

Regular Meeting – January 16, 2019

**I. CALL TO ORDER**

Members in attendance: John Burnham, Luigi DeFrancesco, Don Ellis,  
 Mark Gerow, Tim McQuiston, Katrina Proctor,  
 Frank Schreck, Delwood Smith

Members absent: Bob Johnston

Others in attendance: Kevin Sprong, Mike Costa, Tim Glasspool, Jarrin Sperry,  
 Tom Washington, Ted Watts, David Schaefer, Julie Bauer

The regular meeting of the Joint Operating Committee of the Crawford County CTC was called to order by Chairman Ellis at 7:03 p.m., in the Conference Room at the Crawford County CTC.

**II. APPROVAL OF AGENDA**

Motion: Ms. Proctor  
 Second: Mr. Gerow

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Yes</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 19, 2018.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Yes</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 \$303,103.69 and January in the amount of \$801,913.35, totaling \$1,105,017.04, 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** for December as presented:
  - 1. Treasurer's Report**
  - 2. Activities Report** – Second Quarter of the 2018-19 school year
  - 3. Shop Report**
  - 4. Enrollment Report** (information only)

Roll Call

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

Motion Carried

**V. COMMUNICATION** (*The Meadville Tribune* article – Spa Day)

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Adult Education CNA Part-time Clinical Instructor**

Motion: Mr. Burnham  
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the appointment of Scott Hayes as the part-time clinical instructor for the Adult Education CNA program at a rate of \$25.00, pending the required documentation.

Roll Call

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

Motion Carried

**B. Travel**

Motion: Mr. Schreck  
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve Gary Decker, Special Populations Coordinator, to attend the PACTESP Conference at Harrisburg, PA on March 3-4, 2019. The approximate cost to the JOC is \$605.00 for mileage, lodging and registration.

Roll Call

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

Motion Carried

**C. Practical Nursing Program Hybrid Education Policy**

Motion: Mr. McQuiston  
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the Practical Nursing Program Hybrid Education Policy as presented.

Roll Call

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

Motion Carried

**D. Policy 331 Job Related Expenses – Discussion**

It is the consensus of the JOC to revise Policy 331 and bring it back to the Board for First and Second Readings.

**E. Policy Review-Second Reading and Approval**

Motion: Mr. Schreck  
 Second: Ms. Proctor

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

- 819 Suicide Awareness, Prevention and Response
- 822 Automated External Defibrillator/Cardiopulmonary Resuscitation

Roll Call

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

Motion Carried

Motion: Mr. McQuiston  
Second: Mr. Smith

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

- 823 Naloxone

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>No</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**F. Policy Review – First Reading**

- 824 Maintaining Professional Adult/Student Boundaries
- 825 Deleted - State Mandate Waivers
- 826 Deleted - Health Insurance Portability and Accountability Act

**G. Administrative Goals Mid-Year Report**

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

**X. JOC MEMBERS' COMMENTS/QUESTIONS**

**XI. NEXT MEETING**

The next JOC meeting is scheduled for February 20, 2019 at 7:00 p.m.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. Schreck, seconded by Mr. DeFrancesco, at 7:43 p.m. All in favor.

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Julie A. Bauer, Business Manager/Board Secretary