



8500 Oliver Road, Erie, PA 16509
Joint Operating Committee - Meeting Minutes
Thursday, June 25, 2015
Work Session-6:01 p.m.

- Ms. Valerie Hartley, CPA/Partner at Buseck Barger Bleil & Co., discussed this year's audit process. Their firm has completed preliminary fieldwork and will be returning in July to complete their audit work in order to issue their reports in late August.
- The Erie County Vocational Technical School Foundation meeting was held during the work session
- Administrative reports were presented
 - o Superintendent – Karen Downie, Northwestern School District – no report
 - o Director's Report – Aldo Jackson, absent, report presented by Terri Birchard
 - o Solicitor's Report – Tim Sennett – clearance updates
 - o Principal's Report – Joe Tarasovitch, absent, report presented by Natalie Fatica
 - o Facilities Report – Del VonVolkenburg
 - o Technology Report – Jeff Smith
 - o Instructional Support Services Reports – Jan Kennerknecht and Pat Holland

The work session concluded at 6:55 p.m.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:04 p.m.

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, 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	
John Hughes	Girard	x	
James Bucksbee	General McLane	x	
William 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	

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<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Karen Downie	Superintendent of Record		x
Aldo Jackson	Director		x
Timothy Sennett	Solicitor	x	
Joe 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 May 28, 2015

Motion to accept the minutes of the May 28, 2015 meeting as presented
 Moved for approval by Lutz, 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

Guests signed in and present: Rosanne Gangemi – no comments

Correspondence-None

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: May 2015
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: \$246,344.09
 - Invoices Payable: \$136,427.60
 - Food Service Fund Checks and Wire Transfers: \$13,010.64
 - Invoices Payable: \$1,913.13
 - Capital Projects Fund Checks and Invoices: None
 - Student Activity Fund Checks and invoices: \$1,520.34
 - VISA procurement card payment: May: \$32,875.44
- Treasurer’s Report: May 2015

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

Approval of 2015-2016 VISA purchasing card users and limits for 2015-2016

Motion to approve the 2015-2016 VISA purchasing card users and limits effective July 1, 2015 as listed
Moved for approval by Lutz, with second by Foyle
The motion is approved with an all “ayes” voice vote
(Copy is filed with the official minutes)

Approval of 2014-2015 Budget Transfers

Motion to approve 2014-2015 budget transfers as listed
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)

Approval of ErieBank as additional depository for 2015-2016

Motion to approve ErieBank as an additional depository of school funds for 2015-2016
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)

Human and Quality Resources

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

Resignation - Sipes

Motion to accept the resignation of part-time custodian Jim Sipes effective June 15, 2015
Moved for approval by Rodgers, with a second by Lutz
The motion is approved with an all “ayes” voice vote

AYES Internship Supervision and Curriculum Development hours

Motion to approve 50 hours each (100 hours total) of AYES internship supervision for David Michalak and Sam Steever; and to approve 12 hours of curriculum development for Rob Suprynowicz at \$35.00 per hour
Moved for approval by Rodgers, with a second by Lutz
The motion is approved with an all “ayes” voice vote

Hiring – Eggleston

Motion to approve the hiring of Robert Eggleston as a full-time Math Resource Coordinator for 2015-2016 at Column D Step 10 at the rate of \$46,449 per year
Moved for approval by Rodgers, with a second by Lutz
The motion is approved with an all “ayes” voice vote

Operations

Administrative Reports – see work session

- Superintendent Report—Karen Downie, Northwestern School District – no report
 - 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 (Polices: 331,431,531)-None

Student Field Trips and Fundraising, (Policy 121, 229, 230) – None

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

Other Operations-

2015-2016 Student Textbooks

Motion to approve 2015-2016 students textbooks as presented
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all “ayes” voice vote

New Courses for Delivery in 2015-2016

Motion to approve new courses for delivery as presented beginning 2015-2016
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Revised 2015-2016 School Calendar

Motion to approve the 2015-2016 school calendar as revised
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Superintendent of Record for 2015-2016 – Dr. Sandra Myers, Union City

Motion to approve the appointment of Dr. Sandra Myers as the Superintendent of Record for the 2015-2016 school year at a net stipend of \$3,000
Moved for approval by Foyle, with a second by Ogden
The motion is approved with an all “ayes” voice vote

2015-2016 Tuition Rates

Motion to set the 2015-2016 tuition rates as follows:

- a) Secondary Program: High school and adult students \$17.85 per hour
- b) Career Alternative Education Program \$75.00 per day

Moved for approval by Foyle, with a second by Ogden

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

Vehicle donation for Auto Technologies Lab

Motion to accept the donation of a vehicle from Mr. Robert Schaudecker to be utilized in the Auto Technologies Lab

Moved for approval by Foyle, with a second by Ogden

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-prior 12 months
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Business Partnership Coordinator Report – Elaine Shaffer
- Work Experience–Elaine Shaffer
- Admissions Coordinator Report–Lisa Sorenson
- PRIDE Students of the Month – May 2015
- Other Important Dates:
- Next meeting: Thursday, August 27, 2015

General and Public Comment – Open to general matters -no comments

Adjournment

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

Mr. Bucksbee, Chairperson, adjourned the meeting at 7:35 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee