



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, May 26, 2016

Work session - 6:05 p.m.

- An Executive Session was called to discuss contract negotiations. The Executive Session was convened from 6:05 p.m. to 6:25 p.m.
- The Erie County Vocational Technical School Foundation Meeting was held during the work session.

Call to Order

Mr. Foyle, JOC President, called the regular meeting to order at 6:45 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
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 April 28, 2016

Motion to accept the minutes of the April 28, 2016 meeting as presented.

Moved for approval by Lutz, with second by Gourley
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

Correspondence

- Review of official retirement date from Dave Michalak, Automotive Technologies Instructor
- Review of thank you letter from Rural Regional College of Northern Pennsylvania thanking the JOC for their resolution of support

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 2016
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: \$ 239,155.43
 - Invoices Payable: \$161,750.33
 - Food Service Fund Checks and Wire Transfers: \$ 2,548.56
 - Invoices Payable: \$13,470.70
 - Capital Projects Fund Checks and Invoices: None
 - Student Activity Fund Checks and invoices: \$990.00
- VISA procurement card payment – April: \$44,847.18
- Treasurer's Report: April 2016

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

Approval of PNC Bank, PSDLAF, and ERIEBank

Motion to approve PNC Bank, PSDLAF/PNE, and ERIEBank as depositories of school funds for 2016-2017
Moved for approval by DiPlacido, with second by Gourley
The motion is approved with an all "ayes" voice vote

Approval of Erie Times News

Motion to designate Erie Times News as the newspaper of general circulation for 2016-2017
Moved for approval by Rodgers, with second by Lutz
The motion is approved with an all "ayes" voice vote

Approval of public official bonds for Secretary and Treasurer

Motion to purchase public official bonds for the Secretary and Treasurer for the 2016-2017 school year in the amount of \$500,000 each

Moved for approval by Lutz, with second by Rodgers

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

Election of Treasurer

Motion to nominate and then elect John Ogden as Treasurer for a one year term beginning July 1, 2016

Moved for approval by Lutz, with second by Rodgers

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 - Michalak

Motion to accept the retirement request of Dave Michalak, Automotive Technologies Instructor, effective August 15, 2016

Moved for approval by Ogden, with a second by Gourley

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

Curriculum Development

Motion to approve payment to the instructors as presented at the current curriculum development rate of \$35.00 per hour up to a maximum of 12 hours

Moved for approval by Rodgers, with a second by King

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

AYES Internship Supervision

Motion to approve 50 hours each (100 total) of AYES internship supervision for David Michalak and Sam Steever

Moved for approval by Ogden, with a second by Rodgers

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 and Pat Holland
- (Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Policies: 331,431,531) - none

Student Field Trips and Fundraising, (Policy 121, 229, 230) - none

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

Other Operations

Budget Transfers

Motion to approve 2015-2016 budget transfers as presented and to allocate \$60,000 to unassigned fund balance and an additional \$85,000 transfer from the General Fund to the Capital Projects Fund in anticipation of the Skill Center Multi-zone unit replacement project

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

Donation of surplus wire

Motion to accept the donation of surplus wire from Erie Press Systems, Inc. for use in the Electrical Engineering and Facilities Maintenance labs

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

Appointment of Local Advisory Committee members

Motion to approve the appointment of the following individuals to the Local Advisory Committee

Dr. Katy Wolfrom – Project manager; Erie Insurance Group

Dr. Denise Ohler – Assistant Dean of the College of Science and Health Professions; Edinboro University of Pennsylvania

Emily M. Beck – Director of Tourism Development; VisitErie

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

Skill Center Multi-zone AC-1 Unit Replacement Project Bid Specification

Discussion was held regarding the proposed motion to engage Tower Engineering to complete the bid specifications for the Skill Center Multi-zone AC-1 Unit Replacement Project at a cost of approximately \$13,000. Additional quotes will be sought from other engineering firms and the motion was amended to reflect this change.

Motion was amended to approve obtaining competitive bids for the Skill Center Multi-zone AC-1 Unit Replacement Project Bid Specification

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

Other Business

- Board Action Items – log presented for review

Supplemental Information

- JOC Member Attendance Report
 - High School Enrollment Report
 - Transition Center Enrollment Report & Career Alternative Education Report
 - Business Partnership Coordinator Report
 - Work Experience Report
 - Admissions Coordinator Report
 - Career Planning Coordinator Report
 - PRIDE Students of the Month – April 2016
 - Disabled Students by District
 - Disabled Students by Program
-
- Next meeting: Thursday, June 23, 2016

Guest and Public Comment – Open to General Matters - None

Adjournment

Moved by Ogden, with a second by Gourley to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 8:07 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee