



Joint Operating Committee - Meeting Agenda

Thursday, September 22, 2011

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

Work Session – 6:00 pm

- A. The Influence of the Application Form on Applications, Admissions and Enrollments, Presentation by 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, Price, Duda

2. Meeting Minutes

- A. **Motion to accept the minutes of the August 25, 2011 meeting as presented**

3. Introduction of Guests

4. Correspondence

- A. Don Hofmeister, EET Instructor, annual notice of intent to retire

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: \$ 403,872.40
 - b) Food Service Fund Checks and Invoices: \$ 10,657.91
 - c) Capital Reserve Fund Checks and Invoices: \$ 33,400.70
 - d) Student Activity Fund Checks and invoices: \$ 0.00
3. VISA procurement card payment, as presented: \$41,113.58
4. Treasurer's Report, as presented
5. General Fund – Budget Transfers – None
- C. **Motion to approve issuing a VISA procurement card to Dan Lasher, M-2 maintenance staff, with a monthly spending limit of \$2,500**

6. Human and Quality Resources

- A. Report—Coordinator of Human and Quality Resources – Natalie Fatica
- B. **Consideration to award an uncompensated leave of absence of four days (10/31, 11/1, 11/2, 11/3) requested by Sherry States, HEA Instructor, per Board Policy 439, attached**

7. Operations

- A. Administrative Reports
 1. Superintendent Report– James Tracy, Girard School District
 2. Director Report — Aldo Jackson
 3. Principal Report – Joe Tarasovitch
 4. RCTC Report- Mary Ellen Camp
 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 (Policies: 331,431,531) - None

C. Student Field Trips and Fundraising (Policy 121)

1. **Motion to approve SkillsUSA fundraising events throughout 2011-2012, as presented**
2. **Motion to approve student field trip request for EET, ELC, FMT travel to NW Rural Electric Coop, 10/3/11, cost: bus \$200**

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

E. Other Operations

1. **Motion to approve the Occupational Advisory Committee (OAC) list of participants, as presented**

8. Other Business

- A. ECTS Policy Manual 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. ECTS Disabled Population by Program
- H. ECTS Disabled Population by District
- I. Next meeting: **Thursday, October 27, 2011**

10. Adjournment