Joint Operating Committee - Meeting Agenda

Thursday, July 28, 2011

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

Regular Meeting – 5:00 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. Steve Sceiford, Facilities Manager - Notice of intent to retire per the Administrative Compensation Plan

   C. Paul Fritz, Business Manager - Notice of intent to retire per the Business Manager Compensation Plan

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: $ 354,779.28
   b) Food Service Fund Checks and Invoices: $ 165.65
   c) Capital Reserve Fund Checks and Invoices: $ 1644.60
   d) Student Activity Fund Checks and invoices: $ 100.00

3. VISA procurement card payment, as presented: $27, 534.64

4. Treasurer's Report, as presented: June 2011 summary

5. General Fund – Budget Transfers – None

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 accept the resignation of Jane Boyd as Student Instructional Aide, SAA-2, effective July 28, 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. Facilities Report- Steve Sceiford

   5. Technology Report- Jeff Smith

   6. Student Instructional Support Services Report-Jan Kennerknecht

B. Staff Travel >400 miles (Polices: 331,431,531)

   1. **Motion to approve Paul Fritz, Business Manager, to attend the ASBO Annual Meeting & Expo in Seattle, WA, September 16-19, 2011**

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**

8. **Other Business**

A. **Discussion of ECTS Policy Manual - review of all policies**

9. **Supplemental Information**

A. JOC Member Attendance Report

B. Secondary Program Profile- Metal Fabrication

C. Safe Schools Hazard Assessment

D. Report- Admissions- Lisa Sorensen

1. Summer postcard – mailed to all enrolled ECTS students

E. Next meeting: **Thursday, August 25, 2011**

10. **Adjournment**