



Joint Operating Committee Meeting Agenda

Thursday, August 25, 2016
8500 Oliver Road, Erie, PA 16509

Work Session

1. Audited Financial Statements, June 30, 2016 - Buseck Barger Bleil & Co– Valerie Hartley, CPA
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 June 23, 2016 meeting as presented

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

4. Correspondence

- A. Thank you letter from Jan Kennerknecht
- B. Letter of resignation, Justin Jaeger, Electrical Engineering Instructor
- C. Letter of retirement, Denise Cochran, part-time Custodian
- D. Letter of resignation, Cheryl Cross, part-time Custodian
- E. Letter re: Appointment of Voting Delegates for the PSBA Delegate Assembly Meeting
- F. Letter re: Voting for PSBA Officers

5. Business

- A. Business Manager Report — Terri Birchard, Business Manager – June and July
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: June 2016 and July 2016
 - 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 - \$445,543.89 July - \$205,810.49
Invoices Payable: \$95,262.15
 - b) Food Service Fund Checks and Invoices:
Checks and Wire Transfers: June - \$1,889.95 July - none
Invoices Payable: \$100.00
 - c) Capital Projects Fund Checks and Invoices
Checks and Wire Transfers: June - \$2,355.14 July - none
Invoices Payable: \$ 917.20
 - d) Student Activity Fund Checks:
Checks and Wire Transfers: June - none July - none
Invoices Payable: None
3. VISA Procurement Card Payment:
June: \$13,132.95
July: \$25,349.85
4. Treasurer's Report - June and July 2016
5. Motion to accept the audited financial statements for the year ended June 30, 2016, as presented by Buseck Barger Bleil & Co

6. Human and Quality Resources

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
- B. Motion for the ratification of the hiring of Matthew Walter as the Automotive Technologies Instructor at Column A/B Step 10 at the rate of \$44,908 per year
- C. Motion to accept the resignation of Cheryl Cross, Custodian (C-2), effective August 5th, 2016
- D. Motion to accept the resignation request of Justin Jaeger, Electrical Engineering Instructor, effective August 24, 2016
- E. Motion to grant regular employment status to Colleen Murray-Donaldson, Instructional Aide, effective June 18, 2016, at \$15.09 per hour
- F. Motion to accept the retirement request of Denise Cochran, Custodian (C-2), effective September 30, 2016
- G. Motion for approval to hire Travis Woodburn as the Professional Skills Instructor at Column A/B Step 1 at the rate of \$39,308 per year
- H. Motion for approval to hire Corey Long as the Electrical Engineering Instructor on or after September 5, 2016 at Column A/B Step 9 at the rate of \$44,308 per year prorated based on start date

- I. Motion to approve the 2016-2017 RCTC instructors and supervisors as presented
- J. Motion to reimburse Jeffrey Zellefrow, Travis Woodburn, and Matthew Walter for new instructor orientation on August 24th, 2016 for a total expenditure of \$688.25
- K. Motion to pay Donna Erdman and Kelly Sanders a \$500.00 stipend for advising NVTHS for 2016-2017

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 — Sandy Carr and Pat Holland

B. Staff Travel >400 miles (Policies 331, 431, 531)

- 1. Staff Travel Request – none

C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)

- 1. Motion to approve the 2016-2017 SkillsUSA fundraising and community service projects
- 2. Motion to approve the 2016-2017 NTHS fundraising and community service projects
- 3. Field trip request – Early Childhood Education; Mercyhurst Child Learning Center; September 7, 2016
- 4. Field trip request – Early Childhood Education; YMCA of Greater Erie; TBD
- 5. Field trip request – Precision Machining Technologies; Suburban Tool & Die; September 2, 2016
- 6. Community service project – NTHS; Rotary District 7280 Camp Kon-O-Kwee Spencer; September 16-17, 2016

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

E. Other Operations

- 1. Motion to award the Skill Center Multi-zone AC-1 RTU Replacement project to Rabe Environmental as follows:
 - a) Base bid of \$106,000;

- b) Alternate #1 – add-on of \$8,353 for tie-in to the existing Johnson Controls Automation System;
- c) Alternate #3 - Deduct Electrical Power Feed of \$2,150; as presented
- 2. Motion to award the Skill Center Partial Roof Replacement project to McCreary Roofing Company with a bid of \$72,675 as presented
- 3. Motion to approve the corrective action plan response to PDE for the Approved Program Evaluation Chapter 339 audit
- 4. Motion to approve a VISA card for Susan Tatalone with a monthly renewable limit of \$5,000 per month for the 2016-2017 for RCTC program purchases

8. Other Business

- A. Board Action Items – no change from prior month
 - a) Food Service Participation – no report

9. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. Secondary Program Enrollment Report
- C. Transition Center & Career Alternative Education Enrollment Report – no report
- D. Disabled Population by District
- E. Disabled Population by Program
- F. Business Partnership Coordinator Report – no report
- G. Admissions Coordinator Report – Lisa Sorensen
- H. Career Planning Coordinator Report – no report
- I. Work Experience Report—no report
- J. Admin Staff Retreat Priority Action Plans 2016-2017
- K. Teacher Success Plan
- L. Alternative to Professional Portfolio
- M. **Next meeting: Thursday, September 22, 2016**

10. Guest and Public Comment — Open to General Matters

11. Adjournment

12. Foundation agenda