



**Joint Operating Committee  
Meeting Agenda**  
**Tuesday, December 15, 2015**  
8500 Oliver Road, Erie, PA 16509

**Erie County Vocational-Technical School Foundation Meeting - AGENDA**  
**6:00 p.m.**

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

**1. Temporary Chairperson - Solicitor acts as Temporary Chairperson**

**2. Call to Order**

- A. Moment of Reflection – Lewis Dove
- B. Pledge of Allegiance

**3. Motion to accept the following district appointed committee members:**

- A. Northwestern – Glen Black (2018)
- B. Girard – Dennis Olesnanik (2017)
- C. General McLane – James Bucksbee (2018)
- D. Union City – Jennifer Gourley (2018)
- E. Iroquois – Wade King (2017)
- F. Wattsburg – Eric Duda (2018)

**4. Roll Call**

Foyle, Ogden, Bucksbee, Olesnanik, Lutz, King, DiPlacido, Rodgers, Black, Gourley, Duda

**5. Chairperson Election**

- A. Call for nominations and election of Chairperson
  - B. Motion to close nominations for Chairperson
  - C. Vote on nominations for Chairperson
- Temporary Chairperson turns gavel over to newly elected Chairperson

**6. Vice Chairperson Election**

- A. Call for nominations and election of Vice-Chairperson
- B. Motion to close nominations for Vice-Chairperson
- C. Vote on nominations for Vice-Chairperson

**7. Meeting Dates**

Motion to approve dates, times, and place of Committee meetings for 2016, as presented

**8. Meeting Minutes**

Motion to accept the minutes of the October 22, 2015 meeting as presented

**9. Guest and Public Comment — Items Related to the Agenda**

**10. Correspondence**

- A. Thank you letters from Make A Wish recipients
- B. Curt Oakes, Instructor, letter regarding notice of intent to retire during 2016-2017
- C. Eleanore Anderson, Aide, letter regarding notice of intent to retire during 2016-2017
- D. Roach Hewitt, Instructor, letter to rescind the notice of intent to retire during 2015-2016 and 2016-2017

**11. Business**

- A. **Business Manager Report** — Terri Birchard
- B. Motion to approve the following reports, payments and invoices, as presented:
  - 1. Revenue and Expenditure Reports:
    - a) General Fund – **October** and **November 2015**
    - b) Food Service Fund – **October** and **November 2015**
    - c) Capital Projects Fund – **October** and **November 2015**
    - d) Student Activities Report – **October** and **November 2015**
  - 2. Checks and Invoices
    - a) General Fund Checks, Wire Transfers, and Invoices:
      - 1) Checks and Wire Transfers – **October: \$ 205,401.37**
      - 2) Checks and Wire Transfer – **November: \$ 287,008.78**
      - 3) Invoices Payable: **\$ 82,873.03**
    - b) Food Service Fund Checks and Invoices
      - 1) Checks and Wire Transfers – **October: \$5,362.31**
      - 2) Checks and Wire Transfers – **November: \$2,341.32**
      - 3) Invoices Payable: **\$ 2,044.90**
    - c) Capital Projects Fund Checks and Invoices
      - 1) Checks and Wire Transfers – **October: \$19,467.09**
      - 2) Checks and Wire Transfers – **November: \$26,537.92**
      - 3) Invoices Payable: **\$65,810.85**
    - d) Student Activity Fund Checks and invoices:
      - 1) Checks and Wire Transfers – **October: \$ 1,951.00**
      - 2) Checks and Wire Transfers – **November: \$ 7,205.85**
      - 3) Invoices Payable - None
  - 1. VISA Procurement Card Payment

- a) October: \$44,531.50
- b) November: \$55,269.65
2. Treasurer's Report - [October and November 2015](#)
3. Budget Transfers — General Fund to Capital Projects – per original budget - \$42,900

## 12. Human and Quality Resources

- A. [Coordinator of Human and Quality Resources Report](#) — Natalie Fatica
- B. [Motion to approve Melanie Damore as a long-term substitute instructor in Tourism and Hospitality at the rate of \\$125.00 per day](#)
- C. [Motion to hire Jeffrey Zellefrow as the Tourism and Hospitality Instructor effective on or after February 1, 2016 at Column A/B step 7, with a prorated salary of \\$43,108](#)
- D. [Motion to hire Colleen Murray-Donaldson as a part-time Student Aide at the rate of \\$14.22 per hour beginning on or after December 16, 2015](#)

## 13. Operations

- A. Administrative Reports
  1. Superintendent Report — Sandra Myers, Union City School District
    - a) [November 2015](#)
    - b) [December 2015](#)
  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. Motion to approve the ratification of the following field trip and fundraising requests
    - a) [Field Trip Request – Drafting and Design; December 4, 2015; Parker Hannifin](#)
    - b) [Field Trip Request – Precision Machining; December 10, 2015; TechFest, Bayfront Convention Center](#)
    - c) [Field Trip Request – SkillsUSA District 10 Leadership Workshop; December 3, 2015; Ambassador Conference Center](#)

- d) Fundraiser/Community Service – R. Hewitt; December 5, 2015; Special Olympics Bowling
- 2. Motion to approve the following field trip and fundraising requests
  - a) Field Trip Request - SkillsUSA; District 10 Competition; January 15, 2016; New Castle School of Trades
  - b) Field Trip Request – Computer Networking; December 16, 2015; Meadville Elks Lodge
- D. Facility Use Requests — Profit Making Organizations (Policy 707) — none
- E. Other Operations
- 14. Other Business**
  - A. Board Action Items
    - 1. Food Service Participation Report – October and November 2015
  - B. Motion to approve the Benefit and Compensation Plan (Act 93) for the Administrative Staff Members
  - C. Motion to approve the Benefit and Compensation Plan for the Business Manager
  - D. Motion to approve the Benefit and Compensation Plan for the Director
- 15. Supplemental Reports & Information**
  - A. JOC Member Attendance Report
  - B. Secondary Program Enrollment Report
  - C. Transition Center & Career Alternative Education Enrollment Report
  - D. Business Contacts Report – Elaine Shaffer
  - E. Work Experience Report – Elaine Shaffer
  - F. Admissions Coordinator Report – Lisa Sorensen
  - G. Career Planning Coordinator Report – Remle Moyak
  - H. Honor Roll, Perfect Attendance, and Distinguished Students
  - I. Students of the Month—October and November
  - J. AFT Report
  - K. ISO Audit Report
  - L. Disabled Population by District
  - M. Disabled Population by Program

**N. Next meeting: Thursday, January 28, 2016**

**16. Guest and Public Comment — Open to General Matters**

**17. Adjournment**