



**Joint Operating Committee
Meeting Agenda**
Thursday, August 22, 2013
8500 Oliver Road, Erie, PA 16509

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

1. Audited Financial Statements-June 30, 2013: Felix & Gloekler, PC, Natalie Heberlein
2. Presentation by Melinda Kojancie, District Manager for Kelly Services, on substitute services

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

1. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. Roll Call

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

2. Meeting Minutes

- A. [Motion to accept the minutes of the June 27, 2013 meeting as presented](#)

3. Financial Statements

- A. Motion to accept the audited financial statements for the year ended June 30, 2013, as presented by Felix & Gloekler, P.C.

4. Guest and Public Comment

5. Correspondence

- A. [PSBA-Appointment of Voting Delegates for the PSBA Delegate Assembly Meeting](#)
- B. [PSBA- officer elections](#)
- C. [Thank you card from Patty Palo's Family](#)

6. Business

- A. [Business Manager Report](#) — Marcia Jones
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: June 2013 and July 2013
 - a) [General Fund-June](#)

- b) General Fund-July
- c) Food Service Fund-June
- d) Food Service Fund-July
- e) Capital Projects Fund-June
- f) Capital Projects Fund-July
- g) Student Activities Report-June
- h) Student Activities Report-July

2. Checks and Invoices

- a) General Fund Checks, Wire Transfers and Invoices:
Checks and Wire Transfers: \$453,384.23
Invoices Payable: \$68,449.98
- b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: \$270.00
Invoices Payable: \$115.00
- c) Capital Projects Fund Checks and Invoices: \$4,434.00
- d) Student Activity Fund Checks and invoices: \$137.86

3. VISA Procurement Card Payment:

June: \$6,084.06

July: \$15,911.90

4. Treasurer's Report

- a) June 2013
- b) July 2013

5. Budget Transfers-none

7. Human and Quality Resources

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

- 1. Motion to hire Mike Schwindt as a part time custodian at the probationary rate of \$13.91 per hour beginning on or after August 23, 2013
- 2. Motion to approve Elaine Shaffer and Sandy Carr as SkillsUSA advisors for 2013-2014 and each to be paid \$1,000.00 per the professional unit bargaining agreement
- 3. Motion to approve the list of RCTC instructors and supervisors for 2013-2014 as presented
- 4. Motion to approve Sherry States as First Aid Attendant for 2013-2014 and to be paid a stipend of \$1,800.00
- 5. Motion to approve the list of substitute instructors, as presented

8. Operations

A. Administrative Reports

1. Superintendent Report — Karen Downie, Northwestern 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) —

1. [Motion to approve travel request of Donna Erdman to Washington, D.C. for the NAEYC Annual Conference and Expo from November 19-23, 2013 at an estimated cost of \\$2,045](#)

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

1. [Fund Raising and Community Service Requests-SkillsUSA 2013-2014](#)

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

E. Other Operations

1. [Motion to accept the donation of a variety of welding wire from GE Transportation Systems to be utilized in the Metal Fabrication Lab](#)
2. [Motion to approve the 2013-2014 Student Handbook as presented](#)
3. [Motion to accept the snow plowing proposal from Yardmaster of Pennsylvania for the 2013-2014 and 2014-2015 winter seasons for a total cost of \\$9,750 per year and \\$210 per time for sidewalks](#)
4. [Motion to approve the agreement with Kelly Educational Staffing Services for substitute instructors, as presented](#)
5. [Motion to authorize the Director to execute a contract with Custom Computer Specialists, Inc. and Infinite Campus, Inc. at a cost not to exceed \\$58,038.65 for the implementation and license of Infinite Campus for the 2013-2014 school year with Perkins Grant funding](#)

9. Other Business

- A. Board Action Items

10. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report
- C. Disabled Population by District
- D. Disabled Population by Program
- E. Business Contacts Report
- F. Work Experience Report
- G. Admissions Coordinator Report
- H. **Next meeting: Thursday, September 26, 2013**

11. Adjournment