



Joint Operating Committee - Meeting Agenda

Thursday, February 23, 2012

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

Work Session – 6:00 pm

1. Parent Portal – demonstration- Jeff Smith
2. Enrollment and application review – Aldo Jackson
3. Executive Session - reduction in staff - program alteration or curtailment due to low enrollments

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, Gourley, Duda

2. Meeting Minutes

- A. **Motion to accept the minutes of the January 26, 2012 meeting as presented**

3. Guests and Public Comment

4. Correspondence

- A. Make-A-Wish Foundation – fund raising thank you – Walk For Wishes
- B. American Culinary Federation Education Foundation- CUA certification
- C. Loretta Price- thank you
- D. Letters of intent to retire:
 1. Charlie Lytle, Professional Unit Intent to retire notice-2012-2013
 2. Roach Hewitt, Professional Unit Intent to retire notice-2012-2013
 3. Don Hofmeister, Professional Unit Intent to retire notice 2012-2013

5. Business

- A. Report – Business Manager – Paul Fritz

2/17/2012

3:04 PM

B. Motion to approve the following reports, payments and invoices, as presented:

1. Revenue and Expenditure Reports:

- a) General Fund
- b) Food Service Fund
- c) Capital Reserve Fund
- d) Student Activities Report

2. Checks and Invoices:

- a) General Fund Checks, Wire Transfers and Invoices: \$427,787.72
- b) Food Service Fund Checks and Invoices: \$ 11,274.65
- c) Capital Projects Fund Checks and Invoices: \$ 0.00
- d) Student Activity Fund Checks and invoices: \$ 6,392.58

3. VISA procurement card payment: \$ 41,440.84

4. Treasurer's Report: January 2012 summary

5. General Fund – Budget Transfers – None

6. **Motion to approve the 3-year contract with PNC Merchant Services for credit card processing services as presented**

6. Human and Quality Resources

A. Report—Coordinator of Human and Quality Resources – Natalie Fatica

B. Motion to grant regular employment status to Heidi Tillich and Nancy Makowski, F-2 Food Service Aides, effective January 12, 2012 at the rate of \$13.33 per hour

C. **S-1 and S-3 – Classified positions - job description revisions (to be provided)**

D. **T2 - Technology position employment (to be provided)**

7. Operations

A. Administrative Reports

- 1. Superintendent Report– James Tracy, Girard School District
- 2. Director Report — Aldo Jackson
- 3. Solicitor Report — Timothy Sennett

4. High School Principal Report — Joe Tarasovitch
 5. Facilities Report — Steve Sceiford
 6. Technology Report — Jeff Smith
 7. Instructional Support Services Report – Pat Holland and Jan Kennerknecht
 - B. Staff Travel >400 miles (Polices: 331,431,531) - **None**
 - C. Student Field Trips and Fundraising (Policy 121)
 1. **Motion to approve the following Field Trips and Fundraising:**
 - a) SkillsUSA - competition at Hershey, PA - April 17 - April 20, 2012
 - b) DDE- travel and fund raising to Cedar Point, May 2012
 - c) ECE-Celebrate the Family conference, Ambassador Conf Center, April 27, 2012
 - d) EET/ELC - Student Leadership Conference, Sandy Lake, PA, March 4, 5, 2012
 - e) PMT/FMT/ELC – AccuSpec, Eriez Mfg, and Mfg Assoc- 3/6/12 and 3/27/12
 - f) ECE- Fund raising for March of Dimes, 4/29/12
 - D. Facility Use Requests – Profit Making Organizations (Policy 707) – **None**
 - E. Other Operations
 1. **Motion to assign a status of At-Risk for the following programs based on Administrative Procedure 126 and the administration's recommendation:**
 - a) Construction Trades
 - b) Drafting & Design
 - c) Facilities Maintenance Technology
 - d) Networking Technologies
 2. **Motion to approve a General Fund reimbursement of \$1,500 to the Student Activity Fund for SkillsUSA district competition transportation costs**
 3. **Motion to approve the 3-year contract with Time Warner Cable-Business Class to provide internet and telephone services, as presented**
 4. **Motion to approve the list of RCTC textbooks as surplus and available for disposition**
- 8. Other Business**
- A. Board Policy Review – Administrative review of Section 500-Classified Employees
 - B. Board Action Items

C. Tabled Motion:

1. Motion to approve the 2012-2013 General Fund Budget that includes district contributions in the amount of \$3,815,770 and recommend adoption by the participating districts

9. Supplemental Information

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report — Joe Tarasovitch
- C. Perfect Attendance and Honor Roll- 2nd QTR- 2011-12 – Joe Tarasovitch
- D. Work Experience Report — Elaine Shaffer
- E. Business Contacts Report — Elaine Shaffer
- F. Admissions Report — Lisa Sorensen
- G. Disabled Population Report - Pat Holland
- H. Statement of Financial Interests- 2011, State Ethics Commission Form SEC-1
- I. Next meeting: **Thursday, March 22, 2012**

10. Adjournment