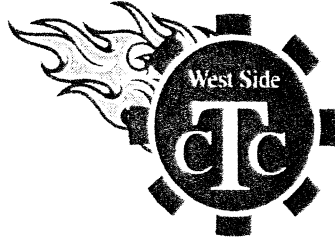


West Side Career and Technology Center



Administrative Director: Elizabeth Jane Ellis
Principal: Anthony Guariglia

Business Manager: David J. Williams
Director MIS: Steven Christian

W.S.C.T.C. -Joint Operating Committee Meeting
Date: Monday, February 22, 2010- 6:00 P.M.
Location: School Library
Official Meeting will follow Work Session

5:30 Working Business Dinner in West Side Cafe'

1. Call to Order, Pledge of Allegiance & Silent Prayer – Mr. John Bolin, President
2. Roll Call – **Mrs. Mitchell, Board Secretary**
3. Visitors
4. Approval of Minutes from the January 25, 2010 JOC Meeting and February 2, 2010 Policy & Co-Curricular Committee Meeting.
5. Treasurer's Reports for January 2010 (Attached)
6. Approval of Bills (Enclosed)
7. Administrative Director- **Miss Ellis** (Attached)
 - 7.1 February at West Side CTC
 - 7.2 Student Spotlight
 - 7.3 West Side CTC in the News
 - 7.4 Personnel
8. Superintendent of Record – **Mr. James McGovern**
9. Administrative Reports (Attached)
 - 9.1 Principal - **Mr. Anthony Guariglia**
 - 9.2 Business Manager - **Mr. David Williams**
 - 9.3 M.I.S. Director - **Mr. Steve Christian**
10. J.O.C. Secretary - **Mrs. Mitchell**
11. School Solicitor - **Attorney Charles Coslett**
Items at the discretion of Attorney Coslett

- 12. Special/Additional Reports (Attached)
 - .1 Summary of Temporary Investment
 - .2 Food Service Financial Statement for January 2010

EDUCATION COMMITTEE REPORT – Mr. Lanza

Information Item

13.1 Director of Recruiting – Mrs. Lorri Vandermark (To be Available)

Action Items

13.2 Approval of Request to Attend *FBLA Leadership Conference

MOTION: "I recommend and move that the request of Nicole Kmetz, FBLA Advisor, be approved to attend the 2010 FBLA State Leadership Conference at Hershey Lodge on April 11 through April 14, 2010, with 1 student and 2 chaperones; approximate cost is \$1210.00." * FBLA (Future Business Leaders of America)

13.3 Approval of Professional Contract

MOTION: "I recommend and move that approval be granted to tender a Professional Employee Contract to Patricia Temple and that the Administrative Director be directed to notify such employee of this action." Patricia Temple-Date of Hire 02/26/07

13.4 Authorization to Post and Advertise for Physical Education Make-Up Instructor

MOTON: "I recommend and move that administration be authorized to post and advertise for a physical education make-up instructor for 30 clock hours at \$25.00 per hour, cost to be paid by student tuition."

13.5 Approval to Offer Adult Education Program at West Side CTC

MOTION: "I recommend and move that approval be granted for West Side CTC to offer Electrical Wiring as an Adult Education Program." NOTE: The Program Intro to Computer Repair will not be offered at this time.

13.6 Approval of Request To Attend Skills USA State Competition

MOTION: "I recommend and move that approval be granted for 26 students and 3 chaperones to attend the Skills USA State Competition in Hershey on April 14-16, 2010, approximate cost \$11,752." (See Attached)

POLICY COMMITTEE REPORT – Mr. Mathers

Action Item

14.1 Approval of First Reading of Revised Athletic Policy

MOTION: "I recommend and move that the first reading of the revised Athletic Policy be approved as presented."

FINANCE COMMITTEE – Mr. Bigus

Items at the discretion of Mr. Bigus

BUILDING & PROPERTY COMMITTEE - Mr. Kornoski

Information Items

16.1 Supervisor of Buildings and Grounds Report (Attached)

16.2 Corrective Action from Insurance Audit (Attached)

Action Items

16.3 Awarding Bid for Kettle Cabinet Assembly

MOTION: "I recommend and move that the Bids for an Electric Kettle Cabinet Assembly; due in the office of the administrative director no later than Wednesday, February 17, 2010 at 1:00 p.m. be awarded to _____ in the amount of _____, representing the lowest responsible bid."

16.4 Authorization to Solicit Bids for General and Educational Supplies and Equipment

MOTION: "I recommend and move that administration be authorized to advertise for General and Educational Supplies and Equipment for the 2010-2011 school year; specifications for such items to be available in the Business Office, Bids to be received in the Director's Office not later than 1:00 p.m. on Monday, March 22, 2010 and opened at that time."

16.5 Approval of Request to Utilize Facilities

**MOTION: "I recommend and move that the interim action of the JOC be approved to authorize the SATA & Auto Paint World to utilize the Auto Body Paint Booth on February 3 and March 16 for their annual paint clinic."
(SATA and Auto Paint World provide certification to our students and to Auto Body Repair Shop Employees)**

16.6 Authorization to Purchase 2 Security Cameras

Motion: "I recommend and move that approval be granted to purchase from Hillman Security and Fire Technologies, off the state contract #44000001071TQ Contract #6350-03 Surveillance and Security System, two (2) Bosch In-Door color mini dome cameras with 4-9 mm Auto-Iris, vari-focal lens, at a total cost of \$850.00

16.7 Authorization to Advertise for the Sale of School Bus

MOTION: "I recommend and move that authorization be granted to declare the 1989 International School Bus as obsolete and further that administration be directed to advertise for sale of the bus."

16.8 Approval of Request to Utilize Facilities

MOTION: "I recommend and move that the request of Jack Baranski be approved for the West Side Little League to utilize the facilities for the following, pending receipt of proof of insurance as per WSCTC Policy:

March 13 – Classroom to meet and draft players 12-3 p.m.

March 13 – Gym for Little League Baseball Tryouts 8:30 – 1:00 p.m.

CO-CURRICULAR COMMITTEE – Mr. Farrell

Information Item

17.1 Athletic Director's Report

DISCIPLINE COMMITTEE – Mr. Marianacci

18.1 Monthly Discipline Report

EXECUTIVE COMMITTEE – Mr. Bolin

Items at the discretion of Mr. Bolin

20. Old Business

21. New Business

22. Adjournment

Items proceeded with (*) will be discussed in Executive Session