

Regular Meeting – January 17, 2018

I. CALL TO ORDER

Members in attendance: John Burnham, Don Ellis, Jr., Mark Gerow, Tim McQuiston, Frank Schreck, Delwood Smith

Members absent: Jason Bakus, Luigi DeFrancesco, Katrina Proctor

Others in attendance: Kevin Sprong, Michael Costa, Jarrin Sperry, Tom Washington, David Schaef, Chris Ferry, Julie Bauer

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Ellis at 7:00 p.m.

II. APPROVAL OF REVISED AGENDA

Motion: Mr. Schreck
 Second: Mr. Burnham

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

III. APPROVAL OF REORGANIZATION AND REGULAR MEETING MINUTES

Motion: Mr. McQuiston
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve and accept the Reorganization and Regular Meeting Minutes of December 20, 2017.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

IV. FINANCIAL

Motion: Mr. Schreck

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve and accept the following financial items:

A. Expenditures - General Fund bills for December in the amount of \$286,515.25 and January in the amount of \$750,255.44, totaling \$1,036,770.69, as presented to the JOC members prior to the meeting for review. A copy of the listing to be made part of the minutes of this meeting.

B. Reports - Reports for December as presented:

1. **Treasurer's Report**
2. **Activities Report** – Second quarter of the 2017-18 school year
3. **Shop Report**
4. **Enrollment Report** (information only)

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

V. COMMUNICATION (PDE Letter – Perkins Local Plan)

VI. OLD BUSINESS

VII. NEW BUSINESS

A. FMLA

Motion: Mr. Gerow

Second: Mr. Schreck

RESOLVED, that the CCCTC JOC grant Denise Bell, Administrative Secretary, a Family Medical Leave of Absence effective January 2, 2018 for up to 12 weeks.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

B. Practical Nursing Program

Motion: Mr. Schreck
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the following Practical Nursing Program items:

- 1. Allegheny College Facilities Agreement** - Signing the Allegheny College Facilities Agreement for the 2017-18 Practical Nursing program graduation.
- 2. Tuition Increase** - Increased \$1,000.00 (to \$16,000.00) to keep pace with projected increases in program costs.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

C. Postage Machine Lease

Motion: Mr. Schreck
Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the lease of a new Pitney Bowes Postage Machine for 60 months at \$153.07 per month.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

D. Northern PA Regional College Site Agreement

Motion: Mr. Schreck
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the signing of the College Center Site Agreement with the Northern PA Regional College, pending Solicitor Watts review.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

E. Disposable Equipment Auction Contract

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the contract with Machinery Marketing International for the auction of the disposable equipment from the Precision Machining program per the proposal presented.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

F. PSBA Education and Training Program

Motion: Mr. McQuiston
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve Mr. Don Ellis, JOC Chairman, to attend the PSBA Board President’s Panel on January 29, 2018. The cost to the JOC is \$25.00.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

G. Policy Review-Second Reading and Approval

Motion: Mr. Schreck
 Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the following Policy Manual Updates:

- 616 Payment of Bills
- 617 Petty Cash
- 618 Student Activity Funds
- 619 Audit

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

H. Policy Review-First Reading

620 Fund Balance
622 GASB Statement 34
624 Taxable Fringe Benefits

VIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for February 21, 2018 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Gerow, seconded by Mr. McQuiston, at 7:24 p.m. All in favor.

Julie A. Bauer