



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, October 22, 2015**

**Work session-6:00pm**

- The Committee viewed two Guaranteed Energy Savings Act (GESA) program presentations by Schneider Electric and SmartEdge representatives. These companies prepared and discussed their approaches and estimates regarding an energy savings program that could potentially be found through renovation activities at the School and Skill Center buildings. The presentations, which compared performance contracting to traditional construction methods, concluded at 8:10p.m.

**Call to Order**

Mr. Bucksbee, Chairperson, called the regular meeting to order at 8:15p.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>
Sandra Myers	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 24, 2015**

Motion to accept the minutes of the September 24, 2015 meeting as presented  
Moved for approval by Rial with second by Ogden  
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: Mark Cyphert, Joseph Salorino, Rosanne Gangemi, Marty Burnham, and Donna Erdman - no comments

### Correspondence

- Mark Cyphert, Instructor, letter regarding notice of intent to retire during 2016-2017
- Articulation agreement letter with The Culinary Institute of America
- David Michalak, Instructor, letter regarding notice of intent to retire during 2016-2017

### 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 2015
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: \$323,415.33
  - Invoices Payable: \$81,555.91
  - Food Service Fund Checks and Wire Transfers: \$1,090.24
  - Invoices Payable: \$2,052.60
  - Capital Projects Fund Checks and Wire Transfers: \$145,764.33
  - Invoices Payable: \$19,467.09
  - Student Activity Fund Checks and invoices: \$941.00
- VISA procurement card payment:
  - September-\$70,814.85
- Treasurer's Reports: September 2015
- General Fund – Budget Transfers –None

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

The motion is approved with an all "ayes" voice vote  
(Copy of each item is filed with the official minutes)

**Approval of the re-opening of the 2015-2016 Budget**

Motion to approve the re-opening of the 2015-2016 Budget as presented  
Moved for approval by Rodgers, with second by Ogden  
The motion is approved with an all "ayes" voice vote

**Approval to close PGLIT account**

Motion to approve the full redemption of the PGLIT account balance (\$105,492.58 at 9/30/15) and transfer this balance into the PSDLAF MAX account in order to close the PGLIT account  
Moved for approval by Rodgers, with second by Ogden  
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)

**Retirement - Kennerknecht**

Motion to accept the retirement request of Jan Kennerknecht, Supervisor of Instructional Support Services, effective June 22, 2016  
Motion for approval by Rial with a second by Black  
The motion is approved with an all "ayes" voice vote

**First Aid Attendant Stipend**

Motion to approve the payment of \$230.00 to Sherry States for performing the duties of First Aid Attendant for the months of September and October 2015  
Motion for approval by Rial with a second by Black  
The motion is approved with an all "ayes" voice vote

**Supplemental School Nurse - Chisolm**

Motion to approve hiring of Linda Shisholm as part-time Supplemental School Nurse at the rate of \$25.00 per hour effective October 25, 2015  
Motion for approval by Rial with a second by Black  
The motion is approved with an all "ayes" voice vote

**Student Health Services Coordinator - Swanson**

Motion to hire Laurie Swanson as part-time Student Health Services Coordinator at the rate of \$2,500.00 per year effective October 25, 2015  
Motion for approval by Rial with a second by Black  
The motion is approved with an all "ayes" voice vote

**RCTC Instructor – Sloppy**

Motion to hire Claudine Sloppy at the rate of \$25.00 per hour as an RCTC Instructor  
Motion for approval by Rial with a second by Black  
The motion is approved with an all "ayes" voice vote

**Operations**

Administrative Reports

- Superintendent Report– Sandra Myers, Union City Area School District
  - Director Report — Aldo Jackson
  - Solicitor Report — Timothy Sennett
  - 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:

- Automotive Technologies and Automotive Body Repair; November 24, 2015; Hero Bio-fuel
- Computer Programming and Health Assistant; November 13, 2015; Gannon University

Moved for approval by Ogden, with a second by Lutz

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

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

Other Operations

**Student Intern Agreement with Splash Lagoon**

Motion to approve the Student Intern Agreement with Splash Lagoon

Moved for approval by Foyle, with a second by Rodgers

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

**Student Intern Agreement with Home 2 Suites**

Motion to approve the Student Intern Agreement with Home 2 Suites

Moved for approval by Foyle, with a second by Rodgers

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

Other Business

Board Action Items – log presented for review

(Copy of log filed with official minutes)

1. The Food Service Fund Participation Report was reviewed with the Committee. Justin Tech, the Food Service Director, prepared this report which reflects comparative participation levels from the 2014-2015 to the same period in 2015-2016 for the number of persons served in the Food Service areas. This report will continue to be prepared on a monthly basis.

2. Board Policy Review – PSBA will be contacted to receive information on their services in reviewing board policies
3. Chimney Project Estimate – a letter between Chris Coughlin from Hallgren, Restifo, Loop & Coughlin Architects and Tower Engineering regarding the cost differentials regarding the preliminary estimate vs. actual bids for the chimney project was reviewed

#### **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
- Disabled Population by District
- Disabled Population by Program
- 2015-2016 Budget Re-Opening Calculations
- Occupational Advisory Committee October 12, 2015 Meeting Attendance
- Next meeting: Tuesday, December 15, 2015

**Guest and Public Comment – Open to General Matters** – no comments

#### **Adjournment**

Moved by Ogden, with a second by Black to adjourn the meeting

Mr. Bucksbee, Chairperson, adjourned the meeting at 9:02 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee