



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, October 27, 2016

Work session - 6:02 p.m.

- Three students who attended the Camp Kon-O-Kwee Spencer Community Service Project, along with Donna Erdman, Instructor, discussed their activities at the camp and shared several pictures of these activities with the group. They thanked the JOC for approving this community service field trip.
- 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 6:34 p.m.

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	
Sam Ring	Northwestern	x	
David Fox	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	
Jennifer Gornall	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	
Sandy Carr	Supervisor of Student Services	x	

Meeting Minutes

Minutes of September 22, 2016

Motion to accept the minutes of the September 22, 2016 meeting as presented.

Moved for approval by Ogden, with second by Rodgers

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

Guests signed in and present – Catherine Brennan, Melissa Flower, Caralee DaVale (ECTS students), and Donna Erdman

Correspondence

- Review of letter from Northwestern School District naming Mr. Sam Ring as the replacement for Mr. Glen Black

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: September 2016
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: \$557,784.49
 - Invoices Payable: \$119,732.08
 - Food Service Fund Checks and Wire Transfers: \$8,872.22
 - Invoices Payable: \$12,771.93
 - Capital Projects Fund Checks and Invoices: \$24,993.09
 - Invoices Payable \$892.60
 - Student Activity Fund Checks and invoices: - none
- VISA procurement card payment – \$46,751.03
- Treasurer's Report: September 2016

All business reports moved for approval by Ring 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)

RCTC Instructor - Mello

Motion to employ Tim Mello at the rate of \$25.00 per hour as a RCTC instructor

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

Operations

Administrative Reports

- Superintendent Report– Dr. Sandra Myers, Union City Area School District
 - Director Report — Aldo Jackson
 - Solicitor Report — Timothy Sennett, represented by Jennifer Gornall – no report
 - High School Principal Report — Joe Tarasovitch
 - Facilities Report — Del VonVolkenburg
 - Technology Report — Jeff Smith
 - Instructional Support Services Reports – Sandy Carr 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 following Field Trips and Fundraising/Community Service Activities

- Field Trip Request – SkillsUSA; District 10 Leadership Conference; Ambassador Conference Center; December 1, 2016
- Field Trip Request – SkillsUSA; New Castle School of Trades – D10 Skills USA Competition; January 13, 2017
- Fundraising Request – NTHS additional 2016-2017 fund raisers

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

Motion to ratify field trips since last meeting

- Field Trip Request – Drafting and Design; Architectural Scavenger Hunt; October 26, 2016

Moved for approval by Lutz, with a second by Odgen
The motion is ratified with an all "ayes" voice vote

Facilities Use Requests – Profit Making Organizations (Policy 707) - none

Other Operations

Food Service Management Company Contract 2016-2017

Motion to approve the Food Service Management Company contract proposal submitted by The Nutrition Group with an effective date of November 1, 2016 for the July 1, 2016 to June 30, 2017 school year.

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

Purchase of Ricoh MPC8003SP Copier for HS Office

Motion to the purchase of a Ricoh MPC8003SP copier for the high school office from Schwab Company through U.S. Communities contract pricing for \$19,349

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

Amendment to Erie County Technical School 403(b) Plan Agreement

Motion to the amendment of the Erie County Technical School 403(b) plan agreement to allow for participant loans and hardship withdrawals from the plan effective November 1, 2016

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

Personal Finance and Business Mathematics Course

Motion to approve a Personal Finance and Business Mathematics course, beginning with the 2017-2018 school year, to be taken by all students during the second and third years

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

Other Business

- Board Action Items – log presented for review
 - a) Food Service Participation Report – no report available during transition in food service management

Supplemental Information

- JOC Member Attendance Report
- AFT Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Business Partnership Coordinator Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Work Experience Report
- OAC Attendance
- SRI ISO Surveillance Audit Report
- Next meeting: TUESDAY, December 20, 2016

Guest and Public Comment – none

Adjournment

The session was adjourned to hold an Executive Session

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

Mr. Foyle, Chairperson, adjourned the meeting at 7:45 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee