



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, September 25, 2014**

**Worksession-6:00pm**

- Mr. Tarasovitch recognized the exemplary students for 2013-2014 and presented each with a plaque honoring their accomplishments of maintaining perfect attendance and making the honor roll each quarter of the 2013-2014 school year. The instructors spoke to the students accomplishments. The exemplary students recognized during the ceremony were:
  - o Chandler Flak – Culinary Arts – Fort LeBoeuf School District
  - o Quinton Kooken – Precision Machining Technology – Girard School District
  - o Lindsay Lane – Drafting and Design – Northwestern School District
  - o Ashley Smith – Health Assistant – McDowell School District
  - o Dakota Young – Art and Design for Business – McDowell School District
  - o Madison Brooks – Precision Machining Technology – Union City School District
  - o Gage Tieger – Art and Design for Business – Girard School District
- Dr. Jackson discussed the highlights of a meeting held with PNC Capital Markets representative Michael Zubasic. An informational handout was provided by Mr. Zubasic containing scenarios on the issuance of two separate bond issues to accomplish the multi-year building renovation and expansion project. It was discussed that possibly PlanCon may become available at some point during the project and would be factored into the funding for the project as applicable.

**Call to Order**

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:15p.m.

**Moment of Reflection and Pledge of Allegiance**

**Roll Call**

Terri Birchard, Secretary, called the roll:

| <b><u>Committee members:</u></b> | <b><u>District:</u></b> | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|----------------------------------|-------------------------|-----------------------|----------------------|
| 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 |

| <b><u>Administrators:</u></b> | <b><u>Position:</u></b>               | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|-------------------------------|---------------------------------------|-----------------------|----------------------|
| Karen Downie                  | Superintendent of Record              | x                     |                      |
| Aldo Jackson                  | Director                              | x                     |                      |
| Julia Herzing                 | 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 August 28, 2014**

Motion to accept the minutes of the August 28, 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, Lesa Scalise, Sherry States, Kelly Sanders, Danielle Wilbur, Donna Erdman and Rosanne Gangemi - no comments

### **Correspondence**

- Andrea Lucarotti, Instructor, letter regarding notice of intent to retire during 2014-2015
- Roach Hewitt, Instructor, letter regarding notice of intent to retire during 2015-2016
- PSBA – Slate of Officers and At-Large Elections

### **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: August 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: \$\$192,083.55
  - o Invoices Payable: \$61,482.44
  - o Food Service Fund Checks and Wire Transfers: \$10,600.00
  - o Invoices Payable: \$242.35
  - o Capital Projects Fund Checks and Invoices: None
  - o Student Activity Fund Checks and invoices: None
- VISA procurement card payment:
  - o August-\$35,458.84
- Treasurer's Reports: August 2014
- General Fund – Budget Transfers –None

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

#### **NOREBT Trustee-Birchard**

Motion to appoint Terri L. Birchard as the NOREBT Administrative Trustee effective September 26, 2014  
Moved for approval by Lutz, with second by Ogden  
The motion is approved with an all "ayes" voice vote

#### **Compensation for Superintendent of Record**

Motion to compensate the Superintendent of Record net pay of \$3,000 for 2013-2014 through ECTS payroll, subject to applicable employment taxes and retirement benefits  
Motion denied after discussion

#### **Instruction letter requesting invoice for Superintendent of Record stipend for 2013-2014**

Motion to provide written letter to Northwestern School District requesting invoice for payment of the Superintendent of Record's stipend for 2013-2014  
Moved for approval by Ogden, with a second by DiPlacido  
The motion is approved with an all "ayes" voice vote

#### **Instruction letter requesting invoice for Superintendent of Record stipend for 2014-2015**

Motion to provide written letter to Northwestern School District requesting invoice for payment of the Superintendent of Record's stipend for 2013-2014  
Moved for approval by Ogden, with a second by Black  
The motion is approved with an all "ayes" voice vote

#### **Human and Quality Resources**

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

**Electrical Engineering Instructor - Jaeger**

Motion to approve the hiring of Justin Jaeger as the Electrical Engineering Instructor at Step A/B 6 with a rate of \$42,508

Motion for approval by Lutz with a second by Duda

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

**Maintenance Mechanic - Marzka**

Motion to approve Bruce Marzka, Maintenance Mechanic, M-3, at the rate of pay of \$16.29 per hour beginning on or after September 29, 2014

Motion for approval by Lutz with a second by Duda

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

**Part-time Custodian - Voto**

Motion to hire Anthony Voto as a part time custodian at the probationary rate of \$14.19 per hour beginning on or after September 29, 2014

Motion for approval by Lutz with a second by Duda

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

**Retirement – Lucarotti**

Motion to accept the retirement request of Andrea Lucarotti effective on or before January 16th 2015

Motion for approval by Duda with a second by DiPlacido

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

**Uncompensated Leave of Absence - Fenner**

Motion to approve the Uncompensated Leave of Absence for Jessica Fenner beginning around the end of October for up to 4 months

Motion for approval by Lutz with a second by Rial

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

**Operations**

**Administrative Reports**

- Superintendent Report– Karen Downie
  - Director Report — Aldo Jackson
  - Solicitor Report —Julia Herzing
  - 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 requests:

- Metal Fabrication; October 3, 2014; Lord Corporation
- Facilities Maintenance; October 3, 2014; Lord Corporation
- Precision Machining; October 3, 2014; PMI Meadville
- Hospitality; October 17, 2014; Peek’N’Peak

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

## Transition Center Student Intern Agreement

Motion to approve Transition Center Student Intern Agreement for the 2014-2015 academic year

Moved for approval by Ogden, with a second by Duda

The motion is approved with an all “ayes” voice vote

(Copy filed with official minutes)

## Administrative Procedure 412 – Evaluation of Professional and Temporary Professional Employees

Motion to approve Administrative Procedure 412 – Evaluation of Professional and Temporary Professional Employees

Moved for approval by Lutz, with a second by Ogden

The motion is approved with an all “ayes” voice vote

(Copy filed with official minutes)

## Discussion of Director’s Evaluation for 2014-2015

A sub-committee will be formed to review the Director’s Evaluation for 2014-2015. Members on this committee will be Lutz, Duda, Foyle, and Bucksbee

## Director’s Evaluation for 2013-2014

A summary was provided during the meeting

## 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
- Career & Technical Education Leadership Connections: *A Guide to Effective Working Relationships*
- Next meeting: Thursday, October 24, 2013

#### **Recess for Foundation Meeting**

Meeting was recessed at 7:50p.m. for Foundation Meeting

#### **Executive Session**

Mr. Bucksbee, Chairperson, called an executive session to discuss the Director's Evaluation. Executive session was entered into at 8:35pm and concluded at 9:20pm. Further discussion will be held on this matter.

Mr. Bucksbee, Chairperson, adjourned the meeting at 9:25pm.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee