



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 15, 2015

Work session - 6:03pm

- The Erie County Vocational Technical School Foundation Meeting took place during the work session.

Call to Order

Mr. Sennett, Temporary Chairperson, called the regular meeting to order at 7:02 pm

Moment of Reflection and Pledge of Allegiance

District Appointments

Motion to accept the following district appointed committee members:

- Northwestern-Glen Black (2018)
- Girard – Dennis Olesnanik (2017)
- General McLane – James Bucksbee (2018)
- Union City – Jennifer Gourley (2018)
- Iroquois – Wade King (2017)
- Wattsburg – Eric Duda (2018)

Moved for approval by Lutz, with a second by Rodgers

Motion is approved with an all “ayes” voice vote

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	

Chairperson - Foyle

Ogden nominated Foyle as Chairperson for 2016, with a second by Rodgers
Rodgers moved to close the nominations for Chairperson, with second by Duda
Motion to close nominations was approved with 10 "ayes" and Foyle abstaining
Mr. Foyle as Chairperson for 2016 with no other nominations is approved by acclamation
Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. Foyle

Vice-Chairperson - Ogden

Bucksbee nominated Ogden as Vice-Chairperson for 2016, with a second by Rodgers
Black moved to close the nominations for Vice-Chairperson, with a second by Duda
Motion to close nominations was approved with an all "ayes" voice vote
Mr. Ogden as Vice-Chairperson for 2016 with no other nominations is approved by acclamation

Meeting dates – 2016

A brief discussion was held regarding the meeting time. Mr. Sennett clarified that if the group would like to begin business or other agenda items prior to 7 pm, the meeting times should be moved forward and advertised as such. By doing so, the regular meetings and work sessions could begin prior to 7 pm.

Motion to approve dates, time, and place of the Committee meeting for 2016 as presented to be held at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509. Regular meetings will begin at 6:00 pm and include any applicable work sessions.

- 4th Thursday, January 28, 2016
- 4th Thursday, February 25, 2016
- 4th Thursday, March 24, 2016
- 4th Thursday, April 28, 2016
- 4th Thursday, May 26, 2016
- 4th Thursday, June 23, 2016
- 4th Thursday, July 28, 2016
- 4th Thursday, August 25, 2016
- 4th Thursday, September 22, 2016
- 4th Thursday, October 27, 2016
- 3rd Tuesday, December 20, 2016

Moved for approval by Duda with a second by Ogden

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

Meeting Minutes

Minutes of October 22, 2015

Motion to accept the minutes of the October 22, 2015 meeting as presented.

Moved for approval by Rodgers, 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: Mariea Sargent, Elaine Shaffer, Curt Oakes, Mark Cyphert, Danielle Wilber, Joe Salorino and Rosanne Gangemi - no comments

Correspondence

- Review of Thank you letter from Make A Wish recipients
- Review of letter from Curt Oakes, Instructor, regarding intent to retire during 2016-2017
- Eleanore Anderson, Instructional Aide, letter regarding notice of intent to retire during 2016-2017
- Review of letter from Roach Hewitt, Instructor, rescinding the notice of intent to retire during 2015-2016 and 2016-2017

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: October 2015 and November 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: October - \$ 205,401.37; November - \$ 287,008.78
 - o Invoices Payable: \$82,873.03
 - o Food Service Fund Checks and Wire Transfers: October - \$ 5,362.31; November - \$ 2,341.32
 - o Invoices Payable: \$2,044.90
 - o Capital Projects Fund Checks and Invoices: October - \$ 19,467.09; November - \$ 26,537.92
 - o Invoices Payable: \$65,810.85
 - o Student Activity Fund Checks and invoices: October - \$1,951.00; November - \$7,205.85
- VISA procurement card payment:
 - o October: \$44,531.50
 - o November: \$55,269.65
- Treasurer’s Report: October and November 2015
- Budget Transfers –per original budget – General Fund to Capital Projects - \$42,900

All business reports moved for approval by DiPlacido 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)

Substitute Instructor – Damore

Motion for approve Melanie Damore as a long-term substitute instructor in Tourism and Hospitality on or after December 16, 2015 at the rate of \$ 125.00 per day

Moved for approval by Duda, with a second by Ogden
The motion is approved with an all "ayes" voice vote

Tourism and Hospitality Instructor – Zellefrow

Motion to hire Jeffrey Zellefrow as the Tourism and Hospitality Instructor effective on or after February 1, 2016 at Column A/B step 7, with a prerated salary of \$ 43,108

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

Student Aide – Murray-Donaldson

Motion to hire Colleen Murray-Donaldson as a part-time Student Aide at the rate of \$ 14.22 per hour beginning on or after December 16, 2015

Moved for approval by DiPlacido with a second by Duda
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:

- Field Trip Request- Drafting and Design; December 4, 2015; Parker Hannifin
- Field Trip Request – Precision Machining; December 10, 2015; TechFest, Bayfront Convention Center
- Field Trip Request – SkillsUSA District 10 Leaderwhip Workshop; December 3, 2015; Ambassador Conference Center
- Fundraiser/Community Service – R. Hewitt; Special Olympics Bowling; December 5, 2015

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

Motion to approve the following field trip and fundraising requests:

- Field Trip Request – SkillsUSA District 10 Competition; January 15, 2016; New Castle School of Trades
- Field Trip Request – Computer Networking; December 16, 2015; Meadville Elks Lodge

All moved for approval by Duda, with a second by Lutz
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

Act 93 Benefit and Compensation Plan

Motion to approve the Benefit and Compensation Plan (Act 93) for the Administrative Staff Members
Moved for approval by Duda, with a second by Lutz
The motions are approved with an all “ayes” voice vote

Business Manager’s Benefit and Compensation Plan

Motion to approve the Benefit and Compensation Plan for the Business Manager
Moved for approval by Duda, with a second by Lutz
The motions are approved with an all “ayes” voice vote

Director’s Benefit and Compensation Plan

Motion to approve the Benefit and Compensation Plan for the Director
Moved for approval by Duda, with a second by Lutz
The motions are approved with an all “ayes” voice vote

Supplemental Information

- JOC Member Attendance Report
 - Secondary Program Enrollment Report
 - Transition Center Enrollment Report & Career Alternative Education Report – not available
 - Business Contacts Report
 - Work Experience Report
 - Admissions Coordinator Report
 - Career Planning Coordinator Report
 - Honor Roll, Perfect Attendance, and Distinguished Students
 - Students of the Month – October and November 2015
 - AFT Report
 - ISO Audit Report
 - Disabled Population by District
 - Disabled Population by Program
- (Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, January 28, 2016

Guest and Public Comment – Open to General Matters - None

Adjournment

Moved by Ogden, with a second by Duda to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 8:06 pm.

A brief Executive Session was called after the meeting adjourned to discuss the ongoing labor negotiations for the professional unit contract.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee