



**Joint Operating Committee
Meeting Agenda**
Thursday, February 27, 2014
8500 Oliver Road, Erie, PA 16509

An Erie County Vocational-Technical School Foundation meeting will occur at 6:00pm

**Work Session
Following the Foundation meeting**

1. Administrative Reports

**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, Lutz, Rial, DiPlacido, Rodgers, Black, Gourley,
Duda

2. Meeting Minutes

- A. [Motion to accept the minutes of the January 23, 2014 meeting as presented](#)

3. Guest and Public Comment

4. Correspondence-None

5. Business

- A. [Business Manager Report](#) — Marcia D. Stokes
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 - 1. Revenue and Expenditure Reports: January 2014
 - 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: [\\$435,775.96](#)
Invoices Payable: [\\$110,650.20](#)
 - b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: None

Invoices Payable: \$4,436.87

c) Capital Projects Fund Checks and Invoices: None

d) Student Activity Fund Checks and Invoices: \$3,940.00

3. VISA Procurement Card Payment:

January: \$39,001.61

4. Treasurer's Report

January 2014

5. Budget Transfers-

Transfer To:

10-4600-430 Building Improvements and Repairs \$3,500

Transfer From:

10-2600-230 Operations & Maintenance –Retirement \$3,500

6. Human and Quality Resources

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

1. Motion to discharge Michael Schwindt effective February 13, 2014 per Article I-Section 6-Probationary Period
2. Motion to hire Bobbie Sue King as a part time custodian at the probationary rate of \$13.91 per hour beginning on or after February 28, 2014
3. Motion to hire Tim Mello as a Maintenance Mechanic (M-3) at the probationary rate of \$15.96 per hour beginning on or after March 3, 2014
4. Motion to accept the retirement of Roy Drake, Maintenance Mechanic (M-3), effective September 2, 2014
5. Motion to employ Kyle Gates and Susan Tatalone at the rate of \$25.00 per hour as RCTC instructors

7. 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) —
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,) —
 1. [Field Trip Request-DDE; May 2014; two or three industry visits](#)
 2. [Field Trip Request-CUA; May 7, 2014; Bob Evans Restaurant](#)
 3. [Field Trip Request-CUA; May 2, 2014; O'Charleys Restaurant](#)
 4. [Field Trip Request-THM; May 30, 2014; Splash Lagoon](#)
 5. [Field Trip Request-HEA, CMP; May 5 or 12, 2014; 911 Center](#)
 6. [Field Trip Request-HEA, CMP, THM; March 31, 2014; Mercyhurst North East](#)
 7. [Field Trip Request-SkillsUSA; April 8-11, 2014; Hershey, PA](#)
 8. [Field Trip Request-COS; March 2014; area salons & beauty supply shops](#)
 9. [Field Trip Request-GRA, ADS; May 16, 2014; Erie Art Museum, Presque Isle](#)
 10. [Field Trip Request-HEA; May 5, 2014; UPMC Hamot](#)
 11. [Field Trip Request-PMT; March 21, 2014; Mirco Mold & Plastikos](#)
 12. [Field Trip Request-ECE; March 28, 2014; Mercyhurst Child Learning Center, YMCA
Erie, Mercyhurst University](#)
 13. [Field Trip Request-ECE; April 25, 2014; Mercyhurst Early Learning Center](#)
 14. [Field Trip Request-TRC; April 25, 2014; Mercyhurst North East](#)
 15. [Field Trip Request-CMN; March/April 2014; Erie Institute of Technology](#)
 16. [Fund Raising Request-CUA, SkillsUSA; February 2014; Soup Cook-Off](#)
 17. [Community Service Request-All labs; April 12, 2014; Special Olympics](#)
 18. [Community Service Request-ECE; April 27, 2014; 2014 March of Dimes walk](#)
- D. Facility Use Requests — Profit Making Organizations (Policy 707) — none
- E. Other Operations
 1. [Motion to approve the 2014-2015 General Fund Budget that includes district contributions in the amount of \\$3,720,979 and recommend adoption by the participating districts](#)

6. Motion to approve the 2014-2015 service purchase contract with Sarah A. Reed Children's Center for the provision of career alternative education programming, as presented
7. Motion to approve the Food Service Management Agreement with Fort LeBoeuf School District effective July 1, 2014 through June 30, 2015 for \$21,000, as presented
8. Motion to authorize the opening of two (2) checking accounts at PNC Bank for the purpose of paying dental and vision claims and authorize the BAI Controller, Dolores S. Myrcik and ECTS Business Manager, Marcia D. Stokes, to sign checks for the dental and vision claims
9. Motion to accept a donation from an anonymous donor for a variety of vinyl siding material for use in the Construction Trades lab
10. Motion to approve the indemnification clause of the December 17, 2013 agreement between Erie County Technical School and the Erie County Vocational-Technical School Foundation to read "The School and the Foundation mutually indemnify and hold harmless from any and all claims, expenses, and liabilities arising out of this Agreement with the exception of Foundation claims covered by the School's Commercial Crime: Employee Theft and Forgery Policy"

8. Other Business

- A. Board Action Items
- B. Administrative Procedure 126-Enrollment Review
- C. Agenda Revision: Public Comment

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. Career Planning Coordinator Report

- J. PRIDE Students of the Month-January
- K. 2nd Quarter Honor Roll and Perfect Attendance
- L. Statement of Financial Interests-Due by May 1, 2014
- M. **Next meeting: Thursday, March 27, 2014**

10. Adjournment

11. Executive Session for the purpose of contract negotiations