



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, August 25, 2016

Work session - 6:02 p.m.

- Annual Audited Financial Statements – Ms. Valerie Hartley, CPA/Partner of Buseck, Barger, Bleil & Co., Inc. presented the annual audited financial statement for the year ending June 30, 2016. Ms. Hartley reviewed the statements and noted that there were no findings and the audit opinion letter was unqualified.
- 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 7:03 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	
Sandy Carr	Supervisor of Student Services	x	

Meeting Minutes

Minutes of June 23, 2016

Motion to accept the minutes of the June 23, 2016 meeting as presented.

Moved for approval by Lutz, with second by Gourley

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 Jan Kennerknecht
- Review of letter of resignation from Justin Jaeger, Electrical Engineering Instructor
- Review of letter of official retirement from Denise Cochran, part-time Custodian
- Review of letter of resignation from Cheryl Cross, part-time Custodian
- 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: June and July 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: June \$ 445,543.89 July \$205,810.49
 - o Invoices Payable: \$95,262.15
 - o Food Service Fund Checks and Wire Transfers: June \$ 1,889.95 July - none
 - o Invoices Payable: \$100.00
 - o Capital Projects Fund Checks and Invoices: June \$2,355.14 July – none
 - o Invoices Payable \$917.20
 - o Student Activity Fund Checks and invoices: June – none July - none
- VISA procurement card payment – June: \$13,132.95 July \$25,349.85
- Treasurer's Report: June and July 2016

All business reports moved for approval by Gourley 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 June 30, 2016 Audited Financial Statements

Motion to accept the audited financial statements for the year ended June 30, 2016, as presented by Buseck Barger Bleil & Co.

Moved for approval by Duda, second by DiPlacido
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)

Automotive Technologies Instructor - Walter

Motion for the ratification of the hiring of Matthew Walter as the Automotive Technologies Instructor at Column A/B Step 10 at the rate of \$44,908 per year

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

Resignation - Cross

Motion to accept the resignation of Cheryl Cross, Custodian (C-2), effective August 5, 2016

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

Resignation - Jaeger

Motion to accept the resignation of Justin Jaeger, Electrical Engineering Instructor, effective August 24, 2016

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

Regular Employee Status – Murray-Donaldson

Motion to grant regular employment status to Colleen Murray-Donaldson, Instructional Aide, effective June 18, 2016 at \$15.09 per hour

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

Retirement - Cochran

Motion to accept the retirement request of Denise Cochran, Custodian (C-2), effective September 30, 2016

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

Professional Skills Instructor – Woodburn

Motion for approval to hire Travis Woodburn as the Professional Skills Instructor at Column A/B Step 1 at the rate of \$39,308 per year

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

Electrical Engineering Instructor – Long

Motion for approval to hire Corey Long as the Electrical Engineering Instructor at Column A/B Step 9 at the rate of \$44,308 per year prorated based on start date

Moved for approval by Ogden, with a second by Gourley

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

2016-2017 RCTC Instructors and Supervisors

Motion to approve the 2016-2017 RCTC instructors and supervisors as presented

Moved for approval by Gourley, with a second by Lutz

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

New Instructor Orientation Reimbursement – Zellefrow, Woodburn, and Walter

Motion to reimburse Jeffrey Zellefrow, Travis Woodburn, and Matthew Walter for new instructor orientation on August 24th, 2016 for a total expenditure of \$688.25

Moved for approval by Duda, with a second by Gourley

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

NVTHS Advisor Stipend – Erdman and Sanders

Motion to pay Donna Erdman and Kelly Sanders a \$500.00 stipend for advising NVTHS for 2016-2017

Moved for approval by Lutz, with a second by Olesnanik

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

Operations

Administrative Reports

- Superintendent Report– Sandra Myers, Union City Area School District - none
 - 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 following Field Trips and Fundraising/Community Service Activities

- Fundraising Request – SkillsUSA; 2016-2017 school year; Various
- Fundraising Request – NVTHS; 2016-2017 school year; Various
- Field Trip Request – Early Childhood Education; Mercyhurst Child Learning Center; September 7, 2016
- Field Trip Request – Early Childhood Education; YMCA of Greater Erie; TBD
- Field Trip Request – Precision Maching Technologies; Suburban Tool and Die; September 2, 2016
- Community Service Project – NVTHS; Rotary District 7280 Camp Kon-O-Kwee Spencer; September 16-17, 2016

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

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

Other Operations

Skill Center Multi-zone AC-1 RTU Replacement Project – Rabe Environmental

Motion to award the Skill Center Multi-zone AC-1 TRU Replacement Project to Rabe Environmental with a total award of \$112, 203 as follows:

Base bid - \$ 106,000;

Alternate #1 – add on of \$8,353 for tie in to the existing Johnson Controls Automation System;

Alternate #3 – Deduct electrical power feed of \$2,150

Moved for approval by DiPlacido, with second by Rodgers
The motion is approved with an all "ayes" voice vote

Skill Center Partial Roof Replacement Project – McCreary Roofing Company

Motion to award the Skill Center Partial Roof Replacement Project to McCreary Roofing Company with a bid of \$72,675

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

Approval of the Corrective Action Plan Response for PDE Chapter 339 Audit

Motion to approve the corrective action plan response to PDE for the Approved Program Evaluation Chapter 339 audit

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

VISA card - Tatalone

Motion to approve a VISA card for Susan Tatalone with a monthly renewable limit of \$5,000 per month for 2016-2017 for RCTC program purchases

Moved for approval by Ogden, with a second by DiPlacido
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

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report – no report
- Disabled Students by District
- Disabled Students by Program
- Business Partnership Coordinator Report – no report

- Admissions Coordinator Report
- Work Experience Report – no report
- Career Planning Coordinator Report – no report
- Admin Staff Retreat Priority Action Plans 2016-2017
- Teacher Success Plan
- Alternative to Professional Portfolio
- Next meeting: Thursday, September 22, 2016

Guest and Public Comment – Open to General Matters

Ms. Gourley, the Joint Operating Committee representative from Union City Area School District, thanked everyone for allowing her the opportunity to serve on the JOC for the past several years. Due to various work and personal commitments, she is resigning from her school board position at Union City Area School District. The district will be appointing a new representative to the JOC to complete her remaining term in the next few weeks.

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 7:58 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee