



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 23, 2017

Work session - 6:03 p.m.

- The Erie County Vocational Technical School Foundation Meeting took place during the work session
- Policy No. 808.1, Meal Charge Policy, was reviewed. The language in the draft copy will be changed to "one check per school year" and the wording regarding the processing fee will be changed to "a \$35.00 processing fee may be charged"
- Policy No. 823, Naloxone was reviewed. The districts are split on the handling of this item, with several noting that this was not something they would be offering through their respective school districts.
- The 2017-2018 budget proposal was briefly reviewed with those in attendance since there has been a transition in the JOC membership since last month's meeting. The proposed 2017-2018 budget reflects a 2.1% increase in overall district contributions.
- The work session ended at 6:38 p.m.

Call to Order

Mr. Foyle, JOC President called the regular meeting to order at 6:40 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	
Andrew Fynan	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>
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Sandra Myers	Superintendent of Record	x
Aldo Jackson	Director	x
Attorney 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 January 26, 2017

Motion to accept the minutes of the January 26, 2017 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: none

Correspondence

- Review of letter of intent to retire during 2017-2018 from Mark Cyphert, Instructor
- Review of letter of intent to retire during 2017-2018 from James Tracy Massello, Instructor

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: January 2017
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: \$ 268,151.23
 - Invoices Payable: \$97,476.65
 - Food Service Fund Checks and Wire Transfers - \$9,815.47
 - Invoices Payable: \$10,173.27
 - Capital Projects Fund Checks and Invoices: - \$13,540.30

- Invoices Payable: none
- Student Activity Fund Checks and invoices: - \$869.16
- Invoices Payable: \$90.00
- VISA procurement card payment – January :\$33,686.10
- Treasurer’s Report: January 2017
- Budget Transfers – none

All business reports moved for approval by Ring 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)

Regular Employment Status – Hart and Beals

Motion to grant regular employment status to Corey Hart and Garret Beals effective January 24th, 2017,
at \$15.06 per hour

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

Part-time Secretary (S-3) - Pence

Motion to hire Pam Pence as a part-time Secretary (s-3) at the rate of \$14.49 per hour effective February
24, 2017

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— 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 – Computer Programming; February 23, 2017; Erie Insurance

Motion to approve the following field trip and fundraising requests:

- Field Trip Request – SkillsUSA State Competition; April 18-21, 2017; Hershey Lodge, Hershey, PA
- Field Trip Request – Culinary Arts; May 5, 2017; The Breakfast Place; Erie, PA
- Field Trip Request – Health Assistant, Facilities Management, and Graphic Arts; TBD; McCarty Printing and UPMC Hamot, Erie, PA
- Field Trip Request – Health Assistant and Graphic Arts; TBD; McCarty Printing, Erie, PA
- Field Trip Request – Culinary Arts; May 5, 2017; Sara's; Erie, PA
- Field Trip Request – Drafting and Design; May 26 - 28, 2017; Various; New York, NY
- Field Trip Request – Drafting and Design; TBD; Cap Plugs; Erie, PA
- Field Trip Request – Graphic Arts; May 10, 2017; Leader Graphics, Creative Imprint Systems, Sara's; Erie, PA
- Field Trip Request – Tourism and Hospitality (AM); TBD; Bayfront Convention Center; Erie, PA
- Field Trip Request – Tourism and Hospitality (PM); TBD; Bayfront Convention Center; Erie, PA
- Field Trip Request – Construction Trades and Electrical Engineering; May 12, 2017; Greater PA Carpenters' Training Center; Pittsburgh, PA
- Field Trip Request – Precision Machining; March 16, 2017; Eriez Magnetics; Erie, PA
- Field Trip Request – Early Childhood Education; TBD; Penn State Behrend Learning Center; Erie, PA
- Field Trip Request – Early Childhood Education; TBD; Edinboro University and Mercyhurst University; Edinboro and Erie, PA
- Field Trip Request – Early Childhood Education; TBD; Mercer County Career and Technical School; Mercer, PA
- Field Trip Request – Metal Fabrication; March 22, 2017; Donjon Shipbuilding and Repair; Erie, PA
- Field Trip Request – Health Assistant; TBD April 2017; VA Medical Hospital, Erie, PA
- Field Trip Request – Health Assistant; TBD May 2017; LECOM Senior Center, Erie, PA
- Field Trip Request – Cosmetology; TBD April or May 2017; Various Local Salons, Erie, PA
- Field Trip Request – Cosmetology; TBD April 2017; Brevillier Village, Erie, PA
- Field Trip Request – Transition Center; March 23, 2017; OVR Career Fair, Ambassador Conference Center, Erie, PA
- Field Trip Request – Transition Center; March 15, 2017; Laurel Technical Center; Meadville, PA
- Field Trip Request – Various labs; TBD; Chautauqua Institution – Amphitheater construction site (AM labs) Chautauqua, NY
- Field Trip Request – Various labs; TBD; Chautauqua Institution – Amphitheater construction site (PM labs) Chautauqua, NY

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

Fundraising Request – none

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

Other Operations

- Second Reading – Policy No. 808.1, Meal Charge Policy - Completed; Amended as discussed for language regarding “per school year” and “may” be charged
- First Reading – Policy No. 823, Naloxone – Tabled
- The Food Service Procurement Review correspondence and corrective action were reviewed

Other Business

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

Motion to approve the 2017-2018 General Fund Budget that includes district contributions in the amount of \$3,996,901 and recommend adoption by the participating districts

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

Motion to approve initiating the renewal documents with PDE for contracting with The Nutrition Group for food service management service for the period of July 1, 2017 – June 30, 2018

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

Motion to adopt Policy No. 808.1, Meal Charge Policy, as amended with changes regarding dishonored check handling and charges

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

Motion to adopt Policy No. 823, Naloxone, was tabled and will be revisited at a later time

Motion to approve the Child Nutrition Program Procurement Plan

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

Motion to approve the disposal of the obsolete supplies in the Cosmetology lab as listed

Moved for approval by Ogden, with a second by Lutz
The motion to table this 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
- Students of the Month – January 2017
- Honor Roll – 2nd Quarter

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

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

Guest and Public Comment – Open to General Matters

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 7:36 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee