



**Joint Operating Committee
Meeting Agenda**
Thursday, August 28, 2014
8500 Oliver Road, Erie, PA 16509

Work Session
6:00 p.m.

6:00 – 6:15 Audited Financial Statements-June 30, 2014: Felix & Gloekler, PC – Ms. Heberlein, CPA

6:15 – 7:00 Building Renovation Discussion – Chris Coughlin

- a. [Schedule of Projects](#)
- b. [Project Cost Distribution](#)

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 June 26, 2014 meeting as presented](#)

3. Guest and Public Comment

4. Correspondence

- A. [Pennsylvania Department of Transportation letter](#)

5. Business

- A. [Business Manager Report](#) — Terri Birchard (prepared by Paul Fritz)
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 - 1. Revenue and Expenditure Reports: June 2014 and July 2014
 - 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: \$304,253.24
Invoices Payable: \$118,247.85
 - b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: \$3,142.69
Invoices Payable: \$10,500.00
 - c) Capital Projects Fund Checks and Invoices:
Checks and Wire Transfers: \$65,210.31
Invoices Payable: None
 - d) Student Activity Fund Checks and invoices: No Activities
- 3. VISA Procurement Card Payment:
 - a) June 2014: \$15,726.91
 - b) July 2014: \$25,326.89
- 4. Treasurer's Report
June and July 2014
- 5. Budget Transfers-none
- C. Motion to accept the audited financial statements for the year ended June 30, 2014, as presented by Felix & Gloekler, P.C.
- 6. Human and Quality Resources**
 - A. Coordinator of Human and Quality Resources Report — Natalie Fatica
 - 1. Motion to approve the list of RCTC instructors and supervisors for 2014-2015 as presented
 - 2. Motion to approve Sherry States as First Aid Attendant for 2014-2015 and to be paid a stipend of \$1,800.00
 - 3. Motion to approve the list of substitute instructors, as presented
 - 4. Motion to approve Bob Craft as NVTHS Advisor for 2014-2015 and to be paid a stipend of \$ 500.00
 - 5. Motion to approve Elaine Shaffer and Sandy Carr as advisors for Skills USA for 2014-2015 and to be paid a stipend of \$1,000.00
 - 6. Motion to accept the retirement resignation of Robert Lyle effective August 31, 2014

7. Motion to approve the hiring of Robert Eggleston as the part-time Math Resource Coordinator for 2014-2015 at the rate of \$23,232.77
8. Motion to grant regular employee status to Bobbie Sue King effective June 28, 2014 at \$14.44 per hour
9. Motion to grant regular employee status to Tim Mello effective July 24, 2014 at \$16.64 per hour
10. Motion to grant regular employee status to Lori Yochim effective July 28, 2014 at \$16.65 per hour
11. Motion to allow ECTS Administration to hire the most qualified candidate for the Electrical Engineering Instructor position

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. Drafting & Design – September 17, 2014
2. Drafting & Design – October 2, 2014
3. Early Childhood Education – September 4, 2014
4. Cosmetology – October 6, 2014
5. Fund Raising and Community Service Requests – SkillsUSA 2014-2015

D. Facility Use Requests — Profit Making Organizations (Policy 707)

1. Motion to approve the facility usage request of Advantage Auto for September 30, 2014.

E. Other Operations

1. Motion to approve the 2014-2015 Student Handbook as presented

2. Motion to approve the 2014-2015 Faculty & Staff Handbook as presented
3. Administrative Procedure 412—Evaluation of Professional and Temporary Professional Employees--Proposed
 - a. Professional Development Assessment Manual
4. New Program Development Discussion – Dr. Aldo Jackson

8. Other Business

- A. Board Action Items
- B. Motion to approve the Crime and Violence Prevention course in the Early Childhood Education program beginning Fall 2014

9. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report
- C. Disabled Population by District--none
- D. Disabled Population by Program--none
- E. Business Contacts Report – Elaine Shaffer
- F. Work Experience Report – Elaine Shaffer
- G. Admissions Coordinator Report – Lisa Sorensen
- H. Career Planning Coordinator Report (none) – Remle Moyak
- I. **Next meeting: Thursday, September 25, 2014**

10. Adjournment

Foundation Meeting