



**Joint Operating Committee
Meeting Agenda**
Thursday, August 27, 2015
8500 Oliver Road, Erie, PA 16509

**Work Session
6:00 p.m.**

1. [Audited Financial Statements-June 30, 2015](#) - Buseck Barger Bleil & Co– Valerie Hartley, CPA
2. [Erie County Vocational-Technical School Foundation Meeting](#)
3. Executive Session – Classified Unit contract
4. Clearances for Employers Participating in Cooperative Education Placements (discussion)
5. Administrative Reports as time allows

**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 25, 2015 meeting as presented](#)

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

4. Correspondence

- A. [2015 Approval for Reaccreditation Automotive Technologies](#)
- B. [Thank you from ERIEBank](#)
- C. [Thank you from IU5 Student Programs Team](#)
- D. [PSBA Slate of Officers](#)

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: June 2015 and July 2015
 - 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: June \$441,198.56 July \$166,009.46
Invoices Payable: \$99,974.58
- b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: June \$1,913.13 July \$ 95.00
Invoices Payable: \$10,500.00
- c) Capital Projects Fund Checks and Invoices:
Checks and Wire Transfers: June - None July - None
Invoices Payable: \$34,104.69
- d) Student Activity Fund Checks and invoices:
Checks and Wire Transfers: June - \$75.34 July – None
Invoices Payable: None

3. VISA Procurement Card Payment:

- a) June 2015: \$47,005.43
- b) July 2015: \$8,208.60

4. Treasurer's Report

June and July 2015

5. Budget Transfers-none

- C. Motion to accept the audited financial statements for the year ended June 30, 2015, as presented by Buseck Barger Bleil & Co
- D. Motion to award the 2015-2016/2016-2017 snowplowing services to Yardmaster of Pennsylvania

6. Human and Quality Resources

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
 - 1. Motion to ratify the Classified Unit bargaining agreement as presented by the negotiating committee
 - 2. Motion to approve the list of RCTC instructors and supervisors for 2015-2016 as presented

3. Motion to approve the list of substitute instructors, as presented
4. Motion to approve Donna Erdman and Kelly Sanders as NVTHS Advisors for 2015-2016 and to be paid a stipend of \$ 500.00 each
5. Motion to approve Elaine Shaffer and Sandy Carr as advisors for Skills USA for 2015-2016 and to be paid a stipend of \$1,000.00 each
6. Motion to approve the hiring of Michael Ploss as part-time custodian (C-2) at the probationary rate of \$14.19 per hour effective September 1, 2015
7. Motion to grant regular employee status to custodian James Simitowski (C-2) effective August 17, 2015 at \$14.44 per hour
8. Motion to approve Lisa Hauser as a substitute instructor in Tourism and Hospitality at the rate of \$200.00 per day effective September 1, 2015
9. Motion to hire Robyn Edwards as part-time Pupil Services Secretary (S-3) at the rate of \$13.88 per hour effective September 1, 2015

7. Operations

A. Administrative Reports

1. Superintendent Report — Sandra Myers, Union City Area 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. Fundraising and Community Service Requests –
 - a. Fundraising - SkillsUSA - Fundraising 2015-2016
 - b. Fundraising - Cosmetology Program – Fundraising 2015-2016
 - c. Field Trip – Drafting & Design; Lord Corp; October 2, 2015
 - d. Field Trip – Metal Fabrication; Bayfront Convention Center; October 1, 2015
 - e. Field Trip – Metal Fabrication; Modern Industries; October 2, 2015

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

E. Other Operations

1. Changes to the 2015-2016 Student Handbook and Faculty & Staff Handbook
2. Motion to approve the 2015-2016 Student Handbook as presented
3. Motion to approve the 2015-2016 Faculty & Staff Handbook as presented
4. Motion to approve the Memorandum of Understanding with the Bureau of Career and Technical Education for Participation in the BCTE Technical Assistance Program
5. Motion to approve the revised page 1 of the lease agreement with the NW Tri-County IU #5 for the Regional Skill Center from July 1, 2015 through June 30, 2016
6. Motion to approve a one-year lease with the Independent Electrical Contracts Apprenticeship Program for a portion of the Regional Skill Center Building effective September 1, 2015 through June 30, 2016 as per the attached lease agreement

8. Other Business

A. Board Action Items

9. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report
- C. Disabled Population by District
- D. Disabled Population by Program
- 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. 2015-2016 Reading Action Plan
- J. 2015-2016 in-Service Agenda
- K. **Next meeting: Thursday, September 24, 2015**

10. Guest and Public Comment – Open to General Matters

11. Adjournment

12. Foundation Meeting