Erie County Technical School	Joint Operating Committee Meeting Minutes **Thursday, January 22, 2015** 8500 Oliver Road, Erie, PA 16509

Work Session – 6:03 pm

- The Career Street Progress Report was reviewed by Ms. Jennifer Pontzer. There will be a strategic planning meeting led by a facilitator in late February 2015. The group was reminded that Career Street is hosting the Chamber's March Business After Hours event on March 12th from 5 – 7 pm at Erie County Technical School.
- Mr. Chris Coughlin of Hallgren, Restifo, Loop and Coughlin Architects reviewed plans for the demolition of the chimney. The courtyard is closed to students, faculty, and staff until these repairs can be completed. The chimney has been temporarily secured until the project can begin for safety reasons, with the work scheduled to take place during the summer recess. Dr. Jackson noted this work would be performed with no additional cost to each of the member school districts by using unassigned Capital Projects fund balance for this purpose.
- Dr. Jackson reviewed the 2015-2016 budget document. The 2015-2016 budget reflects a 2% increase in overall district contributions.
- The work session ended at 6:50 pm and an Executive Session was called which adjourned at 7:00 pm.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:09 pm.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

Committee members:	District:	Present	Absent
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	

Administrators:	Position:	Present	Absent
Karen Downie	Superintendent of Record		x

Aldo Jackson	Director	x	
Mark Wassell	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 December 16, 2014

Motion to accept the minutes of the December 16, 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 Relating to the agenda

Guests signed in and present: Joe Salorino - no comments
Attorney Mark Wassell was present in place of Attorney Sennett

Correspondence

- Shirley Braddock, Instructional Aide, letter regarding notice of intent to retire during 2015-2016
- Curtis Oakes, Culinary Arts Instructor, letter regarding notice of intent to retire during 2015-2016
- Mark Cyphert, Metal Fabrication Instructor, letter regarding notice of intent to retire during 2015-2016
- Denise Cochran, Maintenance Custodian, letter regarding notice of intent to retire during 2015-2016
- January is School Director Recognition Month - Thank you from ECTS
- Thank you letter from Make-A-Wish
- Thank you letter from SafeNet

Business

Business Manager Report — 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: December 2014
    - General Fund

- Food Service Fund
- Capital Reserve Fund
- Student Activities Report

- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $249,651.32
  - Invoices Payable: $99,569.53
  - Food Service Fund
  - Checks and Wire Transfers: $2,230.87
  - Invoices Payable: $2,977.00
  - Capital Projects Fund Checks and Invoices: None
  - Student Activity Fund Checks and Invoices: $4,532.04
- VISA procurement card payment:
  - December -$66,603.69
- Treasurer's Reports: December 2014
- General Fund – Budget Transfers –None

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

Audit Firm Responses to RFP

Two responses were received from local CPA firms to the RFP for Auditing Services. A summarization of each firms' replies regarding staff experience, general experience with similar entities, and costs over the three year period was provided.

Website Redesign Firm Responses to RFP

Six responses were received regarding the RFP for Website Redesign Services. A committee was formed and used a response rubric to evaluate the responses received. Two firms were invited to meet with the committee and address questions regarding our project and their responses in the RFP.

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 —Mark Wassell attending for Tim Sennett – no report
- High School Principal Report — Joe Tarasovitch

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports – Pat Holland

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

Staff Travel >400 miles (Polices: 331,431,531) – none

Field Trip Requests

Motion to approve the following Field Trip requests:

- Field Trip Request – Erie Art Museum; Metal Fab/Electronics/Art & Design/Graphics/Precision Machining/Facility Maintenance; 1/30/15 or 2/6/15
- Field Trip Request – Bayfront Convention Center; Auto Tech and Auto Body; 1/30/15
- Field Trip Request – Antique Auto Museum; Auto Tech; 2/18/15 - 2/19/15

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

Facility Use Requests — Profit Making Organizations (Policy 707) — none

Other Operations

Motion to authorize the administration to design specifications and seek bids on the demolition of the chimney, reengineering of exhausts for boilers and water heaters, and restoration of building exterior.

Moved for approval by Foyle, with a second by DiPlacido
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Motion to approve the 2015-2016 General Fund Budget that includes district contributions in the amount of $3,795,475 and to recommend this budget for adoption by the participating districts.

Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all "ayes" voice vote
(Copy filed with official minutes)

Motion to approve the hiring of CPA firm Buseck, Barger, Bleil & Co., Inc. to provide audit services for FYE June 30, 2015 through June 30, 2017

Moved for approval by Rial, with a second by Lutz
The motion is approved with a voice vote of 9 "Yes"(Foyle, Ogden, Hughes, Bucksbee, Lutz, Rial, Black, Gourley, and Duda), with DiPlacido abstaining
(Copy filed with official minutes)

Motion to approve the hiring of Werkbot to perform website design services

Moved for approval by Foyle, with a second by Lutz
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 Reports & Information

- JOC Member Attendance Report
- 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
- Students of the Month – December 2014
- 2015 SkillsUSA District Report
- Renovation Cost Estimate – Revised – January 2015 spreadsheet
- Renovation District Costs spreadsheet
- Statement of Financial Interests - Due by May 1, 2015
- Statement of Financial Interests – electronic version – Due by May 1, 2015
- Next meeting: Thursday, February 26, 2015

Guest and Public Comment – Open to General Matters - none

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:10pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee