

Regular Meeting – June 19, 2019

I. CALL TO ORDER

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

Members absent: Katrina Proctor, Delwood Smith

Others in attendance: Kevin Sprong, Mike Costa, Tim Glasspool, Tom Washington,
 Ted Watts, David Schaef, 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. DeFrancesco

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>Absent</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 May 15, 2019.

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>Absent</u>

Motion Carried

IV. FINANCIAL

Motion: Mr. McQuiston
 Second: Mr. Gerow

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

- A. Expenditures** - General Fund bills for May in the amount of \$142,521.55, and June in the amount of \$265,402.30, totaling \$407,923.85, 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 \$425,700.00 as listed. Also, approval to transfer additional funds, as necessary, for any bills due and payable for the 2018-19 fiscal year, with a list of any necessary transfers presented at the next regularly scheduled JOC meeting. Also, approval to transfer \$200,000.00 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>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>Absent</u>

Motion Carried

V. COMMUNICATION

- The Meadville Tribune* articles
- Chamber of Commerce Newsletter

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Website Management

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC reappoint Dennis O’Laughlin as the webmaster to manage the CCCTC website for the 2019-20 year at a cost of \$2,700.00.

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>Absent</u>

Motion Carried

B. Travel

Motion: Mr. McQuiston
 Second: Mr. DeFrancesco

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

1. **PASFAA Training** – Becky Parker, PN Coordinator - Cranberry Township, PA on July 17, 2019. The approximate cost for mileage and registration is \$111.00, to be paid by the PN program.
2. **PACTA Pre-Session and Summer Leadership Conference** – Kevin Sprong and Mike Costa - State College, PA on July 23-25, 2019. The approximate cost to the JOC for mileage, lodging, registration, and food is \$1,642.00.
3. **ProStart Instructor Workshop** – Tim Brown, Culinary Arts and Restaurant Management instructor - State College, PA on August 6, 2019. The approximate cost to the JOC for mileage and food is \$120.00. Lodging will be paid by PA Restaurant and Lodging Association.

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>Absent</u>

Motion Carried

C. Surplus List

Motion: Mr. Schreck
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the list of surplus items to be disposed of, pending review of the items for possible use by the three sending school districts.

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>Absent</u>

Motion Carried

D. Investment Authorization

Motion: Mr. Schreck
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC authorize the Business Manager and/or Vocational Director to purchase investments during the 2019-20 year as monies become available.

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>Absent</u>

Motion Carried

E. Liability Insurance/Workers' Compensation Coverage

Motion: Mr. McQuiston
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the renewal of the Liability/Workers' Compensation coverage for the 2019-20 year with CM Regent for coverages as follows:

Liability	\$38,075
School Leaders	\$ 4,998
Cyber Security (Chubb)	\$ 3,505
Workers' Compensation (Lackawanna)	\$12,903

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>Absent</u>

Motion Carried

F. Cooperative Purchasing Networks

Motion: Mr. Schreck
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC authorize participation in Cooperative Purchasing Networks, including but not limited to, COSTARS, PEPPM, U.S. Communities, E&I Cooperative Services, BuyBoard, and Keystone Purchasing Network.

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>Absent</u>

Motion Carried

G. Cyber/Charter School Tuition

Motion: Mr. McQuiston
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve charging the sending schools tuition in the amount of \$12,018.02 per Cyber/Charter student attending the CCCTC for the 2019-20 year.

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>Absent</u>

Motion Carried

H. Enrollment Agreement

Motion: Mr. McQuiston
 Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the Enrollment Agreement between Crawford County CTC and Jamestown Area School District as presented, effective the 2019-20 school year.

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>Absent</u>

Motion Carried

I. Practical Nursing Program Affiliation Agreements

Motion: Mr. McQuiston
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the Affiliation Agreements for the Practical Nursing program 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>Absent</u>

Motion Carried

J. Perkins Funding – Local Plan

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the following elements of the Perkins Local Plan in the amount of \$168,142.00 be approved for the 2019-20 year:

1. **Special Populations Coordinator** – Gary Decker at Masters Step 10 (\$66,270.00) of the contract’s salary schedule.
2. **Instructional Aides-Reappointment** – Cindy Harry, Gary Yaeger, Don Quindardo and Jane Stanton - 1274 hours at \$16.15/hour; Denise Gabel – approximately 750 hours at \$15.15/hour.

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>Absent</u>

Motion Carried

K. Adult Evening Program

Motion: Mr. McQuiston
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the following Adult Evening Program items:

1. **Schedule** for Fall 2019 as presented. Also, the approval of additional classes to be added based on need.
2. **Instructor and Staff List** for 2019-20 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>Absent</u>

Motion Carried

L. Policy Review-Second Reading and Approval

Motion: Mr. Schreck
 Second: Mr. McQuiston

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

- 907 Center Visitors
- 908 Relations with Parents/Guardians
- 910 Community Engagement

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>Absent</u>

Motion Carried

M. Policy Review – First Reading

- 911 News Media Relations
- 912 Relations with Educational Institutions
- 913 Nonschool Organizations/Groups/Individuals

N. July Joint Operating Committee Meeting

Motion: Mr. McQuiston

Second: Mr. Burnham

RESOLVED, that the CCCTC JOC cancel the regular meeting scheduled for July 17, 2019 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>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>Absent</u>

Motion Carried

O. Report of 2018-19 Goals

P. Goals 2019-20

Motion: Mr. DeFrancesco

Second: Mr. Johnston

RESOLVED, that the CCCTC JOC approve the CCCTC Goals for the 2019-20 school year 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>Absent</u>

Motion Carried

VIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for August 21, 2019 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Burnham, seconded by Mr. Schreck, at 7:55 p.m. All in favor.

XIII. EXECUTIVE SESSION

An Executive Session was held following adjournment (7:55-8:08 p.m.) for school safety and security reasons, in accordance with Section 425 of the PA School Code, and for legal matters.

Julie A. Bauer, Business Manager/Board Secretary