



Joint Operating Committee - Meeting Agenda

Thursday, October 28, 2010

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

Work Session – 6:00 pm

1. Community College discussion- Barry Grossman, County Executive
2. [Risk Analysis](#) – Aldo Jackson

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, Kaliszewski, Scutella, Rodgers, Ring, Price, Duda

2. Meeting Minutes

- A. [Motion to accept the minutes of the September 23, 2010 meeting as presented](#)

3. Introduction of Guests

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: \$ 529,089.73
 - b) Food Service Fund Checks and Invoices: \$ 1,581.84
 - c) Capital Projects Fund Checks and Invoices: \$ 0.00
 - d) Student Activity Fund Checks and invoices: \$ 0.00
3. [VISA procurement card payment](#), as presented: \$ 65,724.62
4. [Treasurer's Report](#), as presented: September 2010 summary
5. General Fund – Budget Transfers – None
6. [Motion to approve issuing a VISA procurement card to Sam Steever, AUT instructor, with a 2010-2011 annual spending limit of \\$8,700](#)

6. Human and Quality Resources

- A. [Report—Coordinator of Human and Quality Resources](#) – Natalie Fatica
 1. [Motion to approve secretarial position job descriptions, as presented, for classifications S1, S2, and S3](#)
 2. [Motion to grant Ursula Olson-Gern an uncompensated leave in accordance with Board Policy 539](#)
 3. Instructional aide – substitute employment (info to be provided)

7. Operations

- A. Administrative Reports
 1. Superintendent Report– Michele Campbell, Fort LeBoeuf 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 (Policies: 331,431,531) - **None**

D. Student Field Trips and Fundraising (Policy 121)

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

- a) Professional Skills-travel to Second Harvest Food Bank, school car mileage cost
- b) CIS & HEA- travel to Edinboro University, 11/12/10 PM, cost of bus rental-\$125
- c) Transition Center-travel to Courtyard by Marriott, 11/23/10 AM & PM, shared bus with THM-no cost
- d) DDE-travel and fundraising for trip to Cedar Point, OH for Math & Science week, May 2011-no cost to ECTS. Funded by students and fundraising
- e) DDE-travel to Erie city area, Architectural Scavenger Hunt, 11/2010-AM & PM, cost of bus rental-\$250
- f) EET, ELC-travel to Urick Foundry, Erie- 11/5/10 AM & PM, cost of bus rental-\$250
- g) EET, ELC, FMT- travel to Northwest Rural Coop, Cambridge Springs-11/24/10 AM, cost of bus rental-\$125

E. Facility Use Requests – profit making organizations (Policy 707) – **None**

F. Other Operations

1. Motion to accept a donation of auto service manuals from Roth Cadillac for use in the Automotive Technologies program
2. Motion to accept the snowing plowing proposal from Yardmaster of Pennsylvania for the 2010-2011 winter season for a total cost of \$9,450, billed in 5 monthly payments November through March

8. Other Business - None

9. Supplemental Information

- A. [Board Attendance Report](#)
- B. [High School Program Enrollment Report](#)-Joe Tarasovitch
- C. [CAEP-Career and Alternative Education Program enrollment](#)- Joe Tarasovitch
- D. [Business Partnership Contacts](#) – Elaine Shaffer
- E. [Work Experience Report](#)-Elaine Shaffer
- F. [Admissions Coordinator Report](#)-Lisa Sorensen
- G. Next meeting: **Tuesday, November 23, 2010**

10. Adjournment