



**Joint Operating Committee
Meeting Agenda**
Thursday, February 28, 2013
8500 Oliver Road, Erie, PA 16509

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

1. Administrative Procedure 126-Enrollment Review
2. Administrative Reports

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

1. **Call to Order**
 - A. Moment of Reflection
 - B. Pledge of Allegiance
 - C. Motion to accept the appointment of Mr. John Hughes as representative of Girard School District
 - D. Roll Call
Foyle, Ogden, Hughes, Bucksbee, Gainer, Rogala, DiPlacido, Rodgers, Ring, Gourley, Duda
2. **Meeting Minutes**
 - A. Motion to accept the minutes of the January 24, 2013 meeting as presented
3. **Guests and Public Comment**
4. **Correspondence**
 - A. Roach C. Hewitt, Computer Programming Instructor, letter regarding notice of intent to retire during 2013-2014
 - B. Curtis R. Oakes, Culinary Arts Instructor, letter regarding notice of intent to retire during the 2013-2014
 - C. Thank you letter from Presque Isle Downs & Casino for inclusion in Tourism & Hospitality DACUM workshop
 - D. Charlie Lytle, Constructions Trades Instructor, letter of retirement effective June 7, 2013 (motion to accept under Human and Quality Resources)
5. **Business**
 - A. Business Manager Report — Marcia Jones

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

1. Revenue and Expenditure Reports: January 2013
 - 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: \$373,611.33
Invoices Payable: \$174,078.46
 - b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: None
Invoices Payable: \$3,463.59
 - c) Capital Projects Fund Checks and Invoices: \$8,695.80
 - d) Student Activity Fund Checks and invoices: \$3,746.99
3. VISA Procurement Card Payment:
January: \$45,520.39
4. Treasurer's Report
 - a) January 2013
5. Budget Transfers — none

6. Human and Quality Resources

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
 1. Motion to appoint the Coordinator of Quality and Human Resources as the Compliance Officer for Title VI and EEOC
 2. Motion to appoint the Board Secretary as the Right to Know Officer
 3. Motion to accept the retirement of Charlie Lytle, Construction Trades Instructor, effective June 7, 2013
 4. Motion to approve the Act 93 Administrative Staff Benefit and Compensation plan effective July 1, 2013 through June 30, 2014
 5. Motion to grant regular employment status to Margaret Hanson effective December 28, 2012 at \$13.58 per hour
 6. Motion to hire Todd Harvey as a substitute M-3 at the rate of \$12.00 per hour beginning on March 1, 2013

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](#) — Del VonVolkenburg
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. [Field Trip Request-Metal Fabrication; March 12, 2013; Ridge-U-Rak](#)
2. [Field Trip Request-Culinary Arts; May 6, 2013; Giant Eagle-Harborcreek](#)
3. [Field Trip Request-Culinary Arts; May 6, 2013; Old Country Buffet](#)
4. [Field Trip Request-Art & Design and Graphic Communications; May 2013; Pittsburgh Technical Institute](#)
5. [Field Trip Request-Computer Networking, Electronics, Computer Programming, Drafting & Design; April 19, 2013; Gannon University](#)
6. [Field Trip Request-Computer Networking; March 2013; Erie Institute of Technology](#)
7. [Field Trip Request-Computer Networking; May 2013; Millcreek Township or Millcreek Community Hospital](#)
8. [Field Trip Request-Health Assistant; May 3, 2013; VA Medical Center](#)
9. [Field Trip Request-SkillsUSA; April 2-5, 2013; Hershey Lodge](#)
10. [Field Trip Request-Early Childhood Education; May 2013; Montessori Children's House](#)
11. [Field Trip Request-Early Childhood Education; TBD; Penn State Behrend Child Care](#)
12. [Field Trip Request-Early Childhood Education; April 26, 2013; Ambassador Conference Center](#)
13. [Field Trip Request-Health Assistant; April 15, 2013; VA Medical Center](#)

- 14. Field Trip Request-Transition Center; TBD; Ambassador Banquet & Conference Center
- 15. Fundraiser/Community Service-Early Childhood Education; March-April 2013; March of Dimes' 2013 March for Babies
- 16. Community Service-ECTS students; April 6, 2013; Erie County Special Olympics
- D. Facility Use Requests — Profit Making Organizations (Policy 707) — none
- E. Other Operations

8. Other Business

- A. Board Action Items
- B. Motion to approve the updates to Policy #103-Nondiscrimination in School and Classroom Practices
- C. Motion to approve the 2013-2014 Erie County Technical School calendar
- D. Motion to assign a status of At-Risk to the Electronics program based on Administrative Procedure 126 and the administration's recommendation

9. 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—February
- J. School Claims Service-Safety Inspection
- K. Literacy & Numeracy
- L. Quarter 2 Honor Roll and Perfect Attendance
- M. Statement of Financial Interests-Due May 1st
- N. **Next meeting: Thursday, March 28, 2013**

10. Adjournment

