



8500 Oliver Road, Erie, PA 16509

**Joint Operating Committee - Meeting Minutes**

**Thursday, September 28, 2017**

**Work session - 6:03 p.m.**

- The 2016-2017 Exemplary Students were recognized during the work session
- The Foundation Board of Directors held an executive session relating to a contract negotiation starting at 6:18 p.m.
- The work sessions for the Joint Operating Committee and Foundation Board of Directors ended at 6:45 p.m.
- The Foundation meeting was held during the work session

**Call to Order**

Mr. Foyle, JOC President called the regular meeting to order at 7:10 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	
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	

<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	
Aldo Jackson	Director	x	
Atty. Chris 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 24, 2017**

Motion to accept the minutes of the August 24, 2017 meeting as presented

Moved for approval by Ogden, with second by Lutz

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, General McLane; Elaine Shaffer, Northwestern; Mariea Sargent, North East; Mark Cyphert, Wattsburg; Roach Hewitt; Donna Erdman, General McLane; Marty Burnham; Mike Miller; Kayla Noonan, Harbor Creek

### Correspondence

Thank you note from the family of Jessica Brown

Letter regarding intent to retire during 18-19, Roach Hewitt, Instructor

Letter of resignation from Daniel Scutella, Instructor

Letter of resignation from Garret Beals, part-time custodian

### 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 2017
  - General Fund
  - Food Service Fund
  - Capital Reserve Fund
  - Student Activities Report
- Checks and Invoices:
  - General Fund Checks and Wire Transfers: August \$ 228,373.61
  - Invoices Payable: \$73,995.38
  - Food Service Fund Checks and Wire Transfers: August \$150.00
  - Invoices Payable: \$10,243.72
  - Capital Projects Fund Checks and Invoices: - none
  - Invoices Payable: none
  - Student Activity Fund Checks: none
  - Invoices Payable: none
- VISA procurement card payment – August \$59,554.48
- Treasurer's Report: August 2017
- Budget Transfers – none

All business reports moved for approval by Lutz 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)

### **Additional RCTC Instructors**

Motion for approval the additional RCTC instructors as presented

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

### **Resignation – Scutella**

Motion to ratify the resignation request of Daniel Scutella effective September 8, 2017

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

### **Part-time custodian – Keys**

Motion to hire Jared Keys as a part time custodian at the probationary rate of \$15.19 effective on or after October 2, 2017

Motion was amended to hire Jared Keys as a part time custodian at the probationary rate of \$15.19 *per hour* effective on or after October 2, 2017

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

### **Regular Employment - Wolfe**

Motion to grant regular employment status to Michael Wolfe effective July 27, 2017 at \$15.44 per hour

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

### **Resignation – Beals**

Motion to ratify the resignation request of Garret Beals effective September 25, 2017

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

### **Substitute custodian – Peterson**

Motion to hire Jonathan Peterson as a substitute custodian at the rate of \$9.00 effective on or after October 2, 2017

Motion was amended to hire Jonathan Peterson as a substitute custodian at the rate of \$9.00 *per hour* effective on or after October 2, 2017

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

## Operations

### Administrative Reports

- Superintendent Report– Kenneth Berlin, Wattsburg Area School District – no meeting, no report
- Director Report — Aldo Jackson
- Solicitor Report – Chris 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)

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

- Field Trip Request – Cosmetology; September 15, 2017; J.C. Penny Salon; Erie, PA

Approval of upcoming field trips and fundraising requests

- Field Trip Request – Drafting & Design; Manufacturing Day; Reddog Industries and Matrix Tool; October 6, 2017
- Field trip request – Electrical Engineering; Manufacturing Day TBD; Oct. 6, 2017
- Field trip request – Electrical Engineering; Manufacturing Day; October 11, 2017
- Field trip request – Electronics; Manufacturing Day; Signal-Tech; October 6, 2017
- Field trip request – Facilities Maintenance; Manufacturing Day TBD; Oct. 6, 2017
- Field trip request – Metal Fabrication; Manufacturing Day; William T. Spaeder Co. October 6, 2017
- Field trip request – Precision Machining; Manufacturing Day; Custom Engineering; October 6, 2017
- Field trip request – Precision Machining; Manufacturing Day; October 11, 2017
- Field trip request – NTHS; Second Harvest Food Bank; October 18, 2017
- Field trip request – NTHS; Second Harvest Food Bank; TBD
- Field trip request – NTHS; Camp Kon-O-Kwee Spencer; October 20 – 21, 2017

Approval of 2017-2018 fundraising and community service requests

- Community Service – Computer Programming and all labs; Special Olympics Basketball; April 2018
- Community Service – Computer Programming and all labs; Special Olympics Bowling; December 9, 2017

Moved for approval by Duda, with a second by Lutz

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

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

**Other Business**

- Board Action Items – Review of Food Service Financials – No report – only 3 days of activity in August

**Administrative Staff and Business Manager Compensation Plans**

Motion to take from the table the motion to approve the Benefit Compensation Plans (Act 93) for the Administrative Staff and Business Manager

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

Motion to approve the Benefit Compensation Plans (Act 93) for Administrative Staff and Business Manager

Moved for approval by Bucksbee, with a second by Olesnanik

An Executive Session was called at 7:58 p.m. by Mr. Fox with a second by Mr. Ring to discuss the Benefit and Compensation Plans for Administrative Staff and Business Manager. The Executive Session concluded at 8:33 p.m.

A voice roll call vote was taken on this motion reflecting 4 voting against; 6 voting for; and 1 absent. The motion was approved and recorded as follows:

<b><u>Committee Member</u></b>	<b><u>School District</u></b>	<b><u>Vote</u></b>
Andrew Foyle	Fairview	FOR
John Ogden	Fort LeBoeuf	AGAINST
Dennis Olesnanik	Girard	FOR
James Bucksbee	General McLane	FOR
William Lutz	Harbor Creek	AGAINST
Wade King	Iroquois	ABSENT
John DiPlacido	Millcreek	FOR
Andrew Fynan	North East	FOR
Sam Ring	Northwestern	AGAINST
David Fox	Union City	FOR
Eric Duda	Wattsburg	AGAINST

**Student Textbooks 2017-2018**

Motion to approve the following student textbooks beginning 2017-2018 as listed

Moved for approval by Fox, with a second by Olesnanik  
The motions are approved with an all “ayes” voice vote

### **Occupational Advisory Committee Members**

Motion to approve the Occupational Advisory Committee members for the 2017-2018 academic year as presented

Moved for approval by Lutz, with a second by Ring

The motions are approved with an all "ayes" voice vote

### **Snow Plowing Bid Award**

Motion to approve the snow plowing bid from Helen Nelson Trucking for the 2017-2018 and 2018-2019 winter seasons for the 1 – 2" option at \$225.00 per time

Motion was amended to approve the snow plowing bid from Helen Nelson Trucking for the 2017-2018 and 2018-2019 winter seasons for the 1 – 2" option at \$14,625 annually

Moved for approval by Lutz, with a second by Duda

The motions are approved with an all "ayes" voice vote

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

### **Supplemental Information**

- JOC Member Attendance Report
- AFT Report - none
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- ECTS Post-Secondary Articulation Agreements

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

- Next meeting: Thursday, October 26, 2017 at 6:00 p.m.

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

### **Adjournment**

Moved by Duda, with a second by DiPlacido to adjourn the meeting

Mr. Foyle, Chairperson, adjourned the meeting at 8:49 pm.

Minutes prepared by,

Terri L. Birchard, Secretary  
Joint Operating Committee