

Regular Meeting – June 20, 2018

I. CALL TO ORDER

Members in attendance: John Burnham, Don Ellis, Jr., Mark Gerow, Bob Johnston, Tim McQuiston, Katrina Proctor, Frank Schreck

Members absent: Luigi DeFrancesco, Delwood Smith

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

The regular meeting of the Joint Operating Committee of the Crawford County CTC was called to order by Chairperson Ellis at 7:00 p.m., in the Conference Room at the Crawford County CTC.

II. APPROVAL OF REVISED AGENDA

Motion: Mr. Schreck
 Second: Mr. Gerow

Roll Call

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

Motion Carried

III. EXECUTIVE SESSION

An Executive Session was held for personnel matters at 7:02 p.m., reconvened at 7:13 p.m.

IV. APPROVAL OF REGULAR MEETING MINUTES

Motion: Ms. Proctor
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of May 16, 2018.

Roll Call

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

Motion Carried

X. 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 May in the amount of \$164,596.35, and June in the amount of \$280,800.70, totaling \$445,397.05, 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 \$431,750.00 as listed. Also, approval to transfer additional funds, if necessary, for any bills due and payable for the 2017-18 fiscal year, with a list of any necessary transfers presented at the next regularly scheduled JOC meeting. Also, approval to transfer \$150,000.00 to Capital Projects, if available.
- C. Reports** for May 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>Yes</u>
Mr. DeFrancesco	<u>Absent</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>Absent</u>

Motion Carried

VI. COMMUNICATION

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Investment Authorization

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC authorize the Business Manager and/or Vocational Director to purchase investments during the 2018-19 fiscal year as monies become available.

Roll Call

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

B. Website Management

Motion: Mr. Schreck
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the reappointment of Dennis O’Laughlin as webmaster to manage our website for the 2018-19 school year at a cost of \$2,700.00.

Roll Call

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

Motion Carried

C. Practical Nursing Coordinator Compensation Plan

Motion: Mr. Burnham
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the Compensation Plan for Becky Parker, Practical Nursing Coordinator, for July 1, 2018 through June 30, 2019 as presented.

Roll Call

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

Motion Carried

D. Practical Nursing Preceptor Program Addendum

Motion: Mr. Burnham
Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the Practical Nursing Preceptor Program Addendum for Crawford County Care Center as presented.

Roll Call

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

Motion Carried

E. Travel

Motion: Mr. Schreck
Second: Ms. Proctor

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

1. **Tim Brown**, Culinary Arts and Restaurant Management instructor – ProStart Instructor Workshop, Imperial, PA on July 24, 2018. The approximate cost to the JOC for mileage and food is \$134.00. Lodging will be paid by PA Restaurant and Lodging Association.
2. **Kevin Sprong and Mike Costa** – PACTA Summer Leadership Conference, State College, PA on July 25-27, 2018. The approximate cost to the JOC for mileage, lodging, registration, and food is \$1,697.00.
3. **Bonnie Stein**, Cooperative Education Coordinator – Cooperative Education Association Conference, State College, PA on October 16-17, 2018. The approximate cost to the JOC for mileage, lodging, registration, food and miscellaneous costs is \$784.00.
4. **Julie Bauer** – PACTA CTE Business Administrators Workshop, State College, PA on September 20-21, 2018. The approximate cost to the JOC for mileage, lodging, registration, food and miscellaneous costs is \$660.00.
5. **Julie Bauer** – PA Association of School Business Officials Workshops, Warrendale, PA on various dates throughout the 2018-19 year. The approximate cost to the JOC for mileage and registration is \$1,550.00.
6. **Jim Pellegrino**, Maintenance Supervisor – School Facilities Management Roofing Summit, Carlisle, PA on July 17-18, 2018. There is no cost to the JOC.

Roll Call

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

Motion Carried

F. Perkins Funding – Local Plan

Motion: Mr. McQuiston

Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the following elements of the Perkins Local Plan in the amount of \$157,241.00 for the 2018-19 year:

1. **Gary Decker**, Special Populations Coordinator – Masters Step 9, \$63,531.00 of the salary schedule of the contract.
2. Instructional Aides: **Cindy Harry, Gary Yaeger, Don Quindardo** and **Jane Stanton** - 1274 hours at \$15.75/hour; **Denise Gabel** - approximately 750 hours at \$14.50/hour.

Roll Call

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

Motion Carried

G. Adult Evening Program

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the Schedule for Fall 2018 and the Instructor and Staff List for 2018-19. Also, the approval of additional classes to be added based on need.

Roll Call

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

Motion Carried

H. Policy Review-Second Reading and Approval

Motion: Ms. Proctor
 Second: Mr. McQuiston

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

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

Roll Call

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

Motion Carried

I. Policies Revised-103 and 104 / Rescind-248 and 348

Motion: Mr. Schreck
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the following policies with minor revisions as presented:

- 103 Nondiscrimination in School and Classroom Practices
- 104 Nondiscrimination in Employment Practices

Also, approval to rescind the following formerly adopted policies which have been replaced by updated language in the revised 103 and 104 policies:

- 248 Unlawful Harassment
- 348 Unlawful Harassment

Roll Call

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

Motion Carried

J. July Joint Operating Committee Meeting - Cancellation

Motion: Mr. McQuiston
 Second: Ms. Proctor

RESOLVED, that the CCCTC JOC cancel the regular meeting scheduled for Wednesday, July 18, 2018 and authorize the Business Manager to pay the July bills. Any invoices will be included in the report at the August JOC meeting.

Roll Call

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

Motion Carried

K. Report of 2017-18 Goals

L. Goals 2018-19

Motion: Mr. Schreck
 Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the CCCTC Goals for the 2018-19 school year as presented.

Roll Call

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

Motion Carried

IX. DIRECTOR'S REPORT

X. SUPERINTENDENTS' COMMENTS

XI. JOC MEMBERS' COMMENTS/QUESTIONS

XII. NEXT MEETING

The next JOC meeting is scheduled for August 15, 2018 at 7:00 p.m.

XIII. ADJOURNMENT

The meeting adjourned on a motion by Ms. Proctor, seconded by Mr. Burnham, at 7:53 p.m.
All in favor.

Julie A. Bauer, Business Manager/Board Secretary