



**Joint Operating Committee
Meeting Agenda**
Tuesday, December 18, 2012
8500 Oliver Road, Erie, PA 16509

**Work Session
6:00 p.m.**

1. Budget

- A. 2013-2014 Budget Presentation, Aldo Jackson-Director

**Regular Meeting
7:00 p.m.**

1. Temporary Chairperson-Solicitor acts as Temporary Chairperson

2. Call to Order

- A. Moment of Reflection
B. Pledge of Allegiance

3. Roll Call

Foyle, Ogden, Heath, Bucksbee, Gainer, Rogala, DiPlacido, Rodgers, Ring, Gourley, Duda

4. Motion to accept the following district appointed committee members:

- Union City-2012-2015-Jennifer Gourley

5. Chairperson Election

- A. Call for nominations and election of Chairperson
B. Motion to close nominations for Chairperson
C. Vote on nominations for Chairperson
D. Temporary Chairperson turns gavel over to newly elected Chairperson

6. Vice Chairperson Election

- A. Call for nominations and election of Vice-Chairperson
B. Motion to close nominations for Vice-Chairperson
C. Vote on nominations for Vice-Chairperson

7. Meeting Dates

- A. Motion to approve dates, times, and place of Committee meetings for 2013, as presented

1. Meeting Minutes

- A. Motion to accept the minutes of the October 25, 2012 meeting as presented

2. Guests and Public Comment

3. Correspondence

4. Business

A. Business Manager Report — Marcia Jones

B. Motion to approve the following reports, payments and invoices, as presented:

1. Revenue and Expenditure Reports: October 2012 and November 2012

- a) General Fund
- b) Food Service Fund
- c) Capital Projects Fund
- d) Student Activities Report

2. Checks and Invoices

- a) General Fund Checks, Wire Transfers and Invoices:
Checks and Wire Transfers \$697,419.65
Invoices Payable \$62,960.55
- b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers \$306.63
Invoices Payable \$3,605.56
- c) Capital Projects Fund Checks and Invoices: None
- d) Student Activity Fund Checks and invoices : None

3. VISA Procurement Card Payment:

October: \$66,620.65

November: \$29,920.93

4. Treasurer's Report

- a) October 2012
- b) November 2012

5. Budget Transfers — none

5. Human and Quality Resources

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

- 1. Motion to accept the retirement of Janet Grossman, Culinary Arts Instructor, effective June 14, 2013
- 2. Motion to appoint Marcia D. Jones as the NOREBT Administrative Trustee
- 3. Motion to discharge Robert Bebko, C-2, effective November 1, 2012 per Article I-Section 6-Probationary Period
- 4. Motion to hire Lisa Gorton and Christine Mysnyk as substitute custodians at the rate of \$8.00 per hour beginning on or after December 3, 2012

5. Motion to hire Lisa Gorton and Christine Mysnyk as part time custodians at the probationary rate of \$13.63 per hour beginning on or after December 19, 2012
6. Motion to approve the revised job descriptions for Student Assistance Aide (SAA-1 and SAA-2)
7. Motion to employ _____ as the Facilities Manager, at an annual salary of \$_____ to begin on or after _____

6. 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. Instructional Support Services Report — Jan Kennerknecht and Pat Holland

B. Staff Travel >400 miles (Policies 331, 431, 531) — none

C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)

1. Fund Raising Request-NTHS Sarris Candies Sale
2. Field Trip Request-Automotive Technologies; February 20-21, 2013; Hershey, PA
3. Field Trip Request-SkillsUSA; January 18, 2013; New Castle School of Trades
4. Field Trip Request-Hospitality; December 14, 2012; Safe Net Shelter
5. Field Trip Request-SkillsUSA; December 6, 2012; Courtyard by Marriott, Erie

D. Facility Use Requests — Profit Making Organizations (Policy 707) — none

E. Other Operations

1. Motion to approve a 2006 Jeep Commander plus engines as surplus and that have been disposed of per Policy 706.1
2. Motion to accept HVAC units from the Erie Housing Authority on a temporary basis as donated materials

7. Other Business

A. Board Action Items

1. Motion to approve the Memorandum of Understanding between the Operating Committee of the Erie County Technical School and the County of Erie naming the Erie County Technical School as an alternative location for Erie County Courts under their Continuation of Operations Plan for a period of three (3) years

8. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report
- C. Transition Center & Career Alternative Education Enrollment Report
- D. Disabled Population by District
- E. Disabled Population by Program
- F. Business Contacts Report
- G. Work Experience Report
- H. Admissions Coordinator Report
- I. Students of the Month—November
- J. ISO Surveillance Audit No: 11
- K. High School Electric Usage
- L. Quotes to Clear Land-12 Acres
- M. Career Plan Survey
- N. **Next meeting: Thursday, January 25, 2013**

9. Adjournment

An Erie County Vocational Technical Foundation meeting will occur following the adjournment of the Joint Operating Committee meeting.

Foundation Agenda