



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, June 23, 2016

Work session - 6:02 p.m.

- Ms. Liz Sturgeon, CPA, from Buseck, Barger, Bleil & Co. discussed the 2015-2016 audit process. The JOC members were encouraged to email the firm if they should have any specific questions or concerns about this year's audit.
- 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 6:30 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	
Glen Black	Northwestern		x
Jennifer Gourley	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
Jan Kennerknecht	Supervisor of Student Services	x	

Meeting Minutes

Minutes of May 26, 2016

Motion to accept the minutes of the May 26, 2016 meeting as presented.

Moved for approval by Duda, with second by Lutz

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

Correspondence

- Review of thank you letter from the Second Harvest Food Bank
- Review of letter of official retirement from Shirley Braddock, 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: May 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: \$ 301,337.10
 - o Invoices Payable: \$121,591.08
 - o Food Service Fund Checks and Wire Transfers: \$ 13,470.70
 - o Invoices Payable: \$1,889.95
 - o Capital Projects Fund Checks and Invoices: \$2,355.14
 - o Student Activity Fund Checks and invoices: \$7,716.77
- VISA procurement card payment – May: \$38,387.71
- Treasurer's Report: May 2016

All business reports moved for approval by Ogden 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)

Approval of 2016-2017 VISA Purchasing Card users and limits

Motion to approve the 2016-2017 VISA purchasing card users and limits effective July 1, 2016 as listed

Moved for approval by Ogden, with second by Lutz

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

Approval of 2015-2016 Budget Transfers

Motion to approve 2015-2016 Budget Transfers as listed

Moved for approval by Ogden with second by Lutz

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

Human and Quality Resources

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

Curriculum Development

Motion to approve 12 hours of curriculum development for Kayla Noonan, Mariea Sargent, Lesa Scalise, and Michael Miller at the curriculum development rate of \$35.00 per hour

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

Uncompensated Disability Leave - Hodas

Motion to approve the uncompensated disability leave of absence for Trish Hodas beginning August 15, 2016 as needed

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

Regular Employment Status - Tatalone

Motion to grant regular employment status to Susan Tatalone effective June 1, 2016 at \$14.51 per hour

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

Authorize hiring pending PDE approvals – AUT Instructor

Due to the lack of no JOC session during the summer, Ms. Fatica requested approval to hire an Automotive Technologies Instruction – TBD pending PDE approvals at Step 10 AB of \$45,000

Motion to approve the hiring of Automotive Technologies instructor – TBD at Step 10AB of \$45,000 pending PDE approvals

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

Retirement - Braddock

Motion to accept the retirement request of Shirley Braddock, Instructional Aide, effective August 15, 2016

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

Operations

Administrative Reports

- Superintendent Report– Sandra Myers, Union City Area 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 - Jan Kennerknecht and Pat Holland
(Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531)

Staff Travel – Joe Salorino, Graphics Arts Instructor; Graph Expo; Orlando, FL; September 26-29, 2016

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

Student Field Trips and Fundraising, (Policy 121, 229, 230) - none

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

Other Operations

Approval of 2016-2017 Textbooks

Motion to approve the 2016-2017 textbooks as listed
Moved for approval by Gourley, with a second by Lutz
The motion is approved with an all “ayes” voice vote

Approval of the new ECTS courses for delivery beginning 2016-2017

Motion to approve the new ECTS courses as listed for delivery beginning 2016-2017
Moved for approval by Lutz, with a second by King
The motion is approved with an all “ayes” voice vote

Approval of RCTC Course Syllabus pay

Motion to approve payment to RCTC instructors of up to 2 hours at \$25.00 per hour (\$3,650.00 total) for each RCTC course syllabus written per standard and required format
Moved for approval by Duda, with a second by Gourley
The motion is approved with an all “ayes” voice vote

Approval of 2016-2017 Superintendent of Record

Motion to appoint Dr. Sandra Myers as the Superintendent of Record for the 2016-2017 school year and to be paid a net stipend of \$3,000
Moved for approval by Lutz, with a second by Ogden
The motion is approved with an all “ayes” voice vote

Approval of Food Service Consulting Services agreement

Motion to approve the Food Service consulting services agreement in the amount of \$21,000 with The Nutrition Group effective July 1, 2016 through June 30, 2017
Moved for approval by Rodgers, with a second by Lutz
The motion is approved with an all “ayes” voice vote

Approval of 2016-2017 Tuition Rates

Motion to set the 2016-2017 tuition rates as follows:

- a) Secondary Program: High school and adult students \$18.15 per hour
- b) Career Alternative Education Program Following Discussion w/ Districts

Moved for approval by Gourley, with a second by Rodgers

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

Approval of Career Alternative Education Program agreement

Motion to approve the Career Alternative Education Program agreement with the Sarah Reed Center from July 1, 2016 through June 30, 2017

Moved for approval by Gourley, with a second by Rodgers

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

Donation of Computer Equipment from Erie Business Center

Motion to accept the donation of computer equipment from the Erie Business Center to be utilized in the Computer Networking program

Moved for approval by Duda, with a second by Lutz

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

2016-2017 Student Handbook and 2016-2017 Faculty & Staff Handbook Changes

Motion to approve changes to the 2016-2017 Student Handbook and Faculty & Staff Handbook as presented

Moved for approval by Duda, with a second by Lutz

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

Approval of the Student Internship Agreement with Splash Lagoon

Motion to approve the Student Internship Agreement with Splash Lagoon

Moved for approval by Duda, with a second by Lutz

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

Approval of the Student Internship Agreement with Home 2 Suites

Motion to approve the Student Internship Agreement with Home 2 Suites

Moved for approval by Duda, with a second by Lutz

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

Approval of Tower Engineering for Multi-zone AC-1 Replacement bid packet development

Motion to accept the engineering firm consulting proposal from Tower Engineering for the bid packet development for the Skill Center Multi-zone AC-1 Replacement

Moved for approval by Duda, with a second by Lutz

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

Other Business

- Board Action Items – log presented for review
 - a) Food Service Participation Report – May 2016

b) Food Service Participation Report – June 2016

Supplemental Information

- JOC Member Attendance Report
 - Secondary Program Enrollment Report
 - Transition Center Enrollment Report & Career Alternative Education Report
 - Disabled Students by District – no report
 - Disabled Students by Program – no report
 - Business Partnership Coordinator Report
 - Admissions Coordinator Report
 - Work Experience Report – June 2016
 - Career Planning Coordinator Report – no report
 - Staff Operations Survey 2016
 - PDE Bureau of Career and Technical Education Approved Program Evaluation Report
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- No meeting in July
 - Next meeting: Thursday, August 25, 2016

Guest and Public Comment – Open to General Matters - None

Adjournment

Moved by Ogden, with a second by Rodgers to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 8:09 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee