



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, June 22, 2017

Work session - 6:00 p.m.

- An Executive Session regarding personnel matters was held during the work session
- Ms. Valerie Hartley, CPA, of Buseck Barger Bleil & Co discussed the 2016-2017 audit planning for the audits of Erie County Technical School and the ECVTS Foundation
- The June 2017 Erie County Vocational Technical School Foundation Meeting was held in the work session
- Policy No. 246, School Wellness, was reviewed
- The work session ended at 8:02 p.m.

Call to Order

Mr. Foyle, JOC President called the regular meeting to order at 8:03 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	
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>
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 May 25, 2017

Motion to accept the minutes of the May 25 , 2017 meeting as presented

Moved for approval by Duda, with second by King
The motion is approved with an “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: Rosanne Gangemi, Ken Berlin, Marty Burnham

Correspondence

Letter from Jim Simitoski, Facilities Maintenance requesting an unpaid disability leave

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 2017
 - General Fund
 - Food Service Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: \$218,094.54
 - Invoices Payable: \$219,877.44
 - Food Service Fund Checks and Wire Transfers - \$10,557.70
 - Invoices Payable: \$16,246.55
 - Capital Projects Fund Checks and Invoices: - none
 - Invoices Payable: none
 - Student Activity Fund Checks and invoices: - \$1,295.35
 - Invoices Payable: none
- VISA procurement card payment – May :\$26,117.35
- Treasurer’s Report: May 2017
- Budget Transfers – none

All business reports moved for approval by Ring 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)

Approval of 2017-2018 VISA card users and limits

Motion to approve the 2017-2018 VISA purchasing card users and limits effective July 1, 2017 as listed

Moved for approval by Ring, with second by DiPlacido

The motion is approved with an “ayes” voice vote

Transfer of \$100,000 from Budgetary Reserve to Assigned Fund Balance

Motion to transfer \$100,000 from Budgetary Reserve to an Assigned Fund Balance for Professional Unit Salaries and Benefits

Moved for approval by Ogden, with second by Ring

The motion is approved with an “ayes” voice vote

Human and Quality Resources

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

Uncompensated Disability Leave of Absence – Simitoski

Motion to approve the Uncompensated Disability Leave of Absence for James Simitoski beginning June 27, 2017 for approximately 3 – 6 weeks

Moved for approval by Duda, with a second by Ogden

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

Part-time Student Aide – Jobczynski

Motion to hire Melinda Jobczynski as a part-time Student Aide at the rate of \$15.37 per hour beginning on August 25, 2017

Moved for approval by Duda, with a second by Fox

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

AYES Internship Supervision – Shaffer and Steever

Motion to approve 25 hours each (50 total) of AYES internship supervision for Elaine Shaffer and Sam Steever at the curriculum rate of \$35.00 per hour

Moved for approval by Ogden, with a second by DiPlacido

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

Part-time Math Instructor – Marendt

Motion for approval to hire Allison Marendt as one of the part-time Math Instructors effective June 22, 2017, at Column D step 8 at the rate of \$45,249 per year prorated for part-time

Moved for approval by Fox, with a second by Duda

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 – Tim Sennett

- High School Principal Report — Joe Tarasovitch
 - Facilities Report — Del VonVolkenburg
 - Technology Report — Jeff Smith
 - Instructional Support Services Reports - Sandy Carr
- (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)

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

Approval of upcoming field trips and fundraising requests

- Field Trip Request – Health Assistant and Computer Programming; Gannon University; September 2017
- Field Trip Request – Drafting and Design; Modern Industries; September 2017
- Field Trip Request – Auto Body; Erie Insurance Training Facility; September 2017
- Fundraising Request – SkillsUSA; Various through 2017-2018 school year as presented

Moved for approval by Ring, with a second by Ogden

The motions are approved with an all “ayes” voice vote

Community service request - none

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

Other Operations

2017-2018 Textbooks

Motion to approve the 2017-2018 textbooks as listed

Moved for approval by Duda, with a second by Ogden

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

2017-2018 Courses

Motion to approve the new ECTS courses as listed for delivery beginning 2017-2018

Moved for approval by Duda, with a second by Olesnanik

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

2017-2018 Superintendent of Record - Berlin

Motion to appoint Ken Berlin as the Superintendent of Record for the 2017-2018 school year and to be paid a net stipend of \$3,000

Moved for approval by Duda, with a second by DiPlacido

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

2017-2018 Secondary Program Tuition Rates

Motion to set the 2017-2018 tuition rates as follows:

- a) Secondary Program – High school and adult students - \$ 18.73 per hour

Moved for approval by Duda, with a second by Ring

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

Student Internship Agreement – Splash Lagoon

Motion to approve the Student Intern Agreement with Splash Lagoon

Moved for approval by King, with a second by Ogden

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

Student Internship Agreement – Holiday Inn Express

Motion to approve the Student Intern Agreement with Holiday Inn Express

Moved for approval by Ring, with a second by Ogden

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

School Resource Officer – Initial Discussion

Discussion was held regarding a School Resource Officer. A grant is available and it was determined that Erie County Technical School’s Director should move forward to apply for the grant. If the grant application is successful, further discussions will be held on this matter.

First Reading – Policy No. 246, Student Wellness

The first reading of Policy No. 246, Student Wellness, was completed

Other Business

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

Second Reading – Policy 246, Student Wellness

Policy No. 246, Student Wellness, is being revised with language to conform to requirements necessary to be in compliance for the Food Service Program. A second reading was waived

Motion to adopt Policy 246, Student Wellness

Moved for approval by Ogden, with a second by King

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

Act 93 and Business Manager Compensation Plans

Discussions and board action regarding the Benefit Compensation Plans (Act 93) for the Administrative Staff Members and the Business Manager were tabled until the August 2017 session

Supplemental Information

- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Administrative Retreat Packet

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

- No Meeting in July
- Next meeting: Thursday, August 24, 2017 at 6:00 p.m.

Guest and Public Comment – Open to General Matters - none

Adjournment

Moved by Ogden, with a second by Duda to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 9:11 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee