Joint Operating Committee - Meeting Agenda

Tuesday, November 22, 2011

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

(Last Update: 11/18/2011 12:46 PM By: Aldo Jackson)

Work Session – 6:00 pm

1. Data Analysis of Promising Admissions Practices by Sending Districts—Aldo Jackson

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 October 27, 2011 meeting as presented**

3. Introduction of Guests

4. Correspondence

A. Clarion University –Venango, regarding College Career Fair

B. Thermal-G “Eagles” R/C Club

C. Rosanne Gangemi- annual notice of intent to retire, per Classified agreement

D. Intermediate Unit Director – RCI lease

E. Draft Response—JOC Letter to IU Board—RCI Lease
Facility Operating--Rental Costs Calculation

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: $ 476,819.40
   b) Food Service Fund Checks and Invoices: $ 5,172.58
   c) Capital Reserve Fund Checks and Invoices: $ 0.00
   d) Student Activity Fund Checks and invoices: $ 3,290.00

3. VISA procurement card payment, as presented: $57,666.24

4. Treasurer's Report, as presented

5. General Fund — Budget Transfers – None

6. **Motion to approve issuing a VISA procurement card to Justin Tech, Food Service Manager, with a monthly spending limit of $20,000**

6. Human and Quality Resources

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

B. **Motion to accept the resignation of Jenny Alick , RCTC secretary, effective November 18, 2011**

C. **Motion to approve the transfer of Tiffany Neely from an S-2 secretary to an S-3 secretary at the hourly rate of $13.32 effective on or after November 28, 2011**

D. **Motion to approve an uncompensated leave of absence for Jim Sipes during the 2011-2012 school year as needed**

7. Operations

A. Administrative Reports

1. Superintendent Report — James Tracy, Girard School District
2. Director Report — Aldo Jackson
3. Solicitor Report — Timothy Sennett
4. Principal Report — Joe Tarasovitch
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 the following field trips and fundraising activities**:

   a) SkillsUSA- attending workshops at Ambassador Conference Center, Erie, PA – December 1, 2011

D. Facility Use Requests — profit making organizations (Policy 707) – None

E. Other Operations

1. **Motion to accept the donation of an e-Machines T3646 Desktop Computer from Maureen Harrison of Erie, PA**
2. **Motion to accept a donation from Zeyon, Inc of steel pipes and plates that will be utilized in the Metal Fabrication Technology lab**
3. **Motion to approve text books, as listed, as surplus and available for disposition**

8. Other Business

A. Board Policy Review

B. Action Items

9. Supplemental Information

A. JOC Member Attendance Report

B. Secondary Program Enrollment Report — Joe Tarasovitch

C. Career Alternative Education Program Enrollment — Joe Tarasovitch

D. 2011-2012 1st Quarter Honor Roll- Joe Tarasovitch

E. Work Experience Report — Elaine Shaffer

F. Business Contacts Report — Elaine Shaffer

G. Admissions Report — Lisa Sorensen

H. RCTC Enrollment Report- Aldo Jackson

I. ECTS disabled population by district- Pat Holland

J. ECTS disabled population by program – Pat Holland

K. **Next meeting: Tuesday, December 20, 2011, Re-organizational meeting**

10. Adjournment

Erie County Vocational Technical Foundation

Board of Directors

Meeting Agenda

Tuesday, November 22, 2011

Eagle's Nest

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

1. Call to Order

    A. Roll Call:

    Foyle, Ogden, Heath, Bucksbee, Gainer, Rogala, Scutella, Rodgers, Ring, Price, Duda

2. **Motion to accept the minutes of the May 26, 2011 Meeting, as presented**

3. Correspondence - none

4. **Motion to approve the following reports, payments and invoices:**

    A. ECTS Foundation Revenue and Expenditure Reports

    B. ECTS Foundation Checks and Invoices, as presented; $ 2,300.00

    C. Treasurer's Report, as presented: May 2011 through October 2011

5. Other Business

    A. **Motion to approve the ECTS holiday student gift card project and to make a matching contribution of the total collected up to $1,000.00**

6. Other Information

7. Adjournment