



## **Joint Operating Committee - Meeting Agenda**

**Thursday, June 23, 2011**

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

### **Work Session – 6:00 pm**

1. Felix & Gloekler, P.C. – Annual Audit Planning Discussion - Natalie Heberlein, CPA
2. Erie Community Foundation - Robert Wooler
3. Operations & Management Survey- Aldo Jackson
4. District Focus Groups- Aldo Jackson
  - Responses-why students express an interest in the technical school but then do not apply

### **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, Rogala, Scutella, Rodgers, Ring, Price, Duda

#### **2. Meeting Minutes**

- A. **Motion to accept the minutes of the May 26, 2011 meeting as presented**

#### **3. Introduction of Guests and Public Comment**

#### **4. Correspondence**

- A. Timothy Sennett- Signed Student Intern Agreement-Scott Enterprises

#### **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 Projects Fund
  - d) Student Activities Fund
1. Checks and Invoices, as presented:
  - a) General Fund Checks, Wire Transfers and Invoices: \$ 606,393.88
  - b) Food Service Fund Checks and Invoices: \$ 733.43
  - c) Capital Projects Fund Checks and Invoices: \$ 0.00
  - d) Student Activity Fund Checks and invoices: \$ 1,330.29
2. VISA procurement card payment, as presented: \$ 43,623.29
3. Treasurer's Report, as presented: May 2011 Summary
4. General Fund – Budget Transfers – none
5. **Motion to approve the VISA card holders and spending limits effective July 1, 2011 as presented**

**6. Human and Quality Resources**

- A. Report—Coordinator of Human and Quality Resources – Natalie Fatica
- B. **Motion to approve the Administrative staff salaries and merit payments for 2011-12 as presented**
- C. **Motion to approve the Director's salary and merit payment for 2011-12**

**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. Student Instructional Support Services Report – Pat Holland and Jan Kennerknecht
- B. Priority Action Plans
  1. Priority Action Plans- update –Aldo Jackson
- C. Staff Travel >400 miles (Policies: 331,431,531) - **None**
- D. Student Field Trips and Fundraising (Policy 121) - **None**
- E. Facility Use Requests – Profit Making Organizations (Policy 707) - **None**
- F. Other Operations
  1. **Motion to approve the lease agreement with Northwest Tri-County Intermediate Unit for a portion of the Regional Skill Center Building for use by the Regional Choice Initiative and the Erie County Academy of Collegiate and Advanced Studies at a rent amount of \$40,000 from July 1, 2011 through June 30, 2012**
  2. **Motion to approve the 2011-12 service purchase contract with Sarah A Reed Children's Center, as presented**

## 8. Other Business

## 9. Supplemental Information

- A. Joint Operating Committee -Meeting Attendance Report
- B. High School Program Enrollment Report - Joe Tarasovitch
- C. High School-4<sup>th</sup> Qtr-Honor Roll- by lab- Joe Tarasovitch
- D. High School-4<sup>th</sup> Qtr-Honor Roll- by district- Joe Tarasovitch
- E. High School-4<sup>th</sup> Qtr-Perfect Attendance-by lab- Joe Tarasovitch
- F. High School-4<sup>th</sup> Qtr-Perfect Attendance-by district- Joe Tarasovitch
- G. Career and Alternative Education Program Enrollment Report - Joe Tarasovitch
- H. Business Partnership Contacts Report – Elaine Shaffer
- I. Work Experience Report - Elaine Shaffer
- J. Admissions Coordinator Report -Lisa Sorensen

K. Planning Retreat and Management Review-2010-2011

1. List of Topics and Issues

L. Next meeting: **Thursday, July 28, 2011**

**10. Meeting Adjournment**

