



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, January 28, 2016

Work session - 6:01pm

- The Erie County Vocational Technical School Foundation Meeting took place during the work session.
- Dr. Jackson reviewed the highlights of the proposed 2016-2017 budget with those in attendance. The proposed 2016-2017 budget reflects a 3.14% increase in overall district contributions.
- The work session ended at 7:01 p.m.

Call to Order

Mr. Foyle, JOC President called the regular meeting to order at 7:02 pm

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 December 15, 2015

Motion to accept the minutes of the December 15, 2015 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

Guests signed in and present: Joe Salorino and Lisa Sorenson - no comments

Correspondence

- Review of Letter from Summit Township Water Authority regarding water test levels

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: December 2015
 - o General Fund
 - o Food Service Fund
 - o Capital Reserve Fund
 - o Student Activities Report
- Checks and Invoices:
 - o General Fund Checks and Wire Transfers: \$ 261,928.20
 - o Invoices Payable: \$47,427.32
 - o Food Service Fund Checks and Wire Transfers - \$ 2,044.90
 - o Invoices Payable: \$59.75
 - o Capital Projects Fund Checks and Invoices: \$ 65,810.85
 - o Invoices Payable: \$27,626.45
 - o Student Activity Fund Checks and invoices: - \$2,182.32
- VISA procurement card payment - \$30,337.75
- Treasurer's Report: December 2015
- Budget Transfers –per revised budget – partial transfer from General Fund to Capital Projects - \$100,000

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)

Human and Quality Resources

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

Pupil Services Secretary (S3) - Tatalone

Motion to hire Susan Tatalone as part-time Pupil Service Secretary (S-3) at the rate of \$14.16 per hour effective February 1, 2016

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

Resignation – Michele Smith

Motion to accept the resignation of Michele Smith effective January 8, 2016

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

RCTC Instructors – Hritzay, Cyphert, and Damore

Motion to employ Tami Hritzay, Mark Cyphert, and Melanie Damore at the rate of \$ 25.00 per hour as RCTC Instructors

Moved for approval by Rodgers with a second by Gourley
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
 - 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)

Motion to approve the ratification of the following field trips and fund raisers occurring prior to the meeting: None

Motion to approve the following field trip and fundraising requests:

- Field Trip Request – Auto Tech and Auto Body; February 5, 2016; Bayfront Convention Center
- Field Trip Request – Transition Center; February 23, 2016; Mercyhurst North East campus
- Field Trip Request – Early Childhood Education; February 26, 2016; Mercyhurst University
- Field Trip Request – Early Childhood Education and NTHS; March 25, 2016; Second Harvest Food Bank
- Fundraising Request – Early Childhood and NTHS; February – May 2016; March for Babies (March of Dimes)
- Fundraising Request – NTHS; March – May 2016; Dance Lesson Fridays
- Community Service – NTHS; March 25, 2016; Second Harvest Food Bank
- Fundraising Request – Cosmetology; February 8 – 19, 2016; Scratch off tickets

All moved for approval by Ogden, with a second by Gourley
The motions are approved with an all “ayes” voice vote

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

Other Operations - None

Other Business

- Board Action Items – log presented for review
- Review of Food Service Participation Report – December 2015

Supplemental Information

- JOC Member Attendance Report
- AFT Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report – not available
- 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 – December 2015
- 2016 SkillsUSA District Report
- 2nd Quarter Honor Roll by District
- 2nd Quarter Perfect Attendance by District
- 2nd Quarter Distinguished Students by District

(Copy of each supplemental item is filed with the official minutes)

- Next meeting: Thursday, February 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 Lutz, with a second by Rodgers to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 8:09 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

DRAFT