



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, May 25, 2017**

**Work session - 6:00 p.m.**

- The Erie County Vocational Technical School Foundation Meeting took place during the work session
- Policy No. 823, Naloxone, was reviewed
- The work session ended at 7:06 p.m.

**Call to Order**

Mr. Foyle, JOC President called the regular meeting to order at 7:06 p.m.

**Moment of Reflection and Pledge of Allegiance**

**Roll Call**

Terri Birchard, Board Secretary, called the roll:

<b><u>Committee members:</u></b>	<b><u>District:</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
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	
Andrew Fynan	North East	x	
Sam Ring	Northwestern		x
David Fox	Union City	x	
Eric Duda	Wattsburg	x	

<b><u>Administrators:</u></b>	<b><u>Position:</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Sandra Myers	Superintendent of Record	x	
Aldo Jackson	Director	x	
Atty. 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 April 27, 2017**

Motion to accept the minutes of the April 27, 2017 meeting as presented.

Moved for approval by DiPlacido, with second by King

The motion is approved with an "ayes" voice vote, with Fynan abstaining due to absence at this session  
(Copy is filed with the official minutes)

### Guests and Public Comment – Items related to the Agenda - none

Guests signed in and present: Rosanne Gangemi

### Correspondence

Letter from Lori Yochim, Administrative and Accounting Assistant (s-2), requesting unpaid disability leave of absence

### 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: April 2017
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: \$338,648.59
  - Invoices Payable: \$113,500.80
  - Food Service Fund Checks and Wire Transfers - \$14,533.95
  - Invoices Payable: \$10,538.50
  - Capital Projects Fund Checks and Invoices: - none
  - Invoices Payable: none
  - Student Activity Fund Checks and invoices: - \$2,683.96
  - Invoices Payable: \$1,136.44
- VISA procurement card payment – April :\$32,418.04
- Treasurer's Report: April 2017
- Budget Transfers – none

All business reports moved for approval by Duda with a second by Fox

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

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

### **Annual Resolution – School Funds Depositories for 2017-2018**

Motion to approve PNC Bank, PSDLAF/PNC, and ERIEBank as depositories of school funds for 2017-2018

Moved for approval by DiPlacido, with second by King  
The motion is approved with an “ayes” voice vote

**Annual Resolution – Newspaper of General Circulation**

Motion to designate The Erie Times News as newspaper of general circulation for 2017-2018

Moved for approval by Bucksbee, with second by Lutz  
The motion is approved with an “ayes” voice vote

**Annual Resolution – Secretary and Treasurer Bonds**

Motion to purchase public official bonds for the Secretary and Treasurer for the 2017-2018 school year in the amount of \$500,000 each

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

**Nomination and Election of Treasurer**

Motion to nominate John Ogden for Treasurer moved by Bucksbee with a second by Olesnanik

Motion to close nominations for Treasurer moved by Lutz with a second by Olesnanik  
Ogden approved by vote as Treasurer from July 1, 2017 to June 30, 2018

**Human and Quality Resources**

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

**Seasonal Help – Peterson, Tarasovitch, Keys, Chiapa, Steger, Larrison**

Motion to hire John Peterson, Jacob Tarasovitch, Jared Keys, Henry Chiapa, Jacob Steger, and Jeff Larrison as seasonal help at the rate of \$8.00 per hour beginning on or after May 1, 2017

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

**Uncompensated Disability Leave of Absence – Yochim**

Motion to approve the Uncompensated Disability Leave of Absence for Lori Yochim beginning May 24, 2017 for an undetermined amount of time not to exceed two years taking into account the sick, personal, and FMLA already exhausted

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

**Operations**

**Administrative Reports**

- Superintendent Report– Sandra Myers, Union City School District – no meeting, no report
- Director Report — Aldo Jackson
- Solicitor Report – Christopher Sennett
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg

- Technology Report — Jeff Smith, presented by Del VonVolkenburg
- 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)

Ratification of field trips and fund raisers occurring prior to the meeting - none

Approval of upcoming field trips and fundraising requests

- Field Trip Request – Facilities Management Technologies; June 2, 2017; Steamfitters’ Training Facility; Harmony, PA

Moved for approval by DiPlacido, with a second by Lutz

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

Fundraising requests - none

Community service request - none

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

Other Operations

#### **PennDot Safety Inspector Certification Agreement**

Motion to approve the renewal and execution of the Pennsylvania Department of Transportation Safety Inspector Certification and Recertification Training Program Performance Agreement

Moved for approval by Fox, with a second by Lutz

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

#### **PennDot Emissions Inspector Certification Agreement**

Motion to approve the renewal and execution of the Pennsylvania Department of Transportation Emissions Inspector Certification (EIC) and Emissions Inspector Recertification (EIR) Training Program Performance Agreement

Moved for approval by Duda, with a second by King

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

#### **2017-2018 Food Service Management Contract**

Motion to approve the renewal of the Food Service Management Contract with The Nutrition Group from July 1, 2017 through June 30, 2018, as presented

Moved for approval by Duda, with a second by Lutz

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

#### **Revised 2017-2018 Transition Center Operating Agreement**

Motion to approve the revised Special Education Transition Center Operating Agreement effective July 1, 2017 through June 30, 2018, as presented

Moved for approval by Fox, with a second by Duda

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

**Second Reading – Policy No. 823, Naloxone**

The second reading of Policy No. 823, Naloxone

**Approval of Curriculum Development Pay**

Motion to approve payment to the instructors as listed at the current curriculum development rate of \$35 per hour up to a maximum of 12 hours

Moved for approval by Fox, with a second by Duda

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

**Other Business**

- Board Action Items – Review of Food Service Financials – April 2017

**Adoption of Policy No. 823, Naloxone**

Discussion regarding the adoption of Policy No. 823, Naloxone, determined that a roll call vote was necessary. A roll call vote was taken by the Board Secretary as follows:

Andrew Foyle	Fairview		YES	
John Ogden	Fort LeBoeuf	ABSENT		
Dennis Olesnanik	Girard		YES	
James Bucksbee	General McLane		YES	
Bill Lutz	Harbor Creek			NO
Wade King	Iroquois			NO
John DiPlacido	Millcreek			NO
Andrew Fynan	North East		YES	
Sam Ring	Northwestern	ABSENT		
David Fox	Union City			NO
Eric Duda	Wattsburg			NO

Policy No. 823, Naloxone was not approved for adoption

**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
- Students of the Month – April 2017
- Renovation Cost Estimates - Revised

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

- Senior Recognition Night; Wednesday, May 31<sup>st</sup>; 7:00 p.m. at McDowell Intermediate
- Next meeting: Thursday, June, 2017 at 6:00 p.m.

**Guest and Public Comment – Open to General Matters - none**

**Adjournment**

Moved by Duda, with a second by Fox to adjourn the meeting  
Mr. Foyle, Chairperson, adjourned the meeting at 8:13 pm.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee