



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, September 24, 2015

Work session-6:00pm

- Mr. Tarasovitch recognized the exemplary students for 2014-2015 and presented each with a plaque honoring their accomplishments of maintaining perfect attendance and making the honor roll each quarter of the 2014-2015 school year. The instructors spoke about the students' accomplishments. The exemplary students recognized during the ceremony were:
 - o Chandler Flak – Culinary Arts – Fort LeBoeuf School District
 - o Jacob O'Sullivan – Drafting and Design – Fort LeBoeuf School District
 - o Lindsay Lane – Drafting and Design – Northwestern School District
 - o Taylor Glover – Cosmetology – Millcreek School District
- The Foundation meeting was held during the work session.

Executive Session

- The Committee moved to an Executive Session at 6:35 p.m. to allow for discussions with their Solicitors regarding updated legal guidance on transgender students in public schools and ongoing contract negotiations. The Committee adjourned their Executive Session at 7:45 p.m.

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 7:55p.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	
Bill 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	

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Sandra Myers	Superintendent of Record	x	
Aldo Jackson	Director	x	
Tim 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 August 27, 2015

Motion to accept the minutes of the August 27, 2015 meeting as presented
Moved for approval by Rial with second by Foyle
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: Mark Cyphert, Mariea Sargent, Sherry States, and Donna Erdman - no comments

Correspondence

- PSBA – Slate of Officers and At-Large elections
- Lutz Family Thank you card
- Roach Hewitt, Instructor, letter regarding notice of intent to retire during 2016-2017

Business

Report - Business Manager – Terri Birchard
(Copy filed with the official minutes)

Financial Reports, Transfers, Payments and Invoices

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: August 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: \$383,703.27
 - o Invoices Payable: \$94,237.03
 - o Food Service Fund Checks and Wire Transfers: \$10,619.13
 - o Invoices Payable: \$1,090.24

- o Capital Projects Fund Checks and Wire Transfers: \$34,104.69
- o Invoices Payable: \$145,764.33
- o Student Activity Fund Checks and invoices: None
- VISA procurement card payment:
 - o August-\$43,737.56
- Treasurer's Reports: August 2015
- General Fund – Budget Transfers –None

All business items moved for approval by Foyle, with second by DiPlacido

The motion is approved with an all "ayes" voice vote

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

Emergency Generator Upgrade Plumbing and Electrical Contract Awards

Motion to award the Emergency Generator Upgrade plumbing and electrical construction contracts to:

Plumbing – Wm. T. Spaeder Co. - \$11,622

Electrical – Blackhawk Neff, Inc. - \$ 33,948

Moved for approval by Foyle, with second by DiPlacido

The motion is approved with an all "ayes" voice vote

Purchase of Equipment for Emergency Generator Upgrade

Motion to approve the purchase of equipment for the Emergency Generator Upgrade project from Kelly Generator and Equipment in the amount of \$38,465

Moved for approval by Foyle, with second by DiPlacido

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 - Holmes

Motion to accept the retirement request of Stephanie Holmes, Instructor, effective January 14, 2016

Motion for approval by Rodgers with a second by Foyle

The motion is approved with an all "ayes" voice vote

Job Description – Student Health Services Coordinator

Motion to approve the job description for the Student Health Services Coordinator

Motion for approval by Rodgers with a second by Foyle

The motion is approved with an all "ayes" voice vote

Job Description – Supplemental School Nurse

Motion to approve the job description for the Supplemental School Nurse

Motion for approval by Rodgers with a second by Foyle

The motion is approved with an all "ayes" voice vote

Motion to employ Donald (Marty) Burnham at the rate of \$25.00 per hour as a RCTC instructor
Motion for approval by Rodgers with a second by Foyle
The motion is approved with an all "ayes" voice vote

M-2 Maintenance Mechanic – Mello

Motion to hire Tim Mello as an M-2, Maintenance Mechanic at the rate of \$20.41 per hour effective September 25, 2015
Motion for approval by Rodgers with a second by Foyle
The motion is approved with an all "ayes" voice vote

Revised 2015-2016 Substitute List

Motion to approve the revised 2015-2016 substitute list as presented
Motion for approval by Rodgers with a second by Foyle
The motion is approved with an all "ayes" voice vote

C-2 Part-time Custodians – Helms and LaZar

Motion to hire Mark Helms and Jennifer LaZar as part-time custodians (C-2) at the probationary rate of \$14.48 per hour effective September 28, 2015
Motion for approval by Rodgers with a second by Foyle
The motion is approved with an all "ayes" voice vote

T-1 Technology Technician – Fair

Motion to employ Andrew Fair as a Technology Technician (T-1) beginning on September 28, 2015 at the rate of \$19.34 per hour
Motion for approval by Rodgers with a second by Foyle
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
- (Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531)

Salorino – Graph Expo 2015

Motion to approve the travel of Joe Salorino, Instructor, to the Graph Expo 2015 in Chicago, IL, September 14 – 16, 2015
Motion for approval by Duda with a second by Rodgers
The motion is approved with an all "ayes" voice vote

Erdman – NAEYC Annual Conference

Motion to approve the travel of Donna Erdman, Instructor, to the NAEYC Annual Conference in Orlando, FL, November 17 – 21, 2015

Motion for approval by Duda with a second by Rodgers

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

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Field Trip Requests

Motion to approve the following Field Trip requests:

- Precision Machining; October 1, 2015; Bayfront Convention Center
- Precision Machining; October 2, 2015; Machining Concepts
- Precision Machining; October 2, 2015; Modern Industries

Moved for approval by Duda, with a second by Rodgers

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

Fundraising Requests

Motion to approve the 2015-2016 fundraising request for National Technical Honor Society

Moved for approval by Duda, with a second by Rodgers

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

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

Other Operations

The following items were tabled until the October 2015 session for further discussion and review:

- Benefit and Compensation Plan (Act 93) for the Administrative Staff members
- Benefit and Compensation Plan for the Business Manager
- Benefit and Compensation Plan for the Director

Occupational Advisory Committee members for 2015-2016

Motion for approval of the Occupational Advisory Committee members for the 2015-2016 academic year

Moved for approval by Duda, with a second by Rodgers

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

Other Business

The first reading of Policy 819 – Suicide Awareness, Prevention, and Response was made.

Motion to waive readings and approve Policy 819 – Suicide Awareness, Prevention, and Response as presented

Moved for approval by Rodgers, with a second by Foyle

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

Board Action Items – log presented for review

(Copy of log filed with official minutes)

Supplemental Information

- JOC Member Attendance Report-prior 12 months
- Secondary Program Enrollment Report
- Transition Center & Career Alternative Education Enrollment Report
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Disabled Population by District
- Disabled Population by Program
- 2015-2016 Budget Re-Opening Calculations
- Three Sessions Comparison – Butler County Area Vocational Technical School
- Pittsburgh Technical Institute – updated articulation agreement
- Next meeting: Thursday, October 22, 2015

Guest and Public Comment – Open to General Matters – no comments

Adjournment

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

Mr. Bucksbee, Chairperson, adjourned the meeting at 8:50 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee