



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 employment- information 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 (Policies: 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) [AUT- PAA- travel to Roth Cadillac-PAA competition training-Feb 2012-cost mileage](#)
- f) [AUT- travel to Hershey, PA- PAA state contest, Feb 15-16, 2012, cost \\$600](#)

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. [RCI enrollment- Spring 2012](#)- Joe Tarasovitch
- E. [Work Experience Report](#) — Elaine Shaffer
- F. [Business Contacts Report](#) — Elaine Shaffer
- G. [Admissions Report](#) — Lisa Sorensen
- H. [Disabled Population Report by District](#) — Pat Holland
- I. [Building Project Financial Assumptions](#) — Aldo Jackson

J. [Statement of Financial Interests- 2011, State Ethics Commission Form SEC-1](#)

K. Next meeting: **Thursday, February 23, 2012**

10. Adjournment