



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, January 26, 2017

Work session - 6:01pm

- Students from the Drafting and Design presented the 3-D homes and buildings they designed as part of their architectural design studies. Their instructor, Ms. Mariea Sargent, explained that the project has been a highlight of the program for the students for a number of years.
- Policies No. 823, Naloxone, was reviewed. A hold was placed on the adoption of this policy until the costs, availability, storage and administering process can be determined. Mrs. Laurie Swanson, the student health services supervisor, will check on the availability of a state grant
- Policy No. 210.1, Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors; was reviewed. Mrs. Laurie Swanson, the student health services supervisor, and Mrs. Linda Chisholm, the school nurse, were present to discuss the process which would require a physician and parent's permission
- Policy No. 210, Medications; was reviewed. Dr. Jackson noted that the school would work closely with the districts to coordinate the administering of medications to students
- Policy 808.1, Meal Charge Policy was also reviewed during the work session. This policy will allow for the charging of up to two meals in the cafeteria
- The Erie County Vocational Technical School Foundation Meeting took place during the work session
- Dr. Jackson reviewed the highlights of the proposed 2017-2018 budget with those in attendance. The proposed 2017-2018 budget reflects a 2.1% increase in overall district contributions.
- The work session ended at 7:33 p.m.

Call to Order

Mr. Foyle, JOC President called the regular meeting to order at 7:34 pm

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	
Christopher 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	
Sandy Carr	Supervisor of Student Services	X	

Meeting Minutes

Minutes of December 20, 2016

Motion to accept the minutes of the December 20, 2016 meeting as presented.
 Moved for approval by Ogden, with second by Duda
 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: Linda Chisholm, Theresa DiBacco, Laurie Swanson, Rick DiBacco, Richard Fellows, Joyce Fellows, Mark Cyphert, Gina Zona - no comments

Correspondence

- Review of letter of intent to retire during 2017-2018 from Rosanne Gangemi, Instructional Aide

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: December 2016
 - General Fund
 - Food Service Fund

- Capital Reserve Fund
- Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: \$ 430,271.31
 - Invoices Payable: \$184,530.85
 - Food Service Fund Checks and Wire Transfers - \$ 12,537.49
 - Invoices Payable: \$9,808.68
 - Capital Projects Fund Checks and Invoices: - None
 - Invoices Payable: \$13,540.30
 - Student Activity Fund Checks and invoices: - \$2,257.65
- VISA procurement card payment – December \$31,724.87
- Treasurer’s Report: December 2016
- Budget Transfers – none

All business reports moved for approval by DiPlacido with a second by Ogden
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 Instructors – Long, Kusluch, Parrawy, and Heinrich

Motion to employ Corey Long, James Kusluch, Jordan Parraway, and Brian Heinrich at the rate of \$25.00 per hour as RCTC instructors

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

Salary adjustment - Eggleston

Motion to increase Robert Eggleston’s salary to Column “E” step 10 at the rate of \$47,449 effective the second semester of 2016-2017

Moved for approval by Duda with a second by Rodgers
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 – Christopher Sennett
- 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 (Policies: 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: None

Motion to approve the following field trip and fundraising requests:

- Field Trip Request – Auto Tech and Auto Body; February 3, 2017; Bayfront Convention Center
- Field Trip Request – Career Planning; March 7, 2017; Ethics Symposium; Mercyhurst University

Moved for approval by Ogden, with a second by Duda

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

- Fundraising Request – SkillsUSA; Addition of an on-line fundraiser and hair dying fundraiser to the previously approve 2016-2017 fund raising request

Moved for approval by Ogden, 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

- First Reading – Policy No. 823, Naloxone – Completed; No Comments
- First Reading – Policy No. 210.1, Possession/Use of Asthma Inhalers/Epinephrine – Completed; No Comments
- First Reading – Policy No. 210, Medications – Completed; No Comments
- First Reading – Policy No. 808.1, Meal Charge Policy – Completed; No Comments

Other Business

- Board Action Items – Review of Food Service Financials – December 2016
- Motion to waive the second reading and adopt Policy No. 823, Naloxone, was tabled until further information is available for review

Motion to waive the second reading and adopt Policy No. 210.1, Possessions/Use of Asthma Inhalers/Epinephrine Auto-Injectors with clerical correction.

Moved for approval with clerical correction on policy number by Duda, with a second by Rodgers

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

Motion to waive the second reading and adopt Policy No. 210, Medications

Moved for approval by Duda, with a second by Rodgers
The motion is approved with an all “ayes” voice vote

- Motion to waive the second reading and adopt Policy No. 808.1, Meal Charge Policy was tabled until overdue balance information in the draft policy is removed

Motion to table the second reading and adoption of Policy No. 823, Naloxone and Policy No. 808.1, Meal Charge Policy

Moved to table by Rodgers, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Supplemental Information

- JOC Member Attendance Report
- AFT Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- 2016 SkillsUSA District Report
- Students of the Month – December 2016

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

- Next meeting: Thursday, February 23, 2017
- Reminder – Statement of Financial Interest are due by May 1, 2017

Guest and Public Comment – Open to General Matters

Mr. Foyle, Chairperson, expressed his thanks to Mr. Dave Rodgers for his dedicated service to the Joint Operating Committee as the representative from the North East School District since July 2008. Chairperson Foyle also extended a welcome to Mr. Andy Fynan who will be representing the North East School District starting at the February 2017 session.

Adjournment

Moved by Ogden, with a second by Duda to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 8:27 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee