



**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
 - 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 – 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**