

Regular Meeting – August 15, 2018

I. CALL TO ORDER

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

Members absent: Tim McQuiston, Katrina Proctor, Delwood Smith

Others in attendance: Tom Washington, Kevin Sprong, Mike Costa, David Schaefer,
 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 AGENDA

Motion: Mr. Schreck
 Second: Mr. Burnham

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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Gerow
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of June 20, 2018.

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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

IV. FINANCIAL

Motion: Mr. Schreck
 Second: Mr. Burnham

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

- A. Expenditures** – General Fund bills for June in the amount of \$375,749.82, July in the amount of \$340,325.65, and August in the amount of \$378,752.61, totaling \$1,094,828.08 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 - Fiscal Year 2017-18** – Additional Budget Transfers in the amount of \$545,945.00 to close the 2017-18 fiscal year.
- C. Reports** for June and July as presented:
 - 1. Treasurer's Report**
 - 2. Activities Report** – fourth quarter of the 2017-18 school year
 - 3. Shop Report**

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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

V. COMMUNICATION (*The Meadville Tribune* article and Chamber of Commerce newsletter)

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Substitute List

Motion: Mr. Burnham
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the day-to-day substitute list for the 2018-19 school year be approved 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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

B. Travel

Motion: Mr. Gerow
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve Michael Costa, Adult Education Supervisor, to travel to State College, PA for the PACTA Workshop for CTE Adult Coordinators on September 20-21, 2018. The approximate cost to the JOC for mileage, lodging, and registration is \$513.00, to be paid by Adult Education.

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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

C. Student Information Handbook

Motion: Mr. DeFrancesco
 Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the Student Information Handbook for the 2018-2019 school year be approved 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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

D. Employee Web Portal License Fee and Training Quote

Motion: Mr. Burnham
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the contract with Harris School Solutions to purchase the Employee Web Portal, including the license fee in the amount of \$5,250.00 and web portal training in the amount of \$550.00. Also, approval to purchase the SSL Certificate through the Intermediate Unit 5 in the amount of \$59.99.

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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

E. Technical Assistance Program

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the Memorandum of Understanding with the PA Department of Education’s Bureau of Career and Technical Education for the implementation of a Technical Assistance Program for the Career Center in the 2018-19 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>Absent</u>	Mr. Smith	<u>Absent</u>

Motion Carried

F. Policy Review – 200 Pupils – First Reading

- 800 Records Management
- 801 Public Records
- 803 School Calendar
- 804 School Day

VIII. DIRECTOR’S REPORT

IX. SUPERINTENDENTS’ COMMENTS

X. JOC MEMBERS’ COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for September 19, 2018 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. DeFrancesco, seconded by Mr. Burnham, at 7:13 p.m. All in favor.

Julie A. Bauer, Business Manager/Board Secretary