



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, March 24, 2016**

**Work session - 6:01 p.m.**

- The Erie County Vocational Technical School Foundation Meeting was held during the work session.
- Dr. Jackson discussed the request for a letter of support for the Rural Regional College of Northern Pennsylvania (RRCNPA). He explained this educational initiative will not be one of the fourteen community colleges in the Pennsylvania state budget and will have its own separate budget line item.

Erie County Technical School would be the site in this area for these activities due to the centralized location and existing program set-up. Several members inquired about the RRCNPA and Dr. Jackson offered to invite Ms. Mary Bula, a representative from the United Way of Erie County and Erie Together, to come speak with the JOC at a future session. He assured the group that providing the letter of support contained no financial commitment to the RRCNPA from the Erie County Technical School.

- The work session ended at 6:52 p.m.

**Call to Order**

Mr. Foyle, JOC President, called the regular meeting to order at 7:00 p.m.

**Moment of Reflection and Pledge of Allegiance**

**Roll Call**

Terri Birchard, Board 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	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Bill Lutz	Harbor Creek		x
Wade King	Iroquois	x	
John DiPlacido	Millcreek	x	
David Rodgers	North East		x
Glen Black	Northwestern	x	
Jennifer Gourley	Union City	x	
Eric Duda	Wattsburg		x

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Sandra Myers	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 February 25, 2016

Motion to accept the minutes of the February 25, 2016 meeting as presented.

Moved for approval by Gourley, with second by King

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 - none

Guests signed in and present: none

### Correspondence

- Review of thank you letter from the Community Blood Bank
- Review of thank you letter from newly admitted student for the Cosmetology program
- Review of the Letter of Intent to Retire in 2016-2017 from Roach Hewitt, Instructor

### 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: February 2016
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: \$ 217,528.61
  - Invoices Payable: \$110,187.95
  - Food Service Fund Checks and Wire Transfers - \$ 1,746.72

- Invoices Payable: \$2,308.66
- Capital Projects Fund Checks and Invoices - none
- Student Activity Fund Checks and invoices: - \$2,108.00
- VISA procurement card payment – \$40,493.66
- Treasurer’s Report: February 2016
- Budget Transfers –per revised 2015-2016 budget – partial transfer from General Fund to Capital Projects Fund - \$225,000

All business reports moved for approval by Black with a second by DiPlacido  
The motion is approved with an all “ayes” voice vote  
(Copy of each item is filed with the official minutes)

### **Human and Quality Resources**

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

#### **Regular Employment Status – Chisholm**

Motion to ratify regular employment status to Linda Chisholm effective February 26, 2016, at \$25.00 per hour

Moved for approval by Black, with a second by Gourley  
The motion is approved with an all “ayes” voice vote

#### **Additional RCTC Instructors – Sargent and Taylor**

Motion to employ Mariea Sargent and Lyle Taylor at the rate of \$25.00 per hour as RCTC instructors for Blueprint Reading and Welding programs

Moved for approval by King, with a second by Ogden  
The motion is approved with an all “ayes” voice vote

### **Operations**

#### **Administrative Reports**

- Superintendent Report– Sandra Myers, Union City School District – presented by Dr. Aldo Jackson
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg – presented by Jeff Smith
- 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)

**Approval of upcoming Field Trips**

Motion to approve the following upcoming field trip requests

- Field Trip Request – Guidance/Professional Skills; Mercyhurst University; Ethics Symposium; April 21, 2016; Erie, PA

Moved for approval by DiPlacido, with a second by Gourley

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

**Approval of 2016-2017 Erie County Technical School calendar**

Dr. Jackson explained that the county-wide school calendar is created first and then the Erie County Technical School calendar is developed by a group of the superintendents.

Motion to approve the 2016-2017 Erie County Technical School calendar as presented

Moved for approval by Ogden, with a second by Gourley

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

Facilities Use Requests – Profit Making Organizations (Policy 707)-none

Other Operations - None

Other Business

- Board Action Items – log presented for review
- Review of the Food Service Participation Report - February 2016

**Approval of Resolution of Support for the Rural Regional College of Northern Pennsylvania (RRCNPA)**

Motion to approve the Resolution of Support for the Rural Regional College of Northern Pennsylvania (RRCNPA) as presented

Moved for approval by Ogden, with as second by King

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

Supplemental Information

- JOC Member Attendance Report
- AFT Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education 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 – February 2016
- OAC Attendance Report
- Rural Regional College of Northern Pennsylvania Status Update Report
  
- Next meeting: Thursday, April 28, 2016
- Reminder – Statement of Financial Interest are due by May 1, 2016

**Guest and Public Comment – Open to General Matters - None**

**Adjournment**

Moved by Ogden, with a second by Black to adjourn the meeting  
Mr. Foyle, Chairperson, adjourned the meeting at 8:08 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee