



Joint Operating Committee - Meeting Agenda

Thursday, October 27, 2011

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

(Last Update: 10/20/2011 2:35 PM By: Aldo Jackson)

Work Session – 6:00 pm

A. eWalk Demonstration

The administration adopted a new faculty observation tool in 2010-2012. The features and benefits of this tool will be shared with the operating committee.

B. Review of Literacy and Numeracy Student Support Activities—Pat Holland & Joe Tarasovitch

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 September 22, 2011 meeting as presented](#)

3. Introduction of Guests

4. Correspondence

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: \$ 473,716.58
 - b) Food Service Fund Checks and Invoices: \$ 8,195.02
 - c) Capital Reserve Fund Checks and Invoices: \$ 0.00
 - d) Student Activity Fund Checks and invoices: \$ 0.00
3. [VISA procurement card payment, as presented: \\$68,284.18](#)
4. [Treasurer's Report, as presented](#)
5. General Fund — Budget Transfers — None

6. Human and Quality Resources

- A. [Report—Coordinator of Human and Quality Resources](#) — Natalie Fatica
- B. [Motion to approve Franco Camillo \(Carpentry\) and Nate Hansen \(Math\) instructors for RCTC classes and WANTO pre-apprentice program](#)
- C. [Motion to accept the retirement of Patricia Heubel as of November 11, 2011](#)

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)
 1. [Motion to approve the travel request of Elaine Shaffer to attend the Annual National Entrepreneurship Education FORUM in Cincinnati, Ohio on November 4 - 7, 2011](#)

C. Student Field Trips and Fundraising (Policy 121)

1. [Motion to approve the following field trips and fundraising activities:](#)

- a) CIS/HEA — travel to Erie Business Center 12/9/11, cost of bus: \$200
- b) CNT — travel to local construction sites, dates TBD, cost of bus: \$200
- c) ECTS student volunteers at Erie County Special Olympics event, 12/9/11

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

E. Other Operations

1. [Motion to approach an internship for Julie Nguyen in counseling during October through December](#)

2. [Motion to accept the snowing plowing proposal from Yardmaster of Pennsylvania for the 2011-2012 & 2012-2013 winter seasons for a total cost of \\$9,450 per year, billed in 5 monthly payments November through March](#)

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. [Work Experience Report](#) — Elaine Shaffer

E. [Business Contacts Report](#) — Elaine Shaffer

F. [Admissions Report](#) — Lisa Sorensen

G. [OAC attendance, October 10, 2011 meeting](#)

H. [Special Education Report- Disability by Program](#)

I. [Special Education Report- Disability by District](#)

J. **Next meeting: Tuesday, November 22, 2011**

10. Adjournment