

Regular Meeting – April 18, 2018

I. CALL TO ORDER

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

Members absent: Jason Bakus, Katrina Proctor

Others in attendance: Kevin Sprong, Jarrin Sperry, Brad Whitman, Brandi Schutz,
 David Schaefer, 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 AGENDA

Motion: Mr. Gerow
 Second: Mr. DeFrancesco

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>Yes</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of March 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>Yes</u>

Motion Carried

Introduction of Brandi Schutz and Brad Whitman, Acting Superintendent of PENNCREST.

IV. FINANCIAL

Motion: Mr. McQuiston
 Second: Mr. Schreck

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

- A. Expenditures** - General Fund bills for March in the amount of \$339,267.22 and April in the amount of \$198,642.68, totaling \$537,909.90, 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 March as presented:
 - 1. Treasurer's Report**
 - 2. Activities Report** – Third quarter of 2017-18
 - 3. Shop Report**
 - 4. 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>Yes</u>

Motion Carried

V. COMMUNICATION (see enclosed)

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Full-time Practical Nursing Program Instructor

Motion: Mr. Burnham
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC appoint Brandi Schutz a full-time instructor for the Practical Nursing Program retroactively effective April 9, 2018 at Step 1, Voc. II+15/Bachelor’s, at a salary of \$51,175.00 plus fringe benefits.

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>Yes</u>

Motion Carried

B. Travel

Motion: Mr. Schreck
 Second: Mr. DeFrancesco

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

1. **Bonnie Stein**, Cooperative Education Coordinator – Cooperative Education Spring Meeting at New Kensington, PA on May 4, 2018. The approximate cost to the JOC is \$109.00 for mileage.
2. **Rebecca Parker**, PN Coordinator – PA Association of PN Administrators Spring Conference at Lewisburg, PA on May 10-11, 2018. The cost for mileage, lodging, registration, and food is approximately \$662.00, to be paid by the PN program.

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>Yes</u>

Motion Carried

C. Budget 2018-19 – Final Approval

Motion: Mr. Gerow
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC affirm the adoption of the 2018-19 Budget in the amount of \$7,154,941 as follows: Operating Expenditures-\$5,244,908; Estimated Gross Debt Services-\$787,675; Secondary Perkins, LPN and Adult Education-\$1,122,358; Capital Project Fund-approximately \$75,000; and Welding Program start-up costs-approximately \$43,073; based on the votes received from the participating districts.

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>Yes</u>

Motion Carried

D. Policy Review-Second Reading and Approval

Motion: Mr. Schreck
 Second: Mr. DeFrancesco

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

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

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>Yes</u>

Motion Carried

E. Policy Review-First Reading

- 706 Property Records
- 707 Use of Center Facilities
- 708 Lending of Equipment and Books
- 709 Building Security

VIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for May 16, 2018 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Schreck, seconded by Mr. DeFrancesco, at 7:24 p.m. All in favor.

Julie A. Bauer