

Regular Meeting – June 21, 2017

I. CALL TO ORDER

Members in attendance: Melissa Burnett, Luigi DeFrancesco, Don Ellis, Jr.,
 Tim McQuiston, Katrina Proctor, David Schaeff,
 Frank Schreck

Members absent: Jason Bakus, Mark Gerow

Others in attendance: Kevin Sprong, Michael Costa, Jarrin Sperry, Ted Watts,
 Sarah Fronce, Christopher Fronce, Tracy Fronce,
 Frank Kimmel, Julie Bauer

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Schaeff at 7:00 p.m.

II. APPROVAL OF REVISED AGENDA

Motion: Ms. Proctor
 Second: Mr. Schreck

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaeff	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Ellis, Jr.
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of May 17, 2017.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaeff	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

IV. FINANCIAL

A. Expenditures

Motion: Mr. Schreck

Second: Ms. Proctor

RESOLVED, that the CCCTC JOC approve and accept the General Fund bills for May in the amount of \$129,330.81 and June in the amount of \$207,936.46, totaling \$337,267.27, 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. Also, approval to pay any additional invoices for the 2016-17 fiscal year through June 30, 2017. Any additional invoices will be included in the June hand-typed checks at the next regularly scheduled meeting.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

B. Budget Transfers

Motion: Mr. McQuiston

Second: Mr. Ellis, Jr.

RESOLVED, that the CCCTC JOC approve the transfers in the amount of \$234,425.00 as listed. Also, approval to transfer additional funds, if necessary, for any bills due and payable for the 2016-17 fiscal year, with a list of any necessary transfers presented at the next regularly scheduled JOC meeting. Also, approval to transfer \$100,000.00 to Capital Projects, if available.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

C. Reports

Motion: Mr. Schreck

Second: Ms. Proctor

RESOLVED, that the CCCTC JOC approve the following reports for May 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>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaeff	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

V. COMMUNICATION

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Website Management

Motion: Mr. McQuiston

Second: Ms. Proctor

RESOLVED, that the CCCTC JOC approve the reappointment of Dennis O’Laughlin as webmaster to manage our website for the 2017-18 school year at a cost of \$2,700.00.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaeff	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

B. Adult Evening Programs - Fall Schedule

Motion: Mr. Ellis, Jr.

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the 2017 Fall Schedule for the Adult Evening Programs as presented. Also, approval of additional classes to be added based on need.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaeff	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

C. Travel

Motion: Mr. Ellis, Jr.

Second: Mr. Schreck

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

1. **Dennis O’Laughlin**, Commercial Art instructor – Retroactive - **PSEA Art Contest Awards** at Mechanicsburg, PA on June 3, 2017 by school van with a student and parents. The JOC cost for gasoline is \$35.00.
2. **Kevin Sprong**, Director, and **Mike Costa**, Assistant Director – **PACTA Summer Leadership Conference** at State College, PA on July 26-28, 2017. The JOC cost for mileage, lodging, registration, and food is approximately \$1,296.00.
3. **Kevin Sprong**, Director, **Mike Costa**, Assistant Director, and **Bill Dithrich**, Technology Support Person – **PASCD Google for Education Boot Camp** at Edinboro, PA on August 1 and 2, 2017. The JOC cost for mileage and registration is approximately \$1,164.00.
4. **Julie Bauer**, Business Manager – Six **PA Association of School Business Officials Workshops** at Warrendale, PA on various dates throughout the 2017-18 year. The JOC cost for mileage and registration is approximately \$1,571.00.
5. **Julie Bauer**, Business Manager – **PACTA CTE Business Administrators Workshop** at State College, PA on September 21-22, 2017. The JOC cost for mileage, lodging, registration, food and miscellaneous costs is approximately \$608.00.
6. **Bonnie Stein**, Cooperative Education Coordinator – **PA Cooperative Education Association Conference** at State College, PA on October 10-11, 2017. The JOC cost for mileage, lodging, registration, food and miscellaneous costs is approximately \$615.00.
7. **Cynthia Saulsbery**, Adult Education Primary Nurse Aide Instructor – **Teaching The Educator** two-day workshop (dates and location to be determined). The approximate cost for mileage, registration, and supplies will not exceed \$750.00, to be paid by Adult Education.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

D. Investment Authorization

Motion: Mr. McQuiston

Second: Mr. Schreck

RESOLVED, that the CCCTC JOC authorize the Business Manager and/or Vocational Director to purchase investments during the 2017-18 fiscal year as monies become available.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

E. Perkins Funding - Local Plan

Motion: Mr. Schreck

Second: Ms. Burnett

RESOLVED, that the CCCTC JOC approve the following elements of the Perkins Local Plan in the amount of \$148,003.00 for the 2017-18 year:

1. **Special Populations Coordinator** – Gary Decker at Masters Step 8 of the salary schedule of the contract, pending current negotiations
2. **Instructional Aides - Reappointment** – Cindy Harry, Gary Yaeger, Don Quindardo, Jane Stanton - 1274 hours at \$15.25/hour
3. **IU5 ELECT Program** – \$3,500 funding

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

F. Liability Insurance/Workers’ Compensation Coverage

Motion: Mr. McQuiston

Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the renewal of the Liability/Workers’ Compensation coverage for the 2017-18 year with CM Regent for coverages as follows:

Liability	\$37,198
School Leaders	\$ 5,211
Privacy-Security (Westchester Fire)	\$ 3,515
Workers’ Compensation (Lackawanna)	\$12,124

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

G. Policy Review – Second Reading and Approval

Motion: Mr. Schreck

Second: Ms. Proctor

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

- | | |
|-------------------------------|---------------------------------------|
| 334 Sick Leave | 338 Sabbatical Leave |
| 335 Family and Medical Leaves | 338.1 Compensated Professional Leaves |
| 336 Personal Necessity Leave | 339 Uncompensated Leave |
| 337 Vacation | |

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

H. Policy Review – First Reading

- | | |
|----------------------------------------|---------------------------------------------------------------|
| 340 Responsibility for Student Welfare | 343 Paid Holidays |
| 341 Benefits for Part-Time Employees | 347 Workers' Compensation Transitional Return-to-Work Program |
| 342 Jury Duty | |

I. Report of 2016-17 Goals

J. Goals 2017-18

Motion: Mr. Ellis, Jr.

Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the CCCTC Goals for the 2017-18 school year as presented.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

VIII. DIRECTOR'S REPORT

IX. EXECUTIVE SESSION

An Executive Session was held for personnel matters at 7:37 p.m., reconvened at 7:54 p.m.

X. Personnel

A. Practical Nursing Coordinator Compensation Plan

Motion: Mr. Schreck
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the Compensation Plan for the Practical Nursing Coordinator for July 1, 2017 through June 30, 2018 as presented.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

B. Adult Evening Programs - Primary Nurse Aide Instructor

Motion: Ms. Burnett
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve Cynthia Saulsbery, PN part-time clinical instructor, as the Adult Education Primary Nurse Aide Instructor at a rate of \$25.00, pending completion of the Nurse Aide Training: Teaching The Educator program.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

XI. Welding Equipment – Bid Rejection

Motion: Mr. DeFrancesco
Second: Mr. Schreck

RESOLVED, that the CCCTC JOC reject the bid for the Welding Equipment Package for the welding expansion program which was due June 15, 2017.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

XII. SUPERINTENDENTS' COMMENTS

XIII. JOC MEMBERS' COMMENTS/QUESTIONS

XIV. NEXT MEETING

A Professional Contract Negotiations meeting was held June 5, 2017. The next Professional Contract Negotiations meeting is scheduled for June 22, 2017 at 3:00 p.m.

The next JOC meeting is scheduled for July 19, 2017 at 7:00 p.m.

XV. ADJOURNMENT

The meeting adjourned on a motion by Mr. McQuiston, seconded by Mr. DeFrancesco, at 8:04 p.m. All in favor.

Julie A. Bauer