



Joint Operating Committee - Meeting Agenda

Thursday, January 26, 2012

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

Work Session – 6:00 pm

1. Budget

- A. 2012-2013 Budget presentation, 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, Rogala, Scutella, Rodgers, Ring, Gourley, Duda

2. Meeting Minutes

- A. **Motion to accept the minutes of the December 20, 2011 meeting as presented**

3. Guests and Public Comment

4. Correspondence

- A. Shirley Braddock, SAA-1 Instructional Assistant, letter regarding notice of intent to retire during 2012-13 (Notice is required by the Classified Unit collective bargaining agreement for retirement compensation)
- B. National Automotive Technicians Education Foundation-NATEF

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: \$426,165.17
 - b) Food Service Fund Checks and Invoices: \$ 8,741.82
 - c) Capital Projects Fund Checks and Invoices: \$ 0.00
 - d) Student Activity Fund Checks and invoices: \$ 4,185.45
3. VISA procurement card payment, as presented: \$ 32,878.80
4. Treasurer's Report, as presented: December 2011 summary
5. General Fund – Budget Transfers – None
6. **Motion to approve issuing a VISA procurement card to Susan Tatalone, S-2-Business Office/RCTC Secretary, with a monthly spending limit of \$10,000**

6. Human and Quality Resources

- A. Report—Coordinator of Human and Quality Resources – Natalie Fatica
- B. **Motion to accept the resignation of Tiffany Neely, S-3 Secretary, effective December 29, 2011**
- C. **Motion to accept the resignation of Andrew Hough, T-1 Technology Technician, effective January 9, 2012**
- D. **Secretary**

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 district competitions at various CTC's, January 2012**
- b) **THM- State competition at Penn State, March 7-10, cost \$1,750**
- c) **THM- travel to Peek 'n Peak, Feb/Mar- cost of bus rental-\$300**
- d) **CTE week, Harrisburg-Shaffer and students, Feb 13-15, 2012, net cost \$850**
- e) **National Technical Honor Society-fundraising**

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

E. Other Operations

- 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**
- 2. Motion to approve a memorandum of understanding, as attached, with each of the participating school districts for the provision of school nurse services**

8. Other Business

- A. Board Policy Review – Administrative review of Section 400-Professional Employees
- B. Action Items
- C. Act 93 / Administrative Compensation Plans – review committee appointments

9. Supplemental Information

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report — Joe Tarasovitch
- C. Career Alternative Education Program Enrollment Report — Joe Tarasovitch
- D. Work Experience Report — Elaine Shaffer
- E. Business Contacts Report — Elaine Shaffer
- F. Admissions Report — Lisa Sorensen
- G. Disabled Population Report by District – Pat Holland
- H. Building Project Financial Assumptions – Aldo Jackson
- I. Statement of Financial Interests- 2011, State Ethics Commission Form SEC-1
- J. Next meeting: **Thursday, February 23, 2012**

10. Adjournment