

Regular Meeting – May 16, 2018

I. CALL TO ORDER

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

Members absent: Mark Gerow, Bob Johnston

Others in attendance: Jarrin Sperry, Tom Washington, Brad Whitman,
 Kevin Sprong, Mike Costa, David Schaef, Ted Watts,
 Julie Bauer

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Ellis at 7:17 p.m.

II. APPROVAL OF AGENDA

Motion: Mr. Schreck
 Second: Ms. Proctor

Roll Call

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

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of April 18, 2018.

Roll Call

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

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

- A. Expenditures** - General Fund bills for April in the amount of \$121,901.77 and May in the amount of \$266,417.89, totaling \$388,319.66, 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 April as presented:
 - 1. Treasurer's Report**
 - 2. Shop Report**
 - 3. Enrollment Report** (information only)

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</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 (see enclosed)

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Appointments

Motion: Ms. Proctor
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the following appointments:

- 1. Depository** - First National Bank for the 2018-19 year.
- 2. Treasurer** - Denise Bell, Confidential Secretary, for the 2018-19 year.
- 3. Solicitor** - Ted Watts for the 2018-19 year at a rate of \$110.00 per hour.
- 4. Board Secretary** - Julie Bauer, Business Manager, for a four year term (July 1, 2018 through June 30, 2022).
- 5. Chief School Administrator** - Thomas Washington, Crawford Central School District Superintendent, for a two-year term (July 1, 2018 through June 30, 2020).

Roll Call

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

Motion: Mr. McQuiston

Second: Mr. Schreck

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

1. **PN Conference** - Rebecca Parker, PN Coordinator – Ford City, PA on May 18, 2018, Perkins Grant Meeting. The approximate cost for mileage is \$99.00, to be paid by the PN program.
2. **Welding Field Trip** - Brad Custead and Evan Moutsos, Welding instructors, 45 students and an additional chaperone - Lincoln Electric, Cleveland, Ohio on May 30, 2018. The cost to the JOC for school bus transportation is \$625.00.
3. **PACTA Executive Committee Meeting and State Legislative Day** - Kevin Sprong - Harrisburg, PA on June 12-13, 2018, PACTA Executive Committee Meeting and State Legislative Day. The approximate cost to the JOC for mileage, lodging and food is \$472.00.
4. **SkillsUSA National Conference** - Brad Custead, Welding instructor, Jane Stanton, instructional aide, and three students - Louisville, Kentucky on June 25-30, 2018, SkillsUSA National Conference. The approximate cost to the JOC is \$3,326.00. The approximate cost to SkillsUSA is \$2,823.00.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</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. Practical Nursing Program

Motion: Mr. Schreck

Second: Mr. McQuiston

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

1. **Affiliation Agreement** – Rolling Fields (2018-2019)
2. **Business Associate Agreement** – Meadville Medical Center

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</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. Lease Quote - New Copiers

Motion: Mr. Schreck

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve leasing new copiers with Direct Image Copy Systems for 60 months at Costars pricing of \$746.50 month as per the leasing contract.

Roll Call

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

Motion Carried

E. New Textbook List

Motion: Mr. McQuiston

Second: Mr. Schreck

RESOLVED, that the New Textbook List for the 2018-2019 school year be approved as presented.

Roll Call

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

Motion Carried

F. Workers' Compensation Coverage

Motion: Mr. Burnham

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the renewing the Workers' Compensation coverage for the 2018-2019 year through First National Insurance Agency (Lackawanna) at a premium of \$13,605.00.

Roll Call

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

Motion Carried

G. Summer Work Schedule

Motion: Mr. McQuiston
Second: Ms. Proctor

RESOLVED, that the CCCTC JOC approve a four-day workweek for the summer of 2018.

Roll Call

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

Motion Carried

H. Policy Review-Second Reading and Approval

Motion: Mr. Schreck
Second: Mr. Smith

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

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

Roll Call

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

Motion Carried

I. Policy Review-First Reading

- 710 Use of Facilities by Staff
- 713 Liability for Personal Property
- 715 Integrated Pest Management - DELETED
- 717 Cellular Telephones

J. General Bureau of School Audits (information only)

VIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for June 20, 2018 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. DeFrancesco, seconded by Mr. Schreck, at 7:49 p.m. All in favor.

Julie A. Bauer