Erie County Technical School

8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, May 28, 2015

Work Session-6:03 p.m.

- The Erie County Vocational Technical School Foundation meeting was held during the work session
- Administrative reports were presented
    - Superintendent – Karen Downie, Northwestern School District
    - Director's Report – Aldo Jackson
    - Solicitor's Report – Tim Sennett – no report
    - Principal's Report – Joe Tarasovitch
    - Facilities Report – Del VonVolkenburg
    - Technology Report – Jeff Smith
    - Instructional Support Services Reports – Jan Kennerknecht and Pat Holland
- Dr. Aldo Jackson reviewed the results of Teacher Effectiveness for the 2014-2015 year. He explained the various components of the system to the group.

The work session concluded at 6:55 p.m.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:00 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, 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	
William 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	

Meeting Minutes

Minutes of April 23, 2015

Motion to accept the minutes of the April 23, 2015 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: Rosanne Gangemi – no comments

Correspondence-None

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: April 2015
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: $224,291.20
  - Invoices Payable: $105,051.10
  - Food Service Fund Checks and Wire Transfers: $2,171.25
  - Invoices Payable: $13,010.64
  - Capital Projects Fund Checks and Invoices: None
  - Student Activity Fund Checks and invoices: $50.00

- VISA procurement card payment: April: $40,133.75
- Treasurer's Report: April 2015

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

Approval of PSDLAF/PNC, and PLGIT as depositories of school funds for 2015-2016

Motion to approve PNC Bank, PSDLAF/PNC, and PLGIT as depositories of school funds for 2015-2016
Moved for approval by Foyle, with second by Rodgers
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Approval of Erie Times News as the newspaper of general circulation for 2015-2016

Motion to designate Erie Times News as the newspaper of general circulation for 2015-2016
Moved for approval by Rial, with second by Rodgers
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Purchase of public official bonds for the Secretary and Treasurer for 2015-2016

Motion to purchase public official bonds for the Secretary and Treasurer for the 2015-2016 school year in the amount of $500,000 each
Moved for approval by Foyle, with second by Gourley
The motion is approved with an all "ayes" voice vote
(Copy is filed with the official minutes)

Treasurer – Ogden – 2015-2016

Nomination of John Ogden to serve as Treasurer for a one year term beginning July 1, 2015 by Rodgers and DiPlacido

Motion to close nominations and then elect John Ogden as Treasurer for a one year term beginning July 1, 2015
Moved for approval by Duda, with a second by Lutz
The motion is approved with an all "ayes" voice vote

<u>Human and Quality Resources</u>

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

Seasonal Help-Technology/Maintenance

Motion to hire James Chiffon and Michael Ploss as seasonal help at the rate of $8.00 per hour beginning on or after May 28, 2015
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Resignation - Voto

Motion to accept the resignation of part-time custodian Anthony Voto effective June 5, 2015
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Uncompensated Leave of Absence - Gorton

Motion to approve the Uncompensated Leave of Absence for Lisa Gorton beginning June 9th as needed
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports – see work session

- Superintendent Report—Karen Downie, Northwestern School District
- Director Report-Aldo Jackson
- Solicitor Report-Timothy Sennett-no report
- 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) – None

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

Other Operations-

Career Alternative Education Program Agreement for 2015-2016

Motion to approve the Career Alternative Education Program agreement with the Sarah Reed Center from July 1, 2015 through June 30, 2016
Moved for approval by Duda, with a second by Foyle
The motion is approved with an all "ayes" voice vote

New Computer Programming Courses

Motion to approve the following new computer programming courses for delivery beginning 2015-2016:

CMP220 HTML I (30 hours)
CMP221 HTML II (45 hours)
CMP222 HTML III (30 hours)
CMP223 HTML IV (45 hours)

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

Other Business

- Board Action Items – log presented for review

- Mr. Bucksbee thanked Dr. Downie for her service over the past two years as the Superintendent of Record and presented her with a small token of appreciation

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Business Partnership Coordinator Report – Elaine Shaffer
- Work Experience–Elaine Shaffer
- Admissions Coordinator Report–Lisa Sorenson
- Career Planning Coordinator-Remle Moyak
- PRIDE Students of the Month – April
- Disabled Population by District
- Disabled Population by Program
- NAEYC Accreditation Decision and Certificate
- Other Important Dates:
- Next meeting: Thursday, June 25, 2015

General and Public Comment – Open to general matters -no comments

Executive Session

Mr. Bucksbee, Chairperson, convened an executive session to discuss negotiations and Act 93 matters. No actions were taken as the session was an information update.
Mr. Bucksbee reconvened the Regular Meeting at 7:50

Adjournment

Moved by Ogden, with a second by Rodgers to adjourn the meeting
Mr. Bucksbee, Chairperson, adjourned the meeting at 8:02 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee