



Joint Operating Committee - Meeting Agenda

Thursday, February 24, 2011

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

Work Session – 6:00 pm

1. Review-CTE week travel to Harrisburg - Elaine Shaffer and students
2. Maintenance and Custodial Services Report – Aldo Jackson, Director

Regular Meeting – 7:00 pm

1. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. Roll Call:

Foyle, Ogden, Heath, Bucksbee, Gainer, Finotti, Scutella, Rodgers, Ring, Price, Duda

2. Meeting Minutes

- A. **Motion to accept the minutes of the January 27, 2011 meeting as presented**

3. Introduction of Guests and Public Comment

4. Correspondence- none

5. Business

- A. Report – Business Manager – Paul Fritz
- B. **Motion to approve the following reports, payments and invoices:**
 1. Revenue and Expenditure Reports, as presented:
 - a) General Fund
 - b) Food Service Fund
 - c) Capital Reserve Fund
 - d) Student Activities Report

2. Checks and Invoices, as presented:
 - a) General Fund Checks, Wire Transfers and Invoices: \$491,014.34
 - b) Food Service Fund Checks and Invoices: \$ 1,976.24
 - c) Capital Projects Fund Checks and Invoices: \$ 25,857.27
 - d) Student Activity Fund Checks and invoices: \$ 1,099.19
3. VISA procurement card payment, as presented: \$ 39,580.74
4. Treasurer's Report, as presented: January 2011 summary
5. General Fund – Budget Transfers –as presented

6. Human and Quality Resources

- A. Report—Coordinator of Human and Quality Resources – Natalie Fatica
 1. **Motion to approve Janet Grossman, CUA, and Don Hofmeister, EET for curriculum development work through the IU5 Tech Prep grant, each to be paid up to 13.5 hours at \$32/hr, \$432 + employer taxes**

7. Operations

- A. Administrative Reports
 1. Superintendent of Record Report— James Tracy, Girard School District
 2. Director Report — Aldo Jackson
 3. Solicitor Report — Timothy Sennett
 4. High School Principal Report — Joe Tarasovitch
 5. RCTC Report — Mary Ellen Camp
 6. Facilities Report — Steve Sceiford
 7. Technology Report — Jeff Smith
 8. Instructional Support Services Report – Pat Holland and Jan Kennerknecht
- B. Priority Action Plans
 1. 2010-2011 Priority Action Plans- update –Aldo Jackson
- C. Staff Travel >400 miles (Polices: 331,431,531) - **None**
- D. Student Field Trips and Fundraising (Policy 121)

1. Motion to approve the following Field Trips and Fundraising:

(Note: these trips are all funded by the federal Perkins grant)

- a) ECE-travel to Penn State Early Learning Center, Erie, 3/4/11- AM, cost of bus-\$125
- b) ECE-travel to Montessori Children's House, Erie, 3/4/11-PM, cost of bus-\$125
- c) THM, CUA, GRA—3 students and Jan Kennerknecht, travel to McKeever Environmental Center, Sandy Lake, PA, 3/6-7/11, cost of mileage reimbursement-\$45
- d) GRA-travel to Schwab Co, Erie, 3/9/11-PM, cost of bus- \$125
- e) MTF-travel to Warren Co, Erie, 3/25/11-AM, cost of bus \$125
- f) ADS, GRA-travel to Cleveland Institute of Art, Rock & Roll Hall of Fame, Cleveland, OH, 4/14/11-AM/PM, cost of bus-\$600
- g) ECE-travel to Celebrate the Family Conference, Erie, 4/29/11, cost of registration and bus-\$295
- h) CUA-travel to Old Country Buffet, Erie, 4/29/11-AM, cost of bus-\$125
- i) CUA-travel to Max & Irma's, Erie, 4/29/11-PM, cost of bus \$125
- j) COS-travel to local salons and distributors, Erie, April or May-AM/PM, cost of bus \$250
- k) ABR-travel to API Paint & Supply, Lake City, May-AM/PM, cost of bus \$250
- l) MTF-travel to Rogers Brothers, Albion, May 6, 2011-Am/PM, cost of bus \$125
- m) ADS-travel to Erie Art Museum, Erie, May 2011-AM/PM- cost of bus-\$125

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

F. Other Operations

8. Other Business

A. Motion to approve-Policy 706.1-Revised-Disposition of Surplus Equipment and Supplies

B. Motion to approve- Policy 707, Revised- Use of School Facilities and fee schedule

C. Motion to approve the five vehicles listed as surplus and to have them sold for salvage

9. Supplemental Information

- A. Joint Operating Committee -Meeting Attendance Report
- B. High School Program Enrollment Report - Joe Tarasovitch
- C. High School Program-Attendance and Honor Roll Report-Joe Tarasovitch
- D. CAEP-Career and Alternative Education Program Enrollment - Joe Tarasovitch

- E. RCI - Spring Enrollment Report-IU5-Joe Tarasovitch
- F. Business Partnership Contacts Report – Elaine Shaffer
- G. Work Experience Report - Elaine Shaffer
- H. Admissions Coordinator Report -Lisa Sorensen
- I. Statement of Financial Interests-filing for year 2010
- J. Next meeting: **Thursday, March 24, 2011**

10. Meeting Adjournment

11. Executive Session

- A. Personnel discussion relating to 2011-12 enrollment review
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