 2015 pending clearances
Motion for approval by Duda with a second by Lutz
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report– Karen Downie
 - Director Report — Aldo Jackson
 - Solicitor Report —Tim Sennett – no report
 - High School Principal Report — Joe Tarasovitch
 - Facilities Report — Del VonVolkenburg
 - Technology Report — Jeff Smith
 - Instructional Support Services Reports - Jan Kennerknecht
- (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)

Field Trip Requests

Motion to approve the following Field Trip and Fundraising requests:

- Health Assistant and Computer Programming; May 2015 TBA; 911 Center
- Culinary Arts; May 7, 2015; Bob Evans
- Metal Fabrication; March 30, 2015; Erie General Electric
- Health Assistant; May 5, 2015; LECOM
- Culinary Arts; May 7, 2015; O'Charley's
- Drafting and Design; May 29, 2015; Seaway Manufacturing
- Precision Machining; March 27, 2015; Spektra Manufacturing
- Metal Fabrication; March 30, 2015; Welder's Supply
- Health Assistant and Computer Programming; May 2015 TBA; Gannon University
- Cosmetology; May 8, 2015; Various Erie locations relative to lab
- Tourism and Hospitality Management; May 21, 2015; Various Erie locations relative to lab
- Culinary Arts; May 1, 2015; C.A. Curtze Co.
- Construction Trades; May 8, 2015; Pittsburgh
- Erie County Special Olympics fundraiser; March 28, 2015

Moved for approval by Duda, with a second by Rodgers

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

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

Other Operations

Donation of power tools from Tractor Supply Company

Motion to approve the donation of power tools from Tractor Supply Company for use in the Construction Trades and Facility Maintenance Technology programs

Moved for approval by Ogden, with a second by Lutz

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

(Copy filed with official minutes)

Food Service Management Agreement

Motion to approve the renewal of the Food Service Management Agreement with Fort LeBoeuf School District effective July 1, 2015 through June 30, 2016 for \$21,000, as presented

Moved for approval by Ogden, with a second by Rodgers

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

(Copy filed with official minutes)

Lease Agreement for portion of Regional Skill Center

Motion to approve the renewal of the lease agreement for a portion of the Regional Skill Center with Northwest Tri-County Intermediate Unit effective July 1, 2015 through June 30, 2016 for \$33,135, as presented

Moved for approval by Ogden, with a second by Lutz

The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

Special Education Transition Center Operating Agreement

Motion to approve the Special Education Transition Center Operating Agreement effective July 1, 2015 through June 30, 2016, as presented

Moved for approval by DiPlacido, with a second by Ogden

The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

Professional Development Committee and the Professional Development Plan

Motion to approve the professional development committee and the professional development plan for 2015-2018, as presented

Moved for approval by Rial, with a second by Rodgers

The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

Other Business

Board Action Items – log presented for review
(Copy of log filed with official minutes)

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Transition Center & Career Alternative Education Enrollment Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- PRIDE Students of the Month-February
- Occupational Advisory Committee March 2015
- Articulation Agreement with Sullivan University National Center for Hospitality Studies
- Articulation Agreement with Precision Manufacturing Institute
- Process Writing
- Compare and Contrast
- Statements of Financial Interests-Due by May 1, 2015
- Next meeting: Thursday, April 23, 2015

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 7:57pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

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