



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:

| <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 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
  - 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: \$ 239,155.43
  - o Invoices Payable: \$161,750.33
  - o Food Service Fund Checks and Wire Transfers: \$ 2,548.56
  - o Invoices Payable: \$13,470.70
  - o Capital Projects Fund Checks and Invoices: None
  - o 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 (Polices: 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