



**Joint Operating Committee
Meeting Agenda**

Thursday, August 24, 2017
8500 Oliver Road, Erie, PA 16509

Work Session

6:00 p.m.

1. [Audited Financial Statements, June 30, 2017](#) - Buseck Barger Bleil & Co– Valerie Hartley, CPA
2. Executive Session of the Joint Operation Committee for matters related to personnel and negotiations
3. Executive Session of the Foundation Board of Directors for matters related to contract negotiations
4. [Erie County Vocational-Technical School Foundation](#)

Regular Meeting

1. Call to Order

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

Foyle, Ogden, Olesnanik, Bucksbee, Lutz, King, DiPlacido, Fynan, Ring, Fox, Duda

2. Meeting Minutes

- A. [Motion to accept the minutes of the June 22, 2017 meeting as presented](#)

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

4. Correspondence

- A. [Letter of resignation, Robyn Edwards, part-time Secretary](#)
- B. [Letter re: Appointment of Voting Delegates for the PSBA Officer Elections](#)
- C. [Letter re: Slate of Candidates for PSBA Officers for 2018](#)

5. Business

- A. Business Manager Report — Terri Birchard, Business Manager – [June and July 2017](#)
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: June and July 2017
 - a) General Fund – [June](#)
 - b) General Fund - [July](#)
 - c) Food Service Fund – [June](#)
 - d) Food Service Fund – July – No Activity
 - e) Capital Projects Fund – [June](#)
 - f) Capital Projects Fund – [July](#)
 - g) Student Activities Report – [June](#)
 - h) Student Activities Report – July – No Activity

2. Checks and Invoices

a) General Fund Checks, Wire Transfers and Invoices:

Checks and Wire Transfers: June - \$540,322.98 July - \$336,446.70
Invoices Payable: \$149,333.08

b) Food Service Fund Checks and Invoices:

Checks and Wire Transfers: June - \$34,737.90 July - none
Invoices Payable: \$1,490.00 – July \$150.00 - August

c) Capital Projects Fund Checks and Invoices

Checks and Wire Transfers: June - none July - none
Invoices Payable: None

d) Student Activity Fund Checks:

Checks and Wire Transfers: June - \$1,357.65 July - none
Invoices Payable: None

3. VISA Procurement Card Payment:

June: \$ 6,642.54
July: \$28,944.79

4. Treasurer's Report - June and July 2017

5. Motion to accept the audited financial statements for the year ended June 30, 2017, 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 approval to hire Daniel Scutella as one of the part time Math Instructors effective August 24, 2017, at Column A Open at the rate of \$41,000 per year prorated for part-time

C. Motion to ratify the uncompensated leave of absence for Garret Beals from July 17 to August 8, 2017

D. Motion to ratify the resignation request of Robyn Edwards effective August 18, 2017

E. Motion to approve the 2017-2018 RCTC instructors and supervisors as presented

F. Motion to approve the 2017-2018 NTHS and SkillsUSA advisors

G. Motion to approve 12 hours each of curriculum development hours for Allison Marendt and Daniel Scutella at the curriculum rate of \$35.00 per hour

H. Motion to grant regular employment status to Pam Pence effective June 27, 2017, at \$15.11 per hour

7. Operations

A. Administrative Reports

1. Superintendent Report — Ken Berlin, Wattsburg 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 – Joe Salorino, Instructor; Graph Expo; September 11 – 13, 2017; Chicago, IL
 2. Staff Travel Request – Donna Erdman, Instructor; NAEYC Annual Conference and Expo; November 14 – 19, 2017; Atlanta, GA
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)
1. Motion to approve the 2017-2018 National Technical Honor Society fundraising and community service projects as presented
 2. Motion to approve the 2017-2018 Cosmetology program community service projects as presented
 3. Motion to approve the 2017-2018 Cosmetology program fundraising projects as presented
 4. Approval of Upcoming Field Trips
 - a. Field Trip Request – Early Childhood Education; September 13, 2017; Mercyhurst Child Learning Center; Erie, PA
 - b. Field Trip Request – Early Childhood Education; September 13, 2017; YMCA Downtown Erie; Erie, PA
- D. Facility Use Requests — Profit Making Organizations (Policy 707)
- E. Other Operations
1. Motion to approve the Career Alternative Education Program agreement with the Sarah Reed Center from July 1, 2017 through June 30, 2018
 2. Motion to set the 2017-2018 tuition rate for the Career Alternative Education Program
 3. Motion to approve the lease agreement with the School District of the City of Erie for the Regional Skill Center welding lab
 4. Motion to approve the changes to the 2017-2018 Faculty Handbook and the 2017-2018 Student Handbook

5. Motion to accept the donation of eight Cisco Analyst 2950 Managed Network Switches from Meadville Forging Company to be utilized in the Computer Networking program
6. Motion to approve the lease agreement for the Regional Skill Center with the Independent Electrical Contractors of NW PA for an electrician's apprenticeship program
7. Motion to take from the table the approval of the Benefit Compensation Plans (Act 93) for the [Administrative Staff](#) and the [Business Manager](#)
8. Motion to ratify, with reservations, the tentative agreement for the Master Contract 2014-2020 between the Erie County Technical School Federation of Teachers, Local 1589, and the Erie County Technical School Joint Operating Committee

8. Other Business

- A. Board Action Items – no change from prior month
 1. 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. [Administrative Staff Retreat Priority Action Plans 2017-2018](#)
- K. [Articulation Agreement with Triangle Tech](#)
- L. [Professional Development Portfolio – Domain 4 Professional Responsibilities](#)
- M. [Small Learning Communities](#)
- N. **Next meeting: Thursday, September 28, 2017**

10. Guest and Public Comment — Open to General Matters

Mark Cyphert, ECTS Instructor

11. Adjournment

12. Foundation agenda