



**Joint Operating Committee
Meeting Agenda
Thursday, June 23, 2016
8500 Oliver Road, Erie, PA 16509**

Work Session

1. Buseck Barger Bleil & Co – Liz Sturgeon, CPA - Annual Audit Planning
2. Erie County Vocational-Technical School Foundation

**Regular Meeting
6:00 p.m.**

1. Call to Order

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

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

2. Meeting Minutes

- A. Motion to accept the minutes of the May 26, 2016 meeting as presented

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

4. Correspondence

- A. Thank you letter from Second Harvest Food Bank
- B. Letter of official retirement date, Shirley Braddock, Instructional Aide

5. Business

- A. Business Manager Report — Terri Birchard, Business Manager
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: May 2016
 - 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: **\$301,337.10**
Invoices Payable: **\$121,591.08**
 - b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: **\$13,470.70**

Invoices Payable: **\$1,889.95**

- c) Capital Projects Fund Invoices Payable: **\$2,355.14**
- d) Student Activity Fund Checks: **\$7,716.77**

- 3. VISA Procurement Card Payment: **May: \$38,387.71**
- 4. Treasurer's Report: **May 2016**
- 5. **Motion to approve the 2016-2017 VISA purchasing card users and limits effective July 1, 2016 as listed**
- 6. **Motion to approve final 2015-2016 Budget Transfers**

6. Human and Quality Resources

- A. **Coordinator of Human and Quality Resources Report — Natalie Fatica**
- B. **Motion to approve 12 hours of curriculum development for Kayla Noonan, Mariea Sargent, Lesa Scalise, and Michael Miller at the curriculum development rate of \$35.00 per hour**
- C. **Motion to approve the uncompensated disability leave of absence for Trish Hodas beginning August 15, 2016 as needed**
- D. **Motion to grant regular employment status to Susan Tatalone effective June 1, 2016 at \$14.51 per hour**
- E. **Motion to approve the hiring of Automotive Technologies instructor – TBD**
- F. **Motion to accept the retirement request of Shirley Braddock, Instructional Aide, effective August 15, 2016**

7. Operations

- A. **Administrative Reports**
 - 1. **Superintendent Report — Dr. Sandra Myers, Union City Area School District**
 - 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 (Polices 331, 431, 531)**
 - 1. **Staff Travel Request – Joe Salorino, Instructor; Graph Expo; Orlando, FL; September 26 – 29, 2016**

- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,) — none
- D. Facility Use Requests — Profit Making Organizations (Policy 707)
- E. Other Operations
 - 1. Motion to approve the 2016-2017 textbooks as listed
 - 2. Motion to approve the new ECTS courses as listed for delivery beginning 2016-2017
 - 3. Motion to approve payment to RCTC instructors of up to 2 hours at \$25.00 per hour (\$3,650.00 total) for each RCTC course syllabus written per standard and required format
 - 4. Motion to appoint Dr. Sandra Myers as the Superintendent of Record for the 2016-2017 school year and to be paid a net stipend of \$3,000
 - 5. Motion to approve the Food Service consulting services agreement in the amount of \$21,000 with The Nutrition Group effective July 1, 2016 through June 30, 2017
 - a) Food Service Outsourcing Survey – Union City Area School District
 - 6. Motion to set the 2016-2017 tuition rates as follows:
 - a) Secondary Program: High school and adult students \$18.15 per hour
 - b) Career Alternative Education Program Following Discussion w/ Districts
 - 7. Motion to approve the Career Alternative Education Program agreement with the Sarah Reed Center from July 1, 2016 through June 30, 2017
 - 8. Motion to accept the donation of computer equipment from the Erie Business Center to be utilized in the Computer Networking program
 - 9. Changes to the 2016-2017 Student Handbook and Faculty & Staff Handbook
 - 10. Motion to approve the Student Intern Agreement with Splash Lagoon
 - 11. Motion to approve the Student Intern Agreement with Home 2 Suites
 - 12. Motion to accept the engineering firm consulting proposal from Tower Engineering for the bid packet development for the Skill Center Multi-zone AC-1 Replacement

Other Business

- A. Board Action Items – no change from prior month
 - a) Food Service Participation – May 2016
 - b) Food Service Participation – June 2016

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 – no report
- E. Disabled Population by Program – no report
- F. [Business Partnership Coordinator Report](#) – Elaine Shaffer
- G. [Admissions Coordinator Report](#) – Lisa Sorensen
- H. Career Planning Coordinator Report – no report
- I. Work Experience Report—[June 2016](#)
- J. [Staff Operations Survey 2016](#)
- K. [PDE Bureau of Career and Technical Education Approved Program Evaluation Report](#)
- L. **No meeting in July**
- M. **Next meeting: Thursday, August 25, 2016**

9. Guest and Public Comment — Open to General Matters

10. Adjournment

11. Foundation agenda