



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**April 26, 2018**

**Work session - 6:30 p.m.**

- An Executive Session was held from 6:30 to 7:10 p.m. to discuss personnel matters
- The Foundation meeting was held during the work session
- The work session for the Joint Operating Committee ended at 7:37 p.m.

**Call to Order**

Mr. Foyle, JOC President called the regular meeting to order at 7:37 p.m.

**Moment of Reflection and Pledge of Allegiance**

**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	
Corrie Boyd	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>
Kenneth Berlin	Superintendent of Record		X
Joe Tarasovitch	Interim Director	X	
Atty. Tim Sennett	Solicitor	X	
Dale Lewis	Interim 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 March 22, 2018**

Motion to accept the minutes of the March 22, 2018 meeting as presented

Moved for approval by Gallagher, with second by Boyd

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**

Guests signed in and present: Lisa Sorensen, Mariea Sargent, Jerry Sargent, Mike Miller, Travis Woodburn

### **Correspondence**

Letter from Curt Oakes, Culinary Instructor, regarding retirement date of June 9, 2018

Email from North East School District regarding new JOC representative Corrie Boyd

Thank you letter from newly-accepted student

PACTA email regarding the status of various PA House actions regarding the Technical Education and Career Readiness Bill Package

### **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: March 2018
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: \$416,110.75
  - Invoices Payable: \$133,195.11
  - Food Service Fund Checks and Wire Transfers: \$14,980.43
  - Invoices Payable: \$13,888.25
  - Capital Projects Fund Checks and Invoices: - \$8,240.00
  - Invoices Payable: None
  - Student Activity Fund Checks: \$38.00
  - Invoices Payable: \$957.22
- VISA procurement card payment – \$21,010.91
- Treasurer’s Report: March 2018
- Budget Transfers – See attached worksheet

All business reports moved for approval by Rickrode with a second by Gallagher

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

6/22/2018 3:43 PM

(Copy filed with the official minutes)

### **Retirement - Oakes**

Motion to accept the retirement request of Curt Oakes effective June 9, 2018

Moved for approval by DiPlacido, with a second by Gallagher

Motion passed with all "ayes" voice vote

### **Seasonal Help - Peterson**

Motion to hire John Peterson as seasonal help at the rate of \$8.50 per hour beginning on or after May 1, 2018

Moved for approval by Duda, with a second by Ogden

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

## **Operations**

### **Administrative Reports**

- Superintendent Report– Kenneth Berlin, Wattsburg Area School District – no meeting
- Director Report — Joe Tarasovitch
- Solicitor Report – Tim Sennett – no report
- High School Principal Report — Dale Lewis
- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith – presented by Joe Tarasovitch
- 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)-None

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

Ratification of field trips and fund raisers occurring prior to the meeting

- SkillsUSA Conference; Hershey, PA; April 17 – 20, 2018

Moved for approval by Duda, with a second by Gallagher

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

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

## **Other Operations**

### **2018-2019 General Fund Budget**

Motion to approve the submittal of the final 2018-2019 general fund budget to Pennsylvania Department of Education, as presented and approved by the participating school districts

Moved for approval by Duda, with a second by Ogden

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

### **Transition Center Operating Agreement**

Motion to approve the Special Education Transition Center Operating Agreement effective July 1, 2018 through June 30, 2019, as presented

Moved for approval by Gallagher, with a second by Rickrode

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

#### **School Resource Officer Agreement**

Motion to enter a sub-contracting agreement with Erie County and the Erie County Sheriff’s Department for a School Resource Officer for a two-year period; beginning in August 2018

Moved for approval by Ogden, with a second by Gallagher

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

#### **Keystone Community Education Program**

Motion to approve the renewal of the lease agreement with Keystone Community Education Program for classroom space in the Skill Center for carpenter’s apprenticeship program classes from May to October 2018

Moved for approval by Ogden, with a second by Rickrode

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

The motion to approve the budget transfers as presented on the worksheet was previously approved in the Business section, so no additional motion was required

#### Other Business

- Board Action Items – Food Service Financial Report – March 2018
- An update was given about some changes in the Food Service Program regarding staffing

#### Termination of National School Lunch and Breakfast Program

Motion to terminate participation in the National School Lunch and Breakfast Programs effective July 1, 2018

Moved for approval by Ogden, with a second by Gallagher

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

#### Non-renewal of Food Service Management Contract

Motion to approve the non-renewal of the Food Service Management Contract with the Nutrition Group effective July 1, 2018

Moved for approval by Gallagher, with a second by DiPlacido

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

#### Consulting Contract with The Nutrition Group

After reviewing this proposed contract from July 1, 2018 to June 30, 2019, it was determined that a revision to include banked hours for less than 10 hours of utilization per month should be added. The contract language will be revised and resubmitted for approval consideration at the May JOC session.

#### First Reading of Policy Section 000

A first reading of the following policies was held:

1. Policy 000 – Joint Operating Committee Policy/Procedure/Administrative Regulations
2. Policy 001 – Name and Classification

3. Policy 002 – Authority and Powers
4. Policy 003 - Functions
5. Policy 004 – Membership
6. Policy 005 – Organization
7. Policy 006 – Meetings
8. Policy 007 – Policy Manual Access
9. Policy 008 – Erie County Technical School Organizational Chart – DELETED
10. Policy 009 – Policy Formulation – DELETED
11. Policy 011 – Principles for Governance and Leadership

No comments or changes were noted by the Joint Operating Committee members to these policy drafts.

Mr. Tarasovitch asked the members to please contact Terri Birchard, Business Manager; Natalie Fatica, Human and Quality Resources Coordinator; or Joe Tarasovitch, Interim Director, in the event any revisions to these policies are noted.

#### **Articulation Agreement with PMI**

Motion to approve the Articulation Agreement between PMI and the Erie County Technical School for the Programs of Study

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

#### **Donated 2007 Ford Focus for Automotive Technologies Lab**

As the JOC session was concluding, it was determined that a last-minute agenda item had been omitted from the published agenda for this session. Since the donor is leaving the area, it was critical to include this motion during the April JOC session

Motion to accept the donation of a 2007 Ford Focus (VIN 1FAHP34N07W115572) from Mr. Kyle Looser to be utilized in the Auto Technologies Lab

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

#### **Supplemental Information**

- JOC Member Attendance Report
- Secondary Program Enrollment Report`
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report – Elaine Shaffer
- Work Experience Report – Elaine Shaffer

- Admissions Coordinator Report- Lisa Sorensen
- Career Planning Coordinator Report – Remle Moyak
- ECTS Honor Roll Students
- Student of the Month- March 2018
- Statement of Financial interests –Due by May 1, 2018

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

- Next meeting: Thursday, May 24, 2018

**Guest and Public Comment – Open to General Matters - none**

**Adjournment**

Moved by DiPlacido, with a second by Gallagher to adjourn the meeting  
Mr. Foyle, Chairperson, adjourned the meeting at 8:36 p.m.

Minutes prepared by,

Terri L. Birchard, Board Secretary  
Joint Operating Committee