



**Joint Operating Committee
Meeting Agenda**
Thursday, June 26, 2014
8500 Oliver Road, Erie, PA 16509

Erie County Vocational-Technical School Foundation Meeting at approximately 6:30 p.m.

Work Session
6:00 p.m.

1. Felix & Gloekler, PC--Annual Audit Planning
2. Priority Action Plan—2014-2015

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 May 22, 2014 meeting as presented

3. Guest and Public Comment — Items Related to the Agenda

4. Correspondence

5. Business

- A. Business Manager Report — Paul Fritz, Interim Business Manager
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: May 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 of \$441,112.41
Invoices Payable: \$145,209.09
 - b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: None
Invoices Payable: \$12,357.24

- c) *Capital Projects Fund Checks and Invoices* of \$65,210.31
- d) *Student Activity Fund Checks and Invoices*: \$1,854.65
- 3. VISA Procurement Card Payment: *May Statement* \$32,581.66
- 4. Treasurer's Report: *May 2014*
- 5. Budget Transfers – none

6. Human and Quality Resources

- A. *Coordinator of Human and Quality Resources Report* — Natalie Fatica
- B. *Motion to accept the resignation of Dan Lasher effective June 12, 2014.*
- C. *Motion to accept the resignation of Ann Bruno effective June 20, 2014.*
- D. *Motion to approve payment to the following instructors at the current curriculum development rate of \$35 per hour up to a maximum of 15 hours.*
- E. *Motion to approve 20 hours each (40 hours total) of AYES internship supervision for David Michalak and Sam Steever at the curriculum development rate of \$35.00 per hour.*
- F. *Motion to approve the employment of Terri Birchard as the Business Manager at a starting annual salary of \$70,000 beginning on or after July 1, 2014.*
- G. *Motion to approve the Act 93 Administrative Staff Benefit and Compensation plan effective July 1, 2014 through June 30, 2015.*
- H. *Motion to approve the attached substitute instructor list for the 2014-2015 school year.*
- I. *Motion to approve Susan Tatalone as S-3 in the high school office effective on or after July 1, 2014 at the probationary rate of pay of \$13.88.*
- J. *Motion to hire Michael Miller as the Networking Technologies instructor for 2014-2015.*

7. Operations

- A. Administrative Reports
 - 1. Superintendent Report — Karen Downie, Northwestern School District—no report
 - 2. *Director Report* — Aldo Jackson
 - 3. Solicitor Report — Tim 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,) — none
 - D. Facility Use Requests — Profit Making Organizations (Policy 707)
 1. **Motion to approve the facility use request of Angelo's Salon Development Group of the Cosmetology classroom and laboratory for a finishing class on August 17 to August 19, 2014.**
 - E. Other Operations
 1. **Motion to approve the following new courses for delivery beginning 2014-2015 as listed.**
 2. **Motion to approve the following student textbooks beginning 2014-2015 as listed.**
 3. Motion to nominate Dr. Aldo Jackson as a local education representative to the Workforce Investment Board of Northwest Pennsylvania for a two-year term ending June 30, 2016.
 - F. Other Business
 1. Board Action Items — **no change from prior month**

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 Partnership Coordinator Report** — Elaine Shaffer
- G. Admissions Coordinator Report — Lisa Sorensen — no report
- H. Career Planning Coordinator Report — Remle Moyak — no report
- I. **Work Experience Report—June 2014**
- J. **Fourth Quarter Honor Roll, Perfect Attendance, and Distinguished Students Report**
- K. **No meeting in July**
- L. **Next meeting: Thursday, August 28, 2014**

9. Guest and Public Comment — Open to General Matters

10. Adjournment