



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Tuesday December 20, 2016

Work session - 6:00pm

- The Erie County Vocational Technical School Foundation Meeting took place during the work session.

Call to Order

Mr. Sennett, Temporary Chairperson, called the regular meeting to order at 6:19 pm

Moment of Reflection and Pledge of Allegiance

District Appointments

Motion to accept the following district appointed committee members:

- Fairview – Andrew Foyle (2019)
- North East– Andrew Fynan, effective February 1, 2017 (2019)
- Millcreek – John DiPlacido (2019)

Moved for approval by Lutz, with a second by Olesnanik

Motion is approved with an all “ayes” voice vote

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	
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
Sandra Carr	Supervisor of Student Services	x

Chairperson - Foyle

Lutz nominated Foyle as Chairperson for 2017, with a second by King
Bucksbee moved to close the nominations for Chairperson, with second by Duda
Motion to close nominations was approved with 10 “ayes” and Foyle abstaining
Mr. Foyle as Chairperson for 2017 with no other nominations is approved by acclamation
Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. Foyle

Vice-Chairperson - Ogden

Bucksbee nominated Ogden as Vice-Chairperson for 2016, with a second by Rodgers
Duda moved to close the nominations for Vice-Chairperson, with a second by Lutz
Motion to close nominations was approved with an all “ayes” voice vote
Mr. Ogden as Vice-Chairperson for 2017 with no other nominations is approved by acclamation

Meeting dates – 2017

Discussion was held regarding moving the April meeting time back to 6:30 p.m. to allow for JOC member participation in the annual Meet The Teacher event which is hosted by Admissions for new incoming students.

Motion to approve dates, time, and place of the Committee meeting for 2017 as presented to be held at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509. Regular meetings will begin at 6:00 p.m. unless otherwise noted and include any applicable work sessions.

- 4th Thursday, January 26, 2017
- 4th Thursday, February 23, 2017
- 4th Thursday, March 23, 2017
- 4th Thursday, April 27, 2017 – 6:30 p.m. start time
- 4th Thursday, May 25, 2017
- 4th Thursday, June 22, 2017
- 4th Thursday, August 24, 2017
- 4th Thursday, September 28, 2017
- 4th Thursday, October 26, 2017
- 3rd Tuesday, December 19, 2017
-

Moved for approval by Ring with a second by Lutz
The motion is approved with an all “ayes” voice vote

Meeting Minutes

Minutes of October 27, 2016

Motion to accept the minutes of the October 27, 2016 meeting as presented.

Moved for approval by DiPlacido, 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

Guests signed in and present: Corey Long, Travis Woodburn, Sherry States, Remle Moyak, Lesa Scalise, Mike Miller, J. Tracy Massello, Danielle Wilber, Curtis Oakes, Rob Eggleston, Donna Erdman, Roach Hewitt, Joe Salorino, Pamela Lasher, Gina Zona, Analee Cree, Rosann Barker, Paul Homer, Lee Williams

Mr. Mark Cyphert, ECTS Instructor and ATF President, had requested in advance of the meeting to address the JOC regarding staff concerns. Although Mr. Cyphert's request for the opportunity to address the JOC did not pertain to items related to the agenda and had been scheduled at the end of the meeting just prior to adjournment, Chairperson Foyle inquired if any objections were present to moving Mr. Cyphert's comments to this portion of the JOC agenda. No objections were noted.

Mr. Cyphert spoke regarding staff concerns due to the lengthy contract negotiations. Guests Ted Oslak, Mike Nicali, and Rosanne Barker also commented on the quality of the programs, dedication of the staff and hopes that a contract resolution would occur.

Correspondence

- Review of Thank you letter from Make A Wish
- Review of letter regarding the Special Olympics Bowling Volunteer Participants
- Review of letter from Millcreek Schools District regarding the JOC appointment of John DiPlacido
- Review of the American Welding Society, Howard E. Adkins Memorial Instructor Section Award to Mark Cyphert, Metal Fabrication Instructor
- Review of letter of congratulations to ECTS for the 2016 Erie's Choice Awards from U.S. Senator Pat Toomey
- Review of letter of resignation from Robin Grimes, part-time instructor
- Review of letter of intent to retire in 2016-2017 from Roach Hewitt, instructor
- Review of letter of intent to retire in 2017-2018 from Eleanore Anderson, 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: October 2016 and November 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: October - \$ 251667.95; November - \$ 208,596.24
 - o Invoices Payable: \$57,769.88
 - o Food Service Fund Checks and Wire Transfers: October - \$ 12,771.93; November - \$ 1,231.18
 - o Invoices Payable: \$12,537.49
 - o Capital Projects Fund Checks and Invoices: October - \$ 892.60; November - \$ 129,611.70
 - o Invoices Payable: None
 - o Student Activity Fund Checks and invoices: October - None; November - \$6,908.32
 - o Invoices Payable: \$ 1,325.65
- VISA procurement card payment:
 - o October: \$28,111.99
 - o November: \$25,967.41
- Treasurer's Report: October and November 2016
- Budget Transfers – General Fund to Capital Projects - \$32,900

All business reports moved for approval by Duda with a second by Lutz
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)

Resignation – Grimes

Motion to ratify the resignation of Robin Grimes, part-time instructor, effective November 30, 2016

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

Part-time Custodian – Wolfe

Motion to hire Michael Wolfe as a part-time custodian at the probationary rate of \$14.81 effective on or after December 21, 2016

Moved for approval by Duda with a second by Lutz
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 — Timothy 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 (Polices: 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:

- Field Trip Request- Transition Center; Cobblestone Hotel; December 9, 2016
- Field Trip Request – Transition Center; Holiday Inn Express and Residence Inn; December 5, 2016
- Fundraiser/Community Service – R. Hewitt; Special Olympics Bowling; December 3, 2016

All moved for approval by Duda, with a second by Lutz
The motions are approved with an all “ayes” voice vote

Motion to approve the following field trip and fundraising requests:

- Field Trip Request – Art and Design; Mercyhurst University; January 27, 2017
- Field Trip Request – Transition Center; Hiram G. Andrews Center; Johnstown, PA; January 11, 2017

All moved for approval by DiPlacido, with a second by Duda
The motions are approved with an all “ayes” voice vote

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

Other Operations - None

Other Business

- Board Action Items
 - o Food Service Financial Report – November 2016 – The Nutrition Group

Supplemental Information

- JOC Member Attendance Report
- AFT Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report – not available
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Honor Roll, Perfect Attendance, and Distinguished Students
- Students of the Month – October and November 2016
- Disabled Population by District

- Disabled Population by Program
(Copy of each supplemental item is filed with the official minutes)
- Next meeting: Thursday, January 26, 2017

Guest and Public Comment – Open to General Matters

North East JOC member Rodgers expressed his appreciation to Early Childhood Education instructor Donna Erdman for attending the National Technical Honor Society induction ceremony held at North East School District.

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 7:10 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee