



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Tuesday December 19, 2017**

**Work session - 6:00pm**

- The Erie County Vocational Technical School Foundation Meeting took place during the work session.

**Call to Order**

Mr. Chris Sennett, Temporary Chairperson, called the regular meeting to order at 6:39 pm

**Moment of Reflection and Pledge of Allegiance**

**District Appointments**

Motion to accept the following district appointed committee members:

- Girard – Dennis Olesnanik (2020)
- Fort LeBoeuf – John Ogden (2020)
- Harbor Creek – Justin Gallagher (2020)
- Iroquois – Edward Rickrode (2020)

Moved for approval by Duda, with a second by Ring  
 Motion is approved with an all “ayes” voice vote

**Roll Call**

Terri Birchard, Board Secretary, called the roll:

<b><u>Committee members:</u></b>	<b><u>District:</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Andrew Foyle	Fairview	X	
John Ogden	Fort LeBoeuf	X	
Dennis Olesnanik	Girard	X	
James Bucksbee	General McLane	X	
Justin Gallagher	Harbor Creek	X	
Edward Rickrode	Iroquois	X	
John DiPlacido	Millcreek	X	
Andrew Fynan	North East	X	
Sam Ring	Northwestern	X	
David Fox	Union City	X	
Eric Duda	Wattsburg	X	
<b><u>Administrators:</u></b>	<b><u>Position:</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Ken Berlin	Superintendent of Record	X	
Aldo Jackson	Director	X	

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
Sandra Carr	Supervisor of Student Services	x

**Chairperson - Foyle**

Ogden nominated Foyle as Chairperson for 2018, with a second by Duda  
DiPlacido moved to close the nominations for Chairperson, with second by Olesnanik  
Motion to close nominations was approved with 10 “ayes” and Foyle abstaining  
Mr. Foyle as Chairperson for 2018 with no other nominations is approved by acclamation  
Temporary Chairperson, Mr. Sennett, turned the gavel over to the elected Chairperson Mr. Foyle

**Vice-Chairperson - Ogden**

Bucksbee nominated Ogden as Vice-Chairperson for 2018, with a second by Ring  
Duda moved to close the nominations for Vice-Chairperson, with a second by Olesnanik  
Motion to close nominations was approved with an all “ayes” voice vote  
Mr. Ogden as Vice-Chairperson for 2018 with no other nominations is approved by acclamation

**Meeting dates – 2018**

Motion to approve dates, time, and place of the Committee meeting for 2018 as presented to be held at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509. Regular meetings will begin at 6:00 p.m. unless otherwise noted and include any applicable work sessions.

- 4th Thursday, January 25, 2018
- 4th Thursday, February 22, 2018
- 4th Thursday, March 22, 2018
- 4th Thursday, April 26, 2018 – 6:30 p.m. start time
- 4th Thursday, May 24, 2018
- 4th Thursday, June 28, 2018
- 4th Thursday, August 23, 2018
- 4th Thursday, September 27, 2018
- 4th Thursday, October 25, 2018
- 3rd Tuesday, December 18, 2018
- 

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

**Meeting Minutes**

**Minutes of October 26, 2017**

Motion to accept the minutes of the October 26, 2017 meeting as presented.  
Moved for approval by Duda, with second by DiPlacido  
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: Anthony Iannelo, Rosanne Gangemi, Emilie D’Aurora, Rob Eggleston, Sarah Pennell, Rob Suprynowicz, Donna Erdman, Mariea Sargent

**Correspondence**

- Review of letter of intent to retire on December 25, 2017 from Eleanore Anderson, Instructional Aide
- Review of letter of intent to retire 2018-2019 from Ken Balsiger, instructor
- Review of letter of intent to retire 2018-2019 from Rob Suprynowicz, instructor
- Review of letter of intent to retire 2017-2018 from Curt Oakes, instructor
- Review of letter of intent to retire 2018-2019 from Mariea Sargent, instructor
- Review of letter of intent to retire 2018-2019 from J. Tracy Massello, instructor
- Review of thank you letter to AFT from scholarship recipient
- Review of letter from Iroquois School District regarding JOC representative Edward Rickrode

**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: October 2017 and November 2017
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: October - \$ 208,117.15; November - \$ 250,153.49
  - Invoices Payable: \$77,628.31
  - Food Service Fund Checks and Wire Transfers: October - \$ 13,866.75; November - \$ 14,303.64
  - Invoices Payable: None
  - Capital Projects Fund Checks and Invoices: October - None; November - None
  - Invoices Payable: None
  - Student Activity Fund Checks and invoices: October - None; November - \$6,688.27
  - Invoices Payable: \$ 2,082.73
- VISA procurement card payment:
  - October: \$35,815.56
  - November: \$22,414.13
- Treasurer’s Report: October and November 2017
- Budget Transfers – General Fund to Capital Projects - None

All business reports moved for approval by Ring with a second by Ogden. Olesnanik abstained from voting on the financial reports due to family's employment relationship with a vendor listed on the General Fund Checks and Wire Transfers.

The motion is approved with 10 "ayes" voice vote, with Olesnanik abstaining from the 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)

### **Retirement – Anderson**

Motion to accept the retirement request of Eleanore Anderson, Instructional Aide, effective December 25, 2017

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

### **Operations**

#### **Administrative Reports**

- Superintendent Report – November and December – Ken Berlin, Wattsburg Area School District
  - Director Report – Aldo Jackson
  - Solicitor Report – Christopher 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 (Policies: 331,431,531)**

Motion to approve the following staff travel request:

- Kayla Noonan, Cosmetology Instructor, Sunlight Bulayage Techniques Certified Trainer class (100% Vendor-paid); February 9 – 13, 2018; Atlanta, GA

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

#### **Student Field Trips and Fundraising, (Policy 121, 229, 230)**

Motion to approve the ratification of the following field trip occurring prior to the meeting:

- Field Trip Request- Construction Trades and Facilities Maintenance; Plumbers Training Facility; December 6, 2017

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

### **Facility Use Requests – Profit Making Organizations (Policy 707)**

Motion to approve the lease agreement with Keystone Community Education Program for classroom space in the Skill Center for a carpenters' apprenticeship program English class

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

### **Other Operations**

Mr. DiPlacido inquired about possibly a 2<sup>nd</sup> opinion on the cost of the proposed renovation project from another architectural firm. Dr. Jackson will contact another firm and ask them to provide an estimate of the costs of the project for the January meeting. Chris Coughlin will also be asked to attend the next session.

### **Other Business**

- Board Action Items
  - Food Service Financial Report – November 2017 – The Nutrition Group

### **Supplemental Information**

- JOC Member Attendance Report
- AFT Report - none
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report - none
- Career Planning Coordinator Report
- Honor Roll, Perfect Attendance, and Distinguished Students
- Students of the Month – October and November 2017
- Disabled Population by District
- Disabled Population by Program
- Make-A-Wish check presentation
- Philanthropy Award
- Construction Trades and Mill Village Students' bird house project  
(Copy of each supplemental item is filed with the official minutes)

- Next meeting: Thursday, January 25, 2018

### **Guest and Public Comment – Open to General Matters**

Mr. Olesnanik thanked everyone at the School for the recent open house attended by his school district.

**Adjournment**

Moved by Duda, with a second by Ogden to adjourn the meeting  
Mr. Foyle, Chairperson, adjourned the meeting at 8:28 pm.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee