

Northern Tier Career Center
REGULAR MEETING of the JOINT OPERATING COMMITTEE
Wednesday, September 20, 2018, 6:30 PM
NTCC Multi-Purpose Room

AGENDA

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER: President, Gene Anne Woodruff
3. ROLL CALL ATTENDANCE
4. EXECUTIVE SESSION
5. PRESENTATION – Facility Tours
6. VISITORS' COMMENTS ON AGENDA ITEMS:
Please give name, address, organization which you represent, and subject. It is requested that comments be kept to three (3) minutes and comments relative to private student or employee matters should be directed to the Director outside of the meeting.
7. APPROVAL OF MINUTES – Regular Meeting, June 21, 2018
Action: Moved _____ Seconded _____ Yes _____ No _____ Abstain _____
8. REPORTS
 - A. NTCC Administrative Reports
 - B. Superintendent of Record Report – Dr. Bottiglieri
9. FINANCIAL REPORTS:
 - A. Summary of Bills, June 17, 2018 to August 10, 2018
 - B. Financial Report, July 31, 2018
 - C. Summary of Bills, August 11, 2018 to September 14, 2018
 - D. Financial Report, August 1, 2018 to September 14, 2018Action: Moved _____ Seconded _____ Yes _____ No _____ Abstain _____
 - E. 2017-2018 Unaudited Year-End Budget Report
 - F. Reserved/Unreserved Fund Balances
10. CORRESPONDENCE
11. BUSINESS
 - A. Memorandum of Understanding with Professional CDL Services LLC
 - B. Memorandum of Understanding with Penn State University
 - C. Memorandum of Understanding for TAP
 - D. Agreement with Home Schools for Nursing Services
 - E. Engagement Letter with EFPR Group for the 2017-2018 Audit
 - F. Increase Substitute Rate to \$100/dayAction: Moved _____ Seconded _____ Yes _____ No _____ Abstain _____
12. ADMINISTRATOR REGULATIONS – Policy 618 – Student Activity Funds
 - A. Cash Handling Policy

13. PERSONNEL

Name	Position/Salary	Salary	Date
Angela Koss and Richard Decatur	Cooperative Education Teacher	\$3000 Each	2018-2019 School Year

Action: Moved _____ Seconded _____ Yes _____ No _____ Abstain _____

Name	Position	Date
Keri Sullivan – Leave of Absence	Paraprofessional	Effective October 3, 2018

14. TRAVEL

Event	Participants	Date and Cost
Business Manager’s Retreat at Penn State University	Michele Welles	October 23-25, 2018 – Room Cost
Filed Trip to Thaddeus Stevens College	3 Chaperones	September 19, 2018 – Transportation and substitutes from Perkins Funds
Penn Collee Career Day	3 Chaperones	October 18, 2018 – Transportation and substitute cost from Perkins Funds

15. ANNOUNCEMENTS: Next Meeting, Thursday, October 18, 2018 at 6:30 PM

16. ADJOURNMENT:

Action: Moved _____ Seconded _____ Yes _____ No _____ Abstain _____

Respectfully Submitted,



Gary Martell, Director