



**Joint Operating Committee
Meeting Agenda
Thursday, September 28, 2017
8500 Oliver Road, Erie, PA 16509**

Work Session

- 1. Recognition of 2016-2017 Exemplary Students**
- 2. Erie County Vocational-Technical School Foundation Meeting**

Regular Meeting

6:00 p.m.

3. Call to Order

- Moment of Reflection
- Pledge of Allegiance
- Roll Call

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

4. Meeting Minutes

- Motion to accept the minutes of the August 24, 2017 meeting as presented

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

6. Correspondence

- Thank you note from the family of Jessica Brown
- Letter regarding Intent to Retire during 2018-2019; Roach Hewitt; Instructor
- Letter regarding resignation; Daniel Scutella, Instructor
- Letter regarding resignation; Garret Beals, part-time custodian

7. Business

- Business Manager Report** — Terri Birchard, Business Manager
- Motion to approve the following reports, transfers, payments and invoices, as presented:
 - Revenue and Expenditure Reports: August 2017
 - General Fund
 - Food Service Fund
 - Capital Projects Fund
 - Student Activities Fund
 - Checks and Invoices
 - General Fund Checks, Wire Transfers and Invoices:
Checks and Wire Transfers: **\$228,373.61**
Invoices Payable: **\$73,995.38**
 - Food Service Fund Checks and Invoices:
Checks and Wire Transfers: **\$150.00**

- Invoices Payable: [\\$10,243.72](#)
- c) Capital Projects Fund Checks and Invoices
 - Checks and Wire Transfers: None
 - Invoices Payable: None
- d) Student Activity Fund Checks:
 - Checks and Wire Transfers: None
 - Invoices Payable: None
- 3. VISA Procurement Card Payment: [August - \\$ 59,554.48](#)
- 4. Treasurer's Report - [August](#)

8. Human and Quality Resources

- A. [Coordinator of Human and Quality Resources Report](#) — Natalie Fatica
- B. [Motion to approve the additional RCTC instructors as presented](#)
- C. [Motion to ratify the resignation request of Daniel Scutella effective September 8, 2017](#)
- D. [Motion to hire Jared Keys as a part time custodian at the probationary rate of \\$15.19 effective on or after October 2, 2017](#)
- E. [Motion to grant regular employment status to Michael Wolfe effective July 27, 2017, at \\$15.44 per hour](#)
- F. [Motion to ratify the resignation request of Garret Beals effective September 25, 2017](#)
- G. [Motion to hire Jonathan Peterson as a substitute custodian at the rate of \\$9.00 effective on or after October 2, 2017](#)

9. Operations

- A. Administrative Reports
 - 1. [Superintendent Report](#) — Kenneth 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 – none
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)

1. Ratification of Trip Requests and Fundraisers prior to JOC Session
 - a. Field trip request – [Cosmetology; JC Penney Salon opening; September 15, 2017](#)
2. Approval of Upcoming Field Trips
 - a. Field trip request – [Drafting & Design; Manufacturing Day; Reddog Industries and Matrix Tool; October 6, 2017](#)
 - b. Field trip request – [Electrical Engineering; Manufacturing Day TBD; Oct. 6, 2017](#)
 - c. Field trip request – [Electrical Engineering; Manufacturing Day; October 11, 2017](#)
 - d. Field trip request – [Electronics; Manufacturing Day; Signal-Tech; October 6, 2017](#)
 - e. Field trip request – [Facilities Maintenance; Manufacturing Day TBD; Oct. 6, 2017](#)
 - f. Field trip request – [Metal Fabrication; Manufacturing Day; William T. Spaeder Co. October 6, 2017](#)
 - g. Field trip request – [Precision Machining; Manufacturing Day; Custom Engineering; October 6, 2017](#)
 - h. Field trip request – [Precision Machining; Manufacturing Day; October 11, 2017](#)
 - i. Field trip request – [NTHS; Second Harvest Food Bank; October 18, 2017](#)
 - j. Field trip request – [NTHS; Second Harvest Food Bank; TBD](#)
 - k. Field trip request – [NTHS; Camp Kon-O-Kwee Spencer; October 20 – 21, 2017](#)
 - l. Community service – [Computer Programming and all labs; Special Olympics Basketball; April 2018](#)
 - m. Community service – [Computer Programming and all labs; Special Olympics Bowling; December 9, 2017](#)
- C. Facility Use Requests — Profit Making Organizations (Policy 707) - none
- D. Other Operations

10. Other Business

- A. Board Action Items –
 - a) Food Service Participation – no report (only 3 days of activity in August)
- B. Motion to take from the table the motion to approve the Benefit Compensation Plans (Act 93) for the Administrative Staff and the Business Manager
- C. Motion to approve the Benefit Compensation Plans (Act 93) for the [Administrative Staff](#) and the [Business Manager](#)
- D. [Motion to approve the following student textbooks beginning 2017-2018 as listed](#)

- E. Motion to approve the Occupational Advisory Committee members for the 2017-2018 academic year, as presented
- F. Motion to approve the snow plowing bid from Helen Nelson Trucking for the 2017-2018 and 2018-2019 winter seasons for the 1 – 2” plowing option at \$225.00 per time

11. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. AFT Report – TBD
- C. Secondary Program Enrollment Report
- D. Transition Center & Career Alternative Education Enrollment Report
- E. Disabled Population by District
- F. Disabled Population by Program
- G. Business Partnership Coordinator Report – Elaine Shaffer
- H. Admissions Coordinator Report – Lisa Sorensen
- I. Career Planning Coordinator Report – Remle Moyak
- J. Work Experience Report—Elaine Shaffer
- K. ECTS Post-Secondary Articulation Agreements
- L. **Next meeting: Thursday, October 26, 2017**

12. Guest and Public Comment — Open to General Matters

13. Adjournment

14. Foundation agenda