



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

Erie County Vocational-Technical School Foundation Meeting

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
- 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: \$ 102,496.83
 - 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: \$ 2,230.87
 - 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
 - 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
 - 3. VISA Procurement Card Payment

- a) October: \$44,531.50
- b) November: \$55,269.65
- 4. Treasurer's Report - October and November 2015
- 5. 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
- 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. Next meeting: Thursday, January 28, 2016

16. Guest and Public Comment — Open to General Matters

17. Adjournment