



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, April 28, 2016**

**Work session - 6:32 p.m.**

- The Erie County Vocational Technical School Foundation Meeting was held during the work session.
- The work session ended at 6:56 p.m.

**Call to Order**

Mr. Foyle, JOC President, called the regular meeting to order at 6:57 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	

<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	
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 March 24, 2016

Motion to accept the minutes of the March 24, 2016 meeting as presented.

Moved for approval by Gourley, with second by Rodgers  
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: Sandy Carr

### Correspondence

- Review of Letter of Intent to Retire on April 1, 2016 from Mark Clickett, Instructional Aide
- Review of thank you letter from SafeNet regarding Easter baskets
- Review of thank you letter from Erie Regional Manufacturing Partnership
- Review of PSBA Value of services provided letter
- Review of the Graphic Arts Education and Research Foundation Print ED Accreditation letter

### 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: March 2016
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: \$ 229,549.42
  - Invoices Payable: \$100,991.05
  - Food Service Fund Checks and Wire Transfers: \$ 2,308.66
  - Invoices Payable: \$2,548.56
  - Capital Projects Fund Checks and Invoices: \$3,469.80
  - Student Activity Fund Checks and invoices: \$4,449.95
- VISA procurement card payment – March: \$40,556.28
- Treasurer's Report: March 2016
- Budget Transfers – none

All business reports moved for approval by Gourley 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)

### Human and Quality Resources

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

#### **Seasonal Help**

Motion to hire seasonal help at the rate of \$8.00 per hour beginning on or after May 1, 2016

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

#### **Supervisor of Instructional Support – Carr**

Motion to hire Sandy Carr as Supervisor of Instructional Support at the salary of \$75,000 per year effective July 1, 2016

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

#### **Retirement – Clickett**

Motion to accept the retirement request of Mark Clickett, Instructional Aide, effective April 1, 2016

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

#### **Additional RCTC Instructors – Parshall and Simonelli**

Motion to employ Mark Parshall and Robert Simonelli at the rate of \$25.00 per hour as RCTC instructors

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

### Operations

#### Administrative Reports

- Superintendent Report– Sandra Myers, Union City School District
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg – presented by Pat Holland
- Technology Report — Jeff Smith – presented by Pat Holland
- 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 – Culinary Arts; The Breakfast Place, Erie, PA; April 29, 2016
- Field Trip Request – SkillsUSA National Competition; Louisville, KY; June 20 through June 25, 2016

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

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

Other Operations

**Food Service Pricing for 2016-2017**

Motion to set Food Service prices as follows for 2016-2017, effective August 25, 2016:

• Student breakfast-paid	\$1.40	Increase of \$ 0.05
• Student breakfast-reduced	\$0.30	No Change
• Student lunch-paid	\$2.40	Increase of \$ 0.15
• Student lunch-reduced	\$0.40	No Change
• Adult Breakfast	\$2.50	No Change
• Adult lunch	\$4.00	No Change

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

**Regional Skill Center Lease Agreement with Northwest Tri-County Unit**

Motion to approve the renewal of the lease agreement for a portion of the Regional Skill Center with Northwest Tri-County Intermediate Unit effective July 1, 2016 through June 30, 2017 for \$14,558, as presented

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

**Special Education Transition Center Operating Agreement**

Motion to approve the Special Education Transition Center Operating Agreement effective July 1, 2016 through June 30, 2017, as presented

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

**2016-2017 General Fund Budget Submission to PDE**

Motion to approve the submittal of the 2016-2017 general fund budget to Pennsylvania Department of Education, as presented and approved by the participating school districts

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

**Revisions to Administrative Procedure 412**

Motion to approve revisions to 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

### **Donation of drafting pencils from Harbor Creek School District**

Motion to accept the donation of drafting pencils from Harbor Creek School District to be utilized in the Art and Design for Business and Drafting and Design programs

Moved for approval by Ogden, with a second by Gourley

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

### **Donations of ice machine and domestic refrigerator to RCTC HVAC program**

Motion to accept the donations of an ice machine and domestic refrigerator from Adam Pieper and Jerry Faulkner, respectively, to be utilized for hands-on learning instructional purposes within the HVAC program for RCTC

Moved for approval by Lutz, with a second by Gourley

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

### **Appointment of the Local Advisory Committee**

Motion to appoint the Local Advisory Committee as follows:

Manufacturing	Mr. James Willats
Construction	Mr. Felix "Chip" Folletti
Government	Ms. Janet Anderson
Community Organizations	Mr. Jake Rouch
Manufacturing	Ms. Tina Rudinski
Manufacturing	Mr. Andy Foyle
Education	Dr. Sandra Myers
Community Organizations	Ms. Joelyn Bush

Dr. Jackson also noted that two other individuals have been contacted but their appointments have not yet been confirmed. These unconfirmed individuals represent Health and Insurance/Service industries.

Moved for approval by Ogden, with a second by Olesnanik

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

### **Other Business**

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

### **Supplemental Information**

- JOC Member Attendance Report
- AFT Report
- High School Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- 3<sup>rd</sup> Quarter Honor Roll and Perfect Attendance

- PRIDE Students of the Month – March 2016
- Disabled Students by District
- Disabled Students by Program
- SkillsUSA State Competition
  
- Next meeting: Thursday, May 26, 2016
  
- Reminder – Senior Recognition – Wednesday, May 25, 2016
- Reminder – Statement of Financial Interest are due by May 1, 2016

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

**Adjournment**

Moved by Duda, with a second by Ogden to adjourn the meeting  
Mr. Foyle, Chairperson, adjourned the meeting at 7:58 p.m.

Minutes prepared by,



Terri L. Birchard, Secretary  
Joint Operating Committee