



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

**Thursday, August 25, 2011**

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

### **Work Session – 6:00 pm**

1. Presentation of [June 30, 2011 Audited Financial Statements](#), Felix & Gloekler, P.C. - Natalie Heberlein and Steve Falk
2. Executive Session—Personnel

### **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 June 23, 2011 meeting as presented](#)

#### **3. Introduction of Guests**

#### **4. Correspondence**

- A. [WQLN- thank you for contribution to TV Auction- dog houses from Construction Trades \(CNT\)](#)
- B. [Roach Hewitt, CIS Instructor - Notice of intent to retire per the Professional Unit Bargaining Agreement](#)
- C. [Steve Sceiford, Facilities Manager - Notice of intent to retire per the Administrative Compensation Plan](#)
- D. [Paul Fritz, Business Manager - Notice of intent to retire per the Business Manager Compensation Plan](#)

## 5. Business

- A. Report – Business Manager- [July Report](#) and [August Report](#) – Paul Fritz
- B. **Motion to approve the following reports, payments and invoices:**
  - 1. Revenue and Expenditure Reports, [June 30](#) and [July 31](#), 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: \$ 737,482.12
    - b) Food Service Fund Checks and Invoices: \$ 368.00
    - c) Capital Reserve Fund Checks and Invoices: \$ 14,305.61
    - d) Student Activity Fund Checks and invoices: \$ 100.00
  - 3. VISA procurement card payment, as presented: June- [\\$27, 534.64](#), July-[\\$42,022.73](#)
  - 4. Treasurer's Report, as presented: [June 2011](#) and [July 2011](#)
  - 5. General Fund – Budget Transfers – None
  - 6. [Motion to accept the audited financial statements for the year ended June 30, 2011, as presented by Felix & Gloekler, P.C.](#)

## 6. Human and Quality Resources

- A. [Report—Coordinator of Human and Quality Resources](#) – Natalie Fatica
- B. [Motion to accept the retirement of Kathy Palloto, Cafeteria Manager, effective October 17, 2011](#)
- C. [Motion to accept the retirement of Mary Ellen Camp, RCTC Manager, effective October 17, 2011](#)
- D. [Motion to move Donna Erdman, ECE instructor, to Column "E", Step 14 of the contract salary schedule to \\$48,249 effective for the 2011-2012 school year](#)
- E. [Motion to approve Elaine Shaffer and Sandy Carr as 2011-12 SkillsUSA advisors with \\$1000 stipend each and to approve Robert Craft as 2011-12 National Vocational Technical Honor Society advisor with a \\$500 stipend](#)
- F. [Motion to approve Analee Cree and Jessica Fenner as substitute instructional aides for the 2011-2012 school year at the rate of pay of \\$13.39 per hour effective August 26, 2011](#)

- G. [Motion to hire Tyler Hart as a substitute custodian at the rate of \\$8.00 per hour beginning September 1, 2011](#)
- H. [Motion to approve secondary program substitute instructors for 2011-2012, as presented](#)
- I. [Motion to approve RCTC instructors for 2011-12, as presented](#)
- J. [Motion to approve the revised Cafeteria Aide, F-2, job description, as presented](#)
- K. **Motion to approve employment of \_\_\_\_\_ as Cafeteria Aide, Bargaining Unit Classification F-2, effective August 26, 2011**

## 7. Operations

- A. Administrative Reports
  - 1. Superintendent Report– James Tracy, Girard School District
  - 2. [Director Report](#) — Aldo Jackson
  - 3. [Principal Report](#) – Joe Tarasovitch
  - 4. [RCTC Report](#)- Mary Ellen Camp
  - 5. [Facilities Report](#)- Steve Sceiford
  - 6. [Technology Report](#)- Jeff Smith
  - 7. [Student Instructional Support Services Report](#) -Jan Kennerknecht, Pat Holland
- B. Staff Travel >400 miles (Polices: 331,431,531) - None
- C. Student Field Trips and Fundraising (Policy 121)
  - 1. [Motion to approve a school wide community service project fundraiser that will benefit the Make-A-Wish Foundation on October 28, 2011](#)
- D. Facility Use Requests – profit making organizations (Policy 707) – **None**
- E. Other Operations
  - 1. [Motion to set tuition rates for school year 2011-2012 as follows:](#)
    - a) **Secondary Program High school and adult students - \$17.74 per hour**
    - b) **Career and Alternative Education - \$65.00 per day enrolled**

2. [Motion to approve the 2011-2012 Student Handbook, as presented](#)
3. [Motion to accept the donation of shingles and siding from B&L Wholesale Supply, Inc for use in the Construction Trades \(CNT\) program](#)
4. [Motion to approve a donation from Cody Associates Inc. of 8 Hoffman Junction Boxes, for use by the Electrical Engineering \(EET\) program](#)
5. [Motion to accept a donation from Renold, Inc. of 2 plotters for use in the DDE lab: HP Design Jet430, Wide Format, model # C4714A, and HP Design Jet 430 model # C4713A](#)
6. [Motion to approve the attached Auto Body Repair Course Sequence Chart and Program Guide for delivery beginning 2011-2012 as listed](#)
7. **Motion to approve the Food Service Management Agreement with Fort LeBoeuf School District, (to be finalized and presented)**
8. [Motion to approve a change in the name of the Tool & Die program to Precision Machining effective with the 2011-2012 school year.](#)

## **8. Other Business**

- A. [Discussion of ECTS Policy Manual - review of all policies](#)
- B. Bi-Monthly JOC meetings
- C. Action Items as an agenda item

## **9. Supplemental Information**

- A. [JOC Member Attendance Report](#)
- B. [Secondary Program Enrollment Report](#)
- C. [Secondary Program Profile- Metal Fabrication](#)
- D. [Safe Schools Hazard Assessment](#)
- E. [Report- Admissions- Lisa Sorensen](#)
  1. [Summer postcard – mailed to all enrolled ECTS students](#)
- F. Next meeting: **Thursday, September 22, 2011**

## **10. Adjournment**