

Regular Meeting – March 20, 2019

I. CALL TO ORDER

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

Members absent: Katrina Proctor

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 7:00 p.m., in the Conference Room at the Crawford County CTC.

II. APPROVAL OF AGENDA

Motion: Mr. Schreck
 Second: Mr. Burnham

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</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>Yes</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Schreck
 Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of February 20, 2019, as corrected.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</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>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 February in the amount of \$13,424.65 and March in the amount of \$348,463.09, totaling \$361,887.74, 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 February 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>Absent</u>
Mr. DeFrancesco	<u>Yes</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>Yes</u>

Motion Carried

V. COMMUNICATION

- Chamber of Commerce Chocoholic Frolic
- ProStart Competition
- SkillsUSA Service Day-*Community News*
- RoboBOTS

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Personnel

Motion: Mr. McQuiston
 Second: Mr. Schreck

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

- 1. Eric McGuirk**, Student Services Chairperson – Resignation/retirement effective July 1, 2019, accepted with regret.
- 2. Mike Forbes** – Added to the day-to-day substitute list for the remainder of the 2018-19 school year, following receipt of current clearances.

3. Julie Bauer, Business Manager – Intermittent Family Medical Leave of Absence as medically necessary for up to 12 weeks.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</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>Yes</u>

Motion Carried

B. Travel - Culinary

Motion: Mr. Schreck
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC retroactively approve Tim Brown, Culinary Arts and Restaurant Management instructor, for his travel to Punxsutawney for the IUP Academy of Culinary Arts Session held on March 11, 2019. The approximate cost to the JOC is \$124.00 for mileage and a substitute.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</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>Yes</u>

Motion Carried

C. Support Staff Contract Amendment

Motion: Mr. McQuiston
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the Support Staff Contract Amendment as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</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>Yes</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 Updates:

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

Roll Call

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

Motion Carried

E. Policy Review – First Reading

- 901 Public Relations Objectives
- 902 Publications Program

VIII. DIRECTOR’S REPORT

IX. SUPERINTENDENTS’ COMMENTS

X. JOC MEMBERS’ COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for April 17, 2019 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. DeFrancesco, seconded by Mr. Gerow, at 7:15 p.m. All in favor.

XIII. EXECUTIVE SESSION

An Executive Session was held following adjournment for legal and personnel reasons.

Julie A. Bauer, Business Manager/Board Secretary