

Regular Meeting – February 20, 2019

**EXECUTIVE SESSION**

An Executive Session was held at 6:44 p.m. – 7:02 p.m. for legal and personnel reasons.

**I. CALL TO ORDER**

Members in attendance: John Burnham, Don Ellis, Mark Gerow, Bob Johnston, Tim McQuiston, Katrina Proctor, Frank Schreck

Members absent: Luigi DeFrancesco, Delwood Smith

Others in attendance: Kevin Sprong, Mike Costa, Tim Glasspool, Jarrin Sperry, Tom Washington, Ted Watts, Ann Andrews, Dennis O’Laughlin, David Schaef, Julie Bauer

The regular meeting of the Joint Operating Committee of the Crawford County CTC was called to order by Chairman Ellis at 7:04 p.m., in the Conference Room at the Crawford County CTC.

**II. APPROVAL OF AGENDA**

Motion: Ms. Proctor  
 Second: Mr. Burnham

Roll Call

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

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of January 16, 2019.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</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 January in the amount of \$123,884.01 and February in the amount of \$312,464.76, totaling \$436,348.77, 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 January as presented:

1. **Treasurer's Report**
2. **Shop Report**
3. **Enrollment Report** (information only)

Roll Call

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

Motion Carried

**V. COMMUNICATION - *The Meadville Tribune* articles**

- Blue Collar Bash
- Business After Hours
- Chocoholic Frolic
- SkillsUSA Service Day

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Travel**

Motion: Mr. Gerow

Second: Mr. Johnston

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

1. **Miles Morton**, Landscape instructor, and **Jeff Fobes**, Carpentry instructor – Lampus Hardscape Fair, Wexford, PA by school van with four students on February 22, 2019. The cost to the JOC is \$150.00 for substitutes.
2. **Kevin Sprong** – Mandatory Perkins Workshop in March at a location and date to be determined. All costs will be reimbursed by PDE.
3. **Becky Parker**, PN Coordinator – PA Association of Financial Aid Administrators (PASFAA) Spring Training, Slippery Rock, PA on March, 14, 2019. The approximate cost is \$101.00 for mileage and registration, to be paid by the Practical Nursing program.
4. **Jeff Fobes** and **John Fuller**, SkillsUSA Advisors – SkillsUSA State Competition, Hershey, PA with approximately 22 students and three additional chaperones on April 9-12, 2019. The approximate cost to SkillsUSA is \$7,380.00 for lodging, registration and food for students. The approximate JOC cost is \$6,608.00 for travel and lodging, registration, food, and substitutes for the adults.

Roll Call

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

Motion Carried

**B. Practical Nursing Program**

Motion: Mr. Schreck

Second: Mr. Gerow

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

1. **Allegheny College Facilities Agreement** for the 2018-19 Practical Nursing program graduation.
2. **Tuition Increase** – Increased \$325.00 (to \$16,900) for 2019-20 to keep pace with projected increases in program costs.

Roll Call

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

Motion Carried

**C. Budget 2019-20**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the 2019-20 Budget in the amount of \$7,307,932 as follows, and that it be sent out to the participating districts' boards for adoption: Operating Expenditures-\$5,390,836; Estimated Gross Debt Services-\$786,425; Secondary Perkins, LPN and Adult Education-\$1,111,581; Capital Project Fund-approximately \$100,000 and Welding Program costs-\$19,090.

Roll Call

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

Motion Carried

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

Motion: Mr. McQuiston  
 Second: Mr. Schreck

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

- 825 Deleted - State Mandate Waivers

Roll Call

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

Motion Carried

**E. Policy Review – First Reading**

- 331 Job Related Expenses
- 827 Conflict of Interest
- 828 Fraud
- 830 Breach of Computerized Personal Information

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

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

**XI. NEXT MEETING**

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

**XII. ADJOURNMENT**

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

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Julie A. Bauer, Business Manager/Board Secretary