

Regular Meeting – March 21, 2018

I. CALL TO ORDER

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

Members absent: Jason Bakus, Katrina Proctor, Delwood Smith

Others in attendance: Kevin Sprong, Michael Costa, Tom Washington,
 David Schaefer, 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. McQuiston

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>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</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 February 21, 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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

IV. FINANCIAL

Motion: Mr. Schreck
 Second: Mr. Gerow

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

- A. Expenditures** – General Fund bills for February in the amount of \$9,600.65 and March in the amount of \$259,469.52, totaling \$269,070.17, 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. Budget Transfers** in the amount of \$92,645.00 as listed.
- C. Reports** for February 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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

V. COMMUNICATION (Letters enclosed)

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Personnel

1. Additional Day-to-Day Substitute

Motion: Mr. McQuiston
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve Jerry Foulk to be added to the day-to-day substitute list for 2017-18, following receipt of current clearances.

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

Motion Carried

2. FMLA

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC grant Cindy Harry, Instructional Aide, an Intermediate Family Medical Leave of Absence as medically necessary 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>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

B. Travel

Motion: Mr. Gerow
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve Julie Vavreck, Early Childhood Education instructor, be approved to travel to Mercer, PA on April 22-23, 2018 with six students and an additional chaperone to attend the ROVA (Rotary Outstanding Vocational Award) Leadership Conference. The cost to the JOC for substitutes is \$150.00.

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

Motion Carried

C. School Calendar 2018-19

Motion: Mr. Schreck
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the 2018-19 CCCTC School Calendar as 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>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

D. Matching Equipment Grant

Motion: Mr. McQuiston
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC accept the PA Department of Education, Bureau of Career and Technical Education 2017-2018 Equipment Matching Grant for approximately \$42,500.00, with matching funds required, pending final approval. Matching funds of approximately \$42,500.00 will come from the Capital Project Fund. This grant will be used to purchase equipment for the Auto Collision Repair, Auto Technology, Diesel, Electrical Occupations, and Welding programs.

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

Motion Carried

E. Practical Nursing Preceptor Program

Motion: Mr. Schreck
 Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the Practical Nursing Preceptor Program Addendum to the Practical Nursing Affiliation Agreements, and the Preceptor Program Policy as 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>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

F. Policy Review-Second Reading and Approval

Motion: Mr. Schreck
 Second: Mr. Gerow

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

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

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

Motion Carried

G. Policy Review-First Reading

- 701 Facilities Planning
- 702 Gifts, Grants, Donations
- 703 Sanitary Management
- 704 Maintenance
- 705 Safety

VIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for April 18, 2018 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Schreck, seconded by Mr. DeFrancesco, at 7:23 p.m. All in favor.

XIII. EXECUTIVE SESSION

An Executive Session was held for personnel issues from 7:24-7:36 p.m.

Julie A. Bauer