



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, September 22, 2016

Work session - 6:02 p.m.

- Recognition of the 2015-2016 Exemplary Students was held during the work session.
- The Erie County Vocational Technical School Foundation Meeting was also held during the work session.
- Dr. Jackson demonstrated the new instructional aide scheduling software, Appointy, for the group.

Call to Order

Mr. Foyle, JOC President, called the regular meeting to order at 6:59 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
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	
Sandy Carr	Supervisor of Student Services	x	

Meeting Minutes

Minutes of August 25, 2016

Motion to accept the minutes of the August 25, 2016 meeting as presented.

Moved for approval by Lutz, 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 – none

Guests signed in and present – C. Michael Miller

Correspondence

- Review of letter from Union City Area School District naming Mr. David Fox as the replacement for Ms. Jennifer Gourley
- Review of information regarding Appointment of Voting Delegates for the PSBA Delegate Assembly Meeting
- Review of letter regarding Voting for PSBA Officers

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: August 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: \$315,838.50
 - o Invoices Payable: \$168,205.07
 - o Food Service Fund Checks and Wire Transfers: - none
 - o Invoices Payable: \$8,320.98
 - o Capital Projects Fund Checks and Invoices- none
 - o Invoices Payable \$1,675.09
 - o Student Activity Fund Checks and invoices: - none
- VISA procurement card payment – \$33,315.65
- Treasurer's Report: August 2016

All business reports moved for approval by Ogden with a second by DiPlacido

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)

Revised 2016-2017 Substitute List

Motion to approve the revised 2016-2017 substitute list as presented

Moved for approval by Lutz, with a second by Rodgers

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

RCTC Instructor - Haslett

Motion to employ Lucas Haslett at the rate of \$25.00 per hour as a RCTC instructor

Moved for approval by Duda, with a second by Rodgers

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

SkillsUSA Advisor Stipends – Miller and Woodburn

Discussion on this motion was entered into regarding clarification on the amount of stipend to be paid per advisor. The motion was amended as follows:

Motion to pay Michael Miller and Travis Woodburn each a \$1,000 stipend for advising SkillsUSA for 2016-2017.

Moved for approval of the amended motion by Duda with a second by Lutz

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

Part-time Custodians – Hart and Beals

Motion to hire Corey Hart and Garret Beals as part time custodians at the probationary rate of \$14.81 effective on or after September 23, 2016

Moved for approval by Duda, with a second by DiPlacido

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

Operations

Administrative Reports

- Superintendent Report– Dr. Sandra Myers, Union City Area School District
 - Director Report — Aldo Jackson
 - Solicitor Report — Timothy Sennett – no report
 - High School Principal Report — Joe Tarasovitch
 - Facilities Report — Del VonVolkenburg – presented by Joe Tarasovitch
 - 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 following Field Trips and Fundraising/Community Service Activities

- Field Trip Request – Drafting and Design; Eriez Magnetics/Hoss' Steak House/ Howard Industries; October 7, 2016
- Field Trip Request – Electronics; Eriez Magnetics; October 7, 2016
- Field Trip Request – Electronics; Modern Industries; October 7, 2016
- Field Trip Request – Facilities Maintenance; Eriez Magnetics; October 7, 2016
- Field Trip Request – Facilities Maintenance; Lord Corporation; October 7, 2016

- Field Trip Request – Metal Fabrication; Manufacturing Day – Bayfront Convention Center; October 5, 2016
- Field Trip Request – Metal Fabrication; Fralo Industries; October 7, 2016
- Field Trip Request – Metal Fabrication; The Warren Company; October 7, 2016
- Field Trip Request – Precision Machining; Manufacturing Day – Bayfront Convention Center; October 5, 2016
- Field Trip Request – Precision Machining; Industrial Sales & Manufacturing; October 7, 2016
- Field Trip Request – Precision Machining; Lord Corporation; October 7, 2016
- Fundraising Request – NTHS additional 2016-2017 fund raisers
- Fundraising Request – Cosmetology 2016-2017 Spa Night fund raisers

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

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

Other Operations

CAEP 2016-2017 Tuition Rates

Motion to approve the 2016-2017 CAEP tuition rate at \$80.00 per day

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

Occupational Advisory Committee members

Motion to approve the Occupational Advisory Committee members for the 2016-2017 academic year, as presented

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

Food Service Management Company RFP

Motion to approve the issuance of a Food Service Management Company RFP for the July 1, 2016 to June 30, 2017 contract year

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

Purchase of 2017 Chevy Traverse

Motion to approve the trade-in of the 2009 Ford Taurus and purchase of a new 2017 Chevy Traverse from Hallman Chevrolet through PA Co-Stars for a total delivered price of \$23,318

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

3-year programs for Tourism & Hospitality Management and Computer Networking Technologies

Motion to approve the alteration of the Tourism & Hospitality Management Program and the Computer Networking Technologies Program to a three-year program of study delivery model effective with the 2017-2018 academic year

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

VISA Card – Fair

Motion to approve a VISA card for Andrew Fair with an annual limit of \$3,000 for 2016-2017

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

Other Business

- Board Action Items – log presented for review
 - a) Food Service Participation Report – no report (only 2 days of activity in August)

Supplemental Information

- JOC Member Attendance Report
- AFT Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Business Partnership Coordinator Report
- Admissions Coordinator Report
- Work Experience Report – no report
- Career Planning Coordinator Report
- Work Experience Report
- Personal Finance and Business Calculations Curriculum Map
- Next meeting: Thursday, October 27, 2016

Guest and Public Comment – none

Adjournment

Moved by Ogden, with a second by Duda to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 7:50 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee