



**Joint Operating Committee  
Meeting Agenda**  
**Tuesday, December 19, 2017**  
8500 Oliver Road, Erie, PA 16509

**Erie County Vocational-Technical School Foundation Meeting - AGENDA**  
**6:00 p.m.**

**Regular Meeting**  
**6:00 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. Girard – Dennis Olesnanik (2020)
- B. Fort LeBoeuf – John Ogden (2020)
- C. Harbor Creek – Justin Gallagher (2020)
- D. Iroquois – Edward Rickrode (2020)

**4. Roll Call**

Foyle, Ogden, Bucksbee, Olesnanik, Gallagher, Rickrode, DiPlacido, Fynan, Ring, Fox, 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 2018, as presented

**8. Meeting Minutes**

Motion to accept the minutes of the October 26, 2017 meeting as presented

**9. Guest and Public Comment — Items Related to the Agenda**

**10. Correspondence**

- A. Letter of intent to retire on December 25, 2017, Eleanore Anderson, Instructional Aide
- B. Letter of intent to retire 2018-2019, Ken Balsiger, Auto Body Instructor
- C. Letter of intent to retire 2018-2019, Rob Suprynowicz, Precision Machining Instructor
- D. Letter of intent to retire 2017-2018, Curt Oakes, Culinary Arts Instructor
- E. Letter of intent to retire 2018-2019, Mariea Sargent, Drafting and Design Instructor
- F. Letter of intent to retire 2018-2019, Tracy Massello, Facilities Maintenance Instructor
- G. Thank you letter to AFT from scholarship recipient
- H. Letter from Iroquois School District regarding JOC representative Edward Rickrode

**11. Business**

- A. Business Manager Report – **October & November** — 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 2017**
    - b) Food Service Fund – **October** and **November 2017**
    - c) Capital Projects Fund – **October** and **November 2017**
    - d) Student Activities Report – **October** and **November 2017**
  - 2. Checks and Invoices
    - a) General Fund Checks, Wire Transfers, and Invoices:
      - 1) Checks and Wire Transfers – **October: \$ 208,117.15**
      - 2) Checks and Wire Transfer – **November: \$ 250,153.49**
      - 3) Invoices Payable: **\$ 77,628.31**
    - b) Food Service Fund Checks and Invoices
      - 1) Checks and Wire Transfers – **October: \$ 13,866.75**
      - 2) Checks and Wire Transfers – **November: \$ 14,303.64**
      - 3) Invoices Payable: None
    - c) Capital Projects Fund Checks and Invoices
      - 1) Checks and Wire Transfers – October: none
      - 2) Checks and Wire Transfers – November: none
      - 3) Invoices Payable: None
    - d) Student Activity Fund Checks and invoices:
      - 1) Checks and Wire Transfers – October: None
      - 2) Checks and Wire Transfers – **November: \$ 6,688.27**

3) Invoices Payable - \$2,082.73

1. VISA Procurement Card Payment
  - a) October: \$ 35,815.56
  - b) November: \$ 22,414.13
2. Treasurer's Report - October and November 2017
3. Budget Transfers — None

**12. Human and Quality Resources**

- A. Coordinator of Human and Quality Resources Report — Natalie Fatica
- B. Motion to accept the retirement request of Eleanore Anderson, Instructional Aide, effective December 25, 2017

**13. Operations**

- A. Administrative Reports
  1. Superintendent Reports - November and December — Ken Berlin, Wattsburg Area School District
  2. Director Report — Aldo Jackson
  3. Solicitor Report — Timothy or Christopher 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. Kayla Noonan, Cosmetology Instructor; Selected by vendor to become a Certified Trainer for Sunlight Bulayage Techniques (100% Expense paid by Vendor); February 9 – 13, 2018; Atlanta, GA
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)
  1. Motion to ratify the following field trip and fundraising requests
    - a) Field Trip Request – Construction Trades and Facilities Maintenance; Plumbers Training Facility; December 6, 2017
- D. Facility Use Requests — Profit Making Organizations (Policy 707)
  1. Motion to approve the lease agreement with Keystone Community Education Program for classroom space in the Skill Center for a carpenter's apprenticeship program English class

E. Other Operations

**14. Other Business**

A. Board Action Items

1. Food Service Financial Report – November 2017 – The Nutrition Group

**15. Supplemental Reports & Information**

A. JOC Member Attendance Report

B. AFT Report

C. Secondary Program Enrollment Report

D. Transition Center & Career Alternative Education Enrollment Report

E. Business Contacts Report – Elaine Shaffer

F. Work Experience Report – Elaine Shaffer

G. Admissions Coordinator Report – Lisa Sorensen

H. Career Planning Coordinator Report – Remle Moyak

I. Honor Roll, Perfect Attendance, and Distinguished Students

J. Students of the Month—October and November

K. Disabled Population by District

L. Disabled Population by Program

M. Make-A-Wish check presentation

N. Philanthropy Award

O. Construction Trades and Mill Village Students' bird house project

**P. Next meeting: Thursday, January 25, 2018**

**16. Guest and Public Comment — Open to General Matters**

**17. Adjournment**

**18. FOUNDATION AGENDA**