



**Joint Operating Committee
Meeting Agenda**
Tuesday, December 17, 2019
8500 Oliver Road, Erie, PA 16509

Work Session

1) Erie County Vocational-Technical School Foundation Meeting

2) EXECUTIVE SESSION – Personnel Matters

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. New district appointed committee members
 - a. Wattsburg – Steve O'Donnell (2021)
 - b. Fairview – David Mahoney (2022)
 - c. Harbor Creek – Terri Brink (2020)
 - d. Fort LeBoeuf – Andy Dinsmore (2020)
 - e. Millcreek – John DiPlacido (2022)
 - f. North East – Joseph Cancilla (2022)
 - g. **Motion to approve District Appointments**
4. Roll Call
5. Chairperson Election
 - a. Call for nominations and election of Chairperson
 - b. **Motion to close nominations for Chairperson**
 - c. Vote on nominations for Chairperson
 - d. **Motion to approve Chairperson Election**
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
 - d. **Motion to approve Vice-Chairperson Election**
7. Meeting Minutes from October 24, 2019
 - a. **Motion to approve Meeting Minutes**
8. Student Accomplishments/Highlights

- a. Students of the Month – October and November 2019
 - b. AUR, CNT and MTF collaboration – Erie BayHawks “Flagship Cannon” press release
 - c. Erie County Technical School 2019 Erie’s Choice Award winner
- 9. Public Comment
- 10. Important Items Coming to the ECTS – n/a
- 11. Operations:
 - a. New Business
 - i. Joint Operating Committee 2020 meeting dates
 - ii. Equipment donation for CMP Lab
 - iii. Supply donation for MTF Lab
 - iv. Vehicle donation for AUT Lab
 - v. Request to increase the VISA purchasing level for 2019-2020 by \$3,000 for Metal Fabrication and Electrical Engineering
 - vi. Enrollment and Community Engagement Coordinator – revised job description
 - vii. Director’s Expense Reimbursement Request – November 2019
 - b. Old Business – n/a
 - c. Motion to approve Operations Section
- 12. Financial Items
 - a. Business Manager Report
 - b. Treasurer Report
 - c. Statement of Activities
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
 - d. Checks and Wire Transfers
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
 - e. Invoices Payable
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Student Activities Fund
 - f. VISA Procurement Card
 - g. Motion to approve Financial Items Section
- 13. Human and Quality Resources
 - a. Human and Quality Resources Report
 - i. ISO Audit report
 - b. Resignations and Retirements

- i. Recommendation to accept the retirement of Patricia Hodas, effective December 13, 2019

- c. Hiring

- i. Recommendation to grant regular employment status to Kelly Phillips, part-time Custodian effective December 12, 2019

- d. **Motion to approve Human and Quality Resources Section**

14. Reports (verbal and written):

- a. Superintendent
- b. Director
- c. Solicitor
- d. Principal
 - i. First Quarter Honors
 - ii. Walk for Wishes

- e. **Motion to approve Reports Section**

15. Supplemental Reports and Information (written only):

- a. Facilities Report
- b. Technology Report
- c. Instructional Support Services Report
- d. JOC Member Attendance Report
- e. Secondary Program Enrollment Report
- f. Transition Center & Career Alternative Education Enrollment Report
- g. Disabled Population by Program
- h. Disabled Population by District
- i. Business Partnership Coordinator Report
- j. Enrollment and Community Engagement Coordinator Report
- k. Career Planning Coordinator Report
- l. Regional Career and Technical Center Report
- m. Erie County Department of Health School Inspection Report

16. Statute-Related Business:

- a. Staff Travel > 400 Miles – n/a
 - i. Field Trip Requests – n/a
 - ii. Fundraising – n/a
- b. Facility Use Requests (for-profit groups only) – n/a

- c. **Motion to approve Statute-Related Business**

17. Board Action Items

18. Amendments

- a. Facilities Report
- b. Updated Invoice Payable Report – General Fund

- c. **Motion to approve Amendments**

19. Adjournment