



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, October 23, 2014

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:26p.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 September 25, 2014

Motion to accept the minutes of the September 25, 2014 meeting as presented

Moved for approval by Duda with second by Lutz

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, Mariea Sargent, and Rosanne Gangemi - no comments

Correspondence - None

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: September 2014
 - 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: \$175,320.20
 - o Invoices Payable: \$75,627.35
 - o Food Service Fund Checks and Wire Transfers: \$242.35
 - o Invoices Payable: \$3,464.91
 - o Capital Projects Fund Checks and Invoices: None
 - o Student Activity Fund Checks and invoices: \$1,637.00
- VISA procurement card payment:
 - o September -\$57,366.06
- Treasurer's Reports: September 2014
- General Fund – Budget Transfers –None

All business items moved for approval by DiPlacido, with a second by Gourley

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)

Operations

Administrative Reports

- Superintendent Report– Karen Downie
- Director Report — Aldo Jackson
- Solicitor Report —none
- 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 Trip requests:

- Electrical Engineering and Facilities Management; October 27, 2014; Northwestern Rural Electric Co-op
- Hospitality; Porreco College of Edinboro; December 3, 2014

Moved for approval by Rial, with a second by Duda
The motion is approved with an all “ayes” voice vote

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

Other Operations

Occupational Advisory Committee members for the 2014-2015 academic year

Motion to approve the Occupational Advisory Committee members as presented for the 2014-2015 academic year

Moved for approval by Rial, with a second by Lutz
The motion is approved with an all “ayes” voice vote
(Copy filed with official minutes)

Director’s Evaluation for 2013-2014

The Council will further discuss and review in an Executive Session.

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
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Occupational Advisory Committee October 13, 2014 Meeting Attendance Report
- Pennsylvania CRC Director's Salary Survey
- Next meeting: Tuesday, December 16, 2014

Guest and Public Comment - none

Recess for Executive Session

Meeting was recessed at 8:10 p.m. for Executive Session to discuss the Director's Evaluation for 2013-2014. Executive session was entered into at 8:10pm and concluded at 8:35pm.

Director's Evaluation for 2013-2014

Mr. Bucksbee reconvened the meeting at 8:36 pm after the Executive Session recess. A second roll call of committee members present was taken.

<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	

Motion to provide Dr. Jackson with a one-time lump-sum payment equivalent to 3% of the Director's 2013-2014 salary

Moved for approval by Lutz, with a second by Ogden

Motion is approved with six (6) voting "Yes" (Foyle, Ogden, Hughes, Bucksbee, Lutz, and Rial), and two (2) voting "No" (DiPlacido and Duda).

Adjournment

Moved by Ogden, with a second by Lutz to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:40pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

DRAFT