8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 16, 2014

Work session - 6:04pm

- The Erie County Vocational Technical School Foundation Meeting took place during the work session.
- Administrative reports were also reviewed during the work session

Call to Order

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

Moment of Reflection and Pledge of Allegiance

District Appointments

Motion to accept the following district appointed committee members:

- Fort LeBoeuf- John Ogden (2017)
- Girard – John Hughes (2017)
- Harbor Creek – Bill Lutz (2017)
- Iroquois - Alfred Rial (2017)

Moved for approval by Duda, with a second by Black
Motion is approved with an all “ayes” voice vote

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	
Timothy 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	

Chairperson - Bucksbee

Foyle nominated Bucksbee as Chairperson for 2015, with a second by Rodgers
Black moved to close the nominations for Chairperson, with second by Duda
Motion to close nominations was approved with 9 "ayes" and Bucksbee abstaining
Mr. Bucksbee as Chairperson for 2015 with no other nominations is approved by acclamation
Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. Bucksbee

Vice-Chairperson - Ogden

Rodgers nominated Ogden as Vice-Chairperson for 2015, with a second by Lutz
Black moved to close the nominations for Vice-Chairperson, with a second by Duda
Motion to close nominations was approved with an all "ayes" voice vote
Mr. Ogden as Vice-Chairperson for 2015 with no other nominations is approved by acclamation

Meeting dates - 2015

Motion to approve dates, time, and place of the Committee meeting for 2015 as presented to be held at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509. Work sessions begin at 6:00pm and the regular meetings begin at 7:00pm.

- 4th Thursday, January 22, 2015
- 4th Thursday, February 26, 2015
- 4th Thursday, March 26, 2015
- 4th Thursday, April 23, 2015
- 4th Thursday, May 28, 2015
- 4th Thursday, June 25, 2015
- 4th Thursday, August 27, 2015
- 4th Thursday, September 24, 2015
- 4th Thursday, October 22, 2015
- 3rd <u>Tuesday</u>, December 15, 2015
-

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

Meeting Minutes

Minutes of October 23, 2014

Motion to accept the minutes of the October 23, 2014 meeting as presented.
Moved for approval by Rial, with second by Duda
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Guests and Public Comment – Items related to the Agenda

Guests signed in and present: Bob Craft and Rosanne Gangemi - no comments

Correspondence

- Review of Thank you letter from Mill Village Elementary Life Skills students
- Review of letter from Mark Cyphert, President ECTSFT Local #1589 ergarding intent to open negotiations per Act 88
- Eleanore Anderson, Instructional Aide, letter regarding notice of intent to retire during 2015-2016

Business

Report - Business Manager – Terri Birchard
(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: October 2014 and November 2014
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: October - $ 182,739.47; November - $ 283,572.35
  - Invoices Payable: $102,496.83
  - Food Service Fund Checks and Wire Transfers: October - $ 3,464.91; November - $ 2,800.86
  - Invoices Payable: $2,230.87
  - Capital Projects Fund Checks and Invoices: none
  - Student Activity Fund Checks and invoices: October - $1,637.00; November - $109.00
- VISA procurement card payment:
  - October: $42,440.76
  - November: $65,982.16
- Treasurer's Report: October and November 2014
- General Fund – Budget Transfers –None

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

Approval of PSBA Code of Conduct

Discussion was entered into regarding the policy and procedure review currently being performed by the State Auditors. Mrs. Birchard noted that the auditors were seeking proof of the formal adoption of a code of conduct and although the PSBA Code of Conduct is predominately posted in various locations throughout the School, it does not appear to have received formal adoption by the Joint Operating Committee.

Motion to formally approve the adoption of the PSBA Code of Conduct was made by Ogden, with a second by Rodgers. The motion was approved with a voice vote of 9 "ayes" with Duda opposing.

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica - presented by Terri Birchard (Copy filed with the official minutes)

Cosmetology Instructor – Noonan

Motion for approval to hire Kayla Noonan as the Cosmetology Instructor at A/B Step 11 at the rate of $45,508 effective January 5, 2015

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

RCTC Instructors – Haeseler and Peebles

Motion to employ Stephen Haeseler and Zachary Peebles at the rate of $25.00 per hour as RCTC instructors

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
- Solicitor Report — Timothy Sennett, verbally reported that Attorney Joy Taylor had filed the applications requested by the Foundation and that their firm was reviewing agreements and website privacy policies
- 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 Fund Raising and Field Trips:

- Field Trip Request- Drafting and Design; January 14, 2015; ITT Tech
- Field Trip Request – SkillsUSA District 10 Leaderwhip Workshop; December 4, 2014; Ambassador Conference Center
- Field Trip Request – SkillsUSA District 10 Competition; January 16, 2015; New Castle School of Trades
- Field Trip Request – NTHS; Toys for Safe Net; December 22, 2014
- Fundraiser/Community Service – NTHS; November 14, 2014; Toy drive for Safe Net
- Fundraiser/Community Service – R. Hewitt; Special Olympics Bowling; December 6, 2014

All moved for approval by Duda, with a second by Foyle
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
- Director's Evaluation Instrument for 2014-2015
- 2015-2016 Preliminary ECTS Budget
  - Brief discussion on the proposed 2015-2016 budget occurred. Currently there are fund balances designated to cover future expenditures, such as funding increases in pensions and new programs contingent on certain building changes being completed. The proposed budget will be reviewed in greater detail during the January work session.

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report – not available
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Honor Roll, Perfect Attendance, and Distinguished Students
- Students of the Month – October and November 2014
- ISO Audit Report

(Copy of each supplemental item is filed with the official minutes)

- Next meeting: Thursday, January 22, 2015

Guest and Public Comment – Open to General Matters

Mr. Bob Craft, Advisor to NTHS, discussed the toy drive for Safe Net. Toys for Kids must be new in condition and donations to this effort are greatly appreciated by the families who receive them through Safe Net.

Adjournment

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

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee