

Regular Meeting – February 21, 2018

I. CALL TO ORDER

Members in attendance: John Burnham, Luigi DeFrancesco, Don Ellis, Jr.,
 Mark Gerow, Tim McQuiston, Katrina Proctor (7:05 p.m.),
 Delwood Smith

Members absent: Jason Bakus, Frank Schreck

Others in attendance: Kevin Sprong, Michael Costa, Jarrin Sperry,
 Tom Washington, Ted Watts, 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. Burnham
 Second: Mr. Gerow

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>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. McQuiston
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of January 17, 2018.

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>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

IV. FINANCIAL

A. Expenditures

Motion: Mr. Burnham

Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve and accept the General Fund bills for January in the amount of \$131,514.41 and February in the amount of \$317,919.63, totaling \$449,434.04, 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.

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>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

B. Reports

Motion: Mr. Gerow

Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the following reports for January as presented:

- 1. Treasurer's Report**
- 2. Shop Report**
- 3. 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>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

V. COMMUNICATION – *The Community News* article

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Personnel

Motion: Mr. McQuiston
Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the following personnel items:

- 1. Robin Brinker** – Retroactively approved as a temporary, short-term confidential secretary substitute at \$10.00 per hour, effective January 25, 2018.
- 2. Carole Foulk** – Added to the day-to-day substitute list for 2017-18, following receipt of current clearances.
- 3. Carole Foulk** – Part-time clinical instructor for the Health Occupations program at a rate of \$25.00 per hour, pending completion of the Nurse Aide TTE (Teaching the Educator) workshop.
- 4. Brenda McCloskey** – Resignation as Practical Nursing Program instructor, effective March 14, 2018, accepted with regret.

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>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

B. Travel

Motion: Mr. McQuiston
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the following travel items:

- 1. Miles Morton**, Landscape & Turfgrass Management instructor – Pittsburgh, PA on March 2, 2018 with 22 students and two additional chaperones for the Home and Garden Show. The cost to the JOC for school bus transportation is \$525.00.
- 2. Carole Foulk** – Harrisburg, PA on March 28-29, 2018 for the TTE two-day workshop, which is required for the part-time clinical instructor position. The cost to the JOC for registration and materials is approximately \$243.00.

- 3. **Jeff Fobes** and **John Fuller**, SkillsUSA advisors – Hershey, PA on April 17-20, 2018 with 24 students and three additional chaperones for the SkillsUSA State Competition. The approximate cost to SkillsUSA is \$7,838.00 for lodging, registration and food for students. The approximate JOC cost is \$6,296.00 for travel costs, substitutes, and lodging, registration and food for adults.

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>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

Ms. Proctor arrived

C. SAGE Scholars Tuition Rewards Agreement

Motion: Mr. McQuiston

Second: Mr. Gerow

RESOLVED, that CCCTC JOC approve signing the SAGE Scholars Tuition Rewards Agreement, at no cost to CCCTC.

Roll Call

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

Motion Carried

D. Budget 2018-19

Motion: Mr. McQuiston

Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the 2018-19 Budget in the amount of \$7,154,941 as follows, and that it be sent out to the participating districts' boards for adoption:

Operating Expenditures-\$5,244,908; Estimated Gross Debt Services-\$787,675; Secondary Perkins, LPN and Adult Education-\$1,122,358, totaling \$7,154,941; Capital Project Fund-approximately \$75,000; and Welding Program start-up costs-approximately \$43,073.

Roll Call

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

Motion Carried

E. Policy Review-Second Reading and Approval

Motion: Mr. Gerow
Second: Ms. Proctor

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

- 620 Fund Balance
- 622 GASB Statement 34
- 624 Taxable Fringe Benefits

Roll Call

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

Motion Carried

F. Policy Review-First Reading

- 626 Federal Fiscal Compliance
 - Attachments: Allowability of Costs
 - Cash Management
 - Costs, Obligations & Property Management
 - Procurement
 - Subrecipient Monitoring
- 626.1 Travel Reimbursement - Federal Programs

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 March 21, 2018 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. DeFrancesco, seconded by Mr. Gerow, at 7:34 p.m. All in favor.