



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 27, 2015

Work session - 6:00pm

- Annual Audited Financial Statements – Ms. Valerie Hartley, CPA/Partner of Buseck, Barger, Bleil & Co., Inc. presented the annual audited financial statement for the year ending June 30, 2015. Ms. Hartley reviewed the statements and noted that there were no findings and the audit opinion letter was unqualified.
- The ECVTS Foundation meeting was also held during the work session.
- An executive session was convened to discuss the Classified Unit contract.
- Ms. Elaine Shaffer, Business Partnership Coordinator, discussed the feedback she has been receiving from employers participating in the Cooperative Education Placement program regarding the requirement to have clearances at their businesses to allow students to be gaining job site experience. She noted that the opinions ranged from being a deterrent to participation; to other businesses believing the student experiences gained are well worth this minor cost of doing business.

The work session concluded at 7:58 pm

Call to Order

Mr. Bucksbee, Chairperson, called the regular meeting to order at 8:06 pm.

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	
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 Instructional Support Services	x	
Jan Kennerknecht	Supervisor of Instructional Support Services	x	

Meeting Minutes

Minutes of June 25, 2015

Motion to accept the minutes of the June 25, 2015 meeting as presented
Moved for approval by Rial, 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: Mark Cyphert, Elaine Shaffer, and Rosanne Gangemi – no comments

Correspondence

- 2015 Approval for Reaccreditation for Automotive Technologies program
- Thank you note from ERIEBANK
- Thank you email from IU5 Student Programs Team
- PSBA Slate of Officers

Business

Report – Business Manager – presented by Terri Birchard
(Copy of report is 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: June and July 2015
 - o General Fund
 - o Food Service Fund
 - o Capital Projects Fund
 - o Student Activities Report

- Checks and Invoices:
 - o General Fund Checks and Wire Transfers: June \$441,198.56 July \$ 166,009.46
 - o Invoices Payable: \$99,974.58
 - o Food Service Fund Checks and Wire Transfers: June \$1,913.13 July \$ 95.00
 - o Invoices Payable: \$10,500.00
 - o Capital Projects Fund Checks and Invoices: June – None July - None
 - o Student Activity Fund Checks and invoices: June \$ 75.34 July - None
- VISA procurement card payment:
 - o June 2015: \$47,005.43
 - o July 2015: \$8,208.60
- Treasurer's Report: June and July 2015
- General Fund – Budget Transfers –None

Moved for approval of all business items and reports by Lutz, with second by DiPlacido
The motion is approved with an all "ayes" voice vote
(Copies are filed with the official minutes)

Motion to accept the audited financial statements for the year ended June 30, 2015, as presented by
Buseck Barger Bleil & Co.

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

Motion to award the 2015-2016/2016-2017 snowplowing services contract for 1 – 2" plowing and
sidewalk services only on an as-needed basis to Yardmaster of Pennsylvania

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

Human and Quality Resources

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

Classified Unit bargaining agreement

Motion to ratify the Classified Unit bargaining agreement as presented by the negotiating committee

Moved for approval by Ogden, with a second by Foyle

The motion is approved by voice vote with seven (7) voting "Yes" (Foyle, Ogden, Bucksbee, Lutz, Rial,
Rodgers and Gourley), and one (1) voting "No" (DiPlacido)

RCTC Instructors and Supervisors for 2015-2016

Motion to approved the list of RCTC instructors and supervisors for 2015-2016 as presented

Moved for approval by Ogden, second by Gourley

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

Substitute Instructors for 2015-2016

Motion to approved the list of substitute instructors as presented
Moved for approval by Foyle, second by Rodgers
The motion is approved with an all "ayes" voice vote

NVTHS Advisors – Erdman and Sanders

Motion to approved Donna Erdman and Kelly Sanders as NVTHS Advisor for 2015-2016 and to be paid a stipend of \$500.00 each
Moved for approval by Rial, second by Foyle
The motion is approved with an all "ayes" voice vote

SkillsUSA Advisors – Carr and Shaffer

Motion to approved Elaine Shaffer and Sandy Carr as SkillsUSA Advisors for 2015-2016 and to be paid a stipend of \$1,000.00 each
Moved for approval by Ogden, second by Lutz
The motion is approved with an all "ayes" voice vote

Part-time Custodian - Ploss

Motion to approved the hiring of Michael Ploss as part-time custodian (C-2) at the probationary rate of \$14.19 per hour effective September 1, 2015
Moved for approval by Rial, second by Foyle
The motion is approved with an all "ayes" voice vote

Regular Employee Status - Simitowski

Motion to grant regular employee status to James Simitowski (C-2) effective August 17, 2015 at \$14.44 per hour
Moved for approval by Foyle, second by Rial
The motion is approved with an all "ayes" voice vote

Substitute Instructor - Hauser

Motion to approved Lisa Hauser as a substitute instructor in Tourism and Hospitality at the rate of \$200.00 per day effective September 1, 2015
Moved for approval by Foyle, second by Rial
The motion is approved with an all "ayes" voice vote

Pupil Services Secretary - Edwards

Motion to hire Robyn Edwards as part-time Pupil Services Secretary (S-3) at the rate of \$13.88 per hour effective September 1, 2015
Moved for approval by Rial, 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 – no report
- Director Report – Aldo Jackson
- Solicitor Report – Timothy Sennett – update on budget impasse, temporary funding options, and PSERS policy on employer contribution payments in light of the budget impasse

- Principal Report – Joe Tarasovitch
- Facilities Report – Del VonVolkenburg
- Technology Report – Jeff Smith
- Instructional Support Services Report – Jan Kennerknecht and Pat Holland
(Copies are 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 following Field Trips and Fundraising/Community Service Activities:

- Fundraising Request – SkillsUSA; 2015-2016 school year; Various
- Fundraising Request – Cosmetology; 2015-2016 school year; Various
- Field Trip Request – Drafting and Design; October 2, 2015; Lord Corp
- Field Trip Request – Metal Fabrication; October 1, 2015; Bayfront Convention Center
- Field Trip Request – Metal Fabrication; October 2, 2015; Modern Industries

All moved for approval by Rial, with a second by Rodgers

The motions are approved with an all “ayes” voice vote

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

Other Operations

2015-2016 Student Handbook

Motion to approve the 2015-2016 Student Handbook as presented

Moved for approval by Foyle, with a second by Gourley

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

2015-2016 Faculty & Staff Handbook

Motion to approved the 2015-2016 Faculty & Staff Handbook as presented

Moved for approval by Foyle, with a second by Gourley

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

Memorandum of Understanding with Bureau of Career and Technical Education

Dr. Jackson discussed the Memorandum of Understanding with the Bureau of Career and Technical Education agreement for participation in the BCTE Technical Assistance Program

Motion to approved the Memorandum of Understanding regarding the BCTE Technical Assistance Program

Moved for approval by Foyle, with a second by Gourley

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

Revised IU5 Lease Agreement

Motion to approved the revised page 1 of the lease agreement with the NW Tri-County IU #5 for the Regional Skill Center from July 1, 2015 through June 30, 2016

Moved for approval by Rial, with a second by Lutz

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

Lease Agreement with Independent Electrical Contracts Apprenticeship Program

Motion to approved a one-year lease with the Independent Electrical Contracts Apprenticeship Program from September 1, 2015 through June 30, 2016

Moved for approval by Rial, with a second by Foyle

Other Business

- Board Action Items – log presented for review
Further review of the financial loss incurred in the Food Service Fund during 2014-2015 will be added to this listing
(Copy of log filed with official minutes)

Supplemental Information

- JOC Member Attendance Report – prior 12 months
- Secondary Program Enrollment Report
- Disabled Population by District
- Disabled Population by Program
- Business Partnership Coordinator Report – Elaine Shaffer
- Work Experience Report – Elaine Shaffer
- Admissions Coordinator Report – Lisa Sorensen
- Career Planning Coordinator Report – none
(Copies of supplemental information reports are filed with the official minutes)
- Next meeting: Thursday, September 25, 2015

Guests and Public Comment – Open to general matters - None

Adjournment

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

Mr. Bucksbee, Chairperson, adjourned the meeting at 9:20 pm.

Minutes prepared by,

Terri L. Birchard, Secretary

Joint Operating Committee

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