

Regular Meeting – August 21, 2019

I. CALL TO ORDER

Members in attendance: John Burnham, Don Ellis, Jr., Mark Gerow, Tim McQuiston, Katrina Proctor (for 2 items), Frank Schreck

Members absent: Luigi DeFrancesco, Bob Johnston, Delwood Smith

Others in attendance: Jarrin Sperry, Tom Washington, Tim Glasspool, 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 7:05 p.m., in the Conference Room at the Crawford County CTC.

Katrina Proctor and Mark Gerow participated by telephone and were provided Agendas by email prior to the meeting.

II. APPROVAL OF AGENDA

Motion: Mr. Burnham
 Second: Mr. Schreck

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>Absent</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. FINANCIAL

Motion: Mr. Burnham
 Second: Mr. Schreck

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

- A. Expenditures** – General Fund bills for June in the amount of \$425,546.80, July in the amount of \$566,650.96 and August in the amount of \$258,990.59, totaling \$1,251,188.35 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 2018-19 – Additional Budget Transfers in the amount of \$30,730.00 to close the 2018-19 fiscal year.

C. Reports for June and July as presented:

- 1. Treasurer's Report**
- 2. Activities Report** – fourth quarter of the 2018-19 school year
- 3. Shop Report**

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>Absent</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. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Schreck
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of June 19, 2019.

Roll Call

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

Motion Carried

V. COMMUNICATION

- The Meadville Tribune* articles (Commercial Art & Career Camp)
- Chamber of Commerce Newsletter (Career Camp, NPRC, Edinboro University Career Awareness Fair)

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Precision Machining Instructor - Resignation

Motion: Mr. Schreck
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC accept the resignation of Kyle Gates as Precision Machining instructor effective July 15, 2019, with regret.

Roll Call

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

Motion Carried

B. Substitute List

Motion: Mr. Burnham

Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the day-to-day substitute list 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>Absent</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>Absent</u>

Motion Carried

C. Student Handbook

Motion: Mr. Schreck

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the Student Information Handbook for the 2019-20 school year as presented, including minor changes and the tentative class schedule times.

Roll Call

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

Motion Carried

D. Travel

Motion: Mr. Schreck

Second: Mr. McQuiston

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

- 1. Laura Peterson**, Student Services Chairperson – State College, PA for the PACTA Workshop for CTE Counselors on September 26-27, 2019. The cost to the JOC for mileage, lodging, registration, and food is approximately \$575.00.

2. **Bonnie Stein**, Cooperative Education Coordinator – State College, PA for the PA Cooperative Education Association Conference on October 15-16, 2019. The cost to the JOC for mileage, lodging, registration, food and miscellaneous costs is approximately \$639.00.
3. **Julie Bauer**, Business Manager – Warrendale, PA for the PA Association of School Business Officials Workshops on various dates throughout the 2019-20 year. The approximate cost to the JOC for mileage and registration is \$1,700.00.
4. **Julie Bauer**, Business Manager – State College, PA for the PACTA CTE Business Administrators Workshop on September 26-27, 2019. The cost to the JOC for mileage, lodging, registration, food and miscellaneous costs is approximately \$690.00.

Roll Call

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

Motion Carried

E. Additional Surplus Items

Motion: Mr. Schreck
 Second: Mr. Burnham

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>Absent</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>Absent</u>

Motion Carried

F. Technical Assistance Program

Motion: Mr. Schreck
 Second: Mr. McQuiston

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 2019-20 school year.

Roll Call

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

Motion Carried

G. Northern PA Regional College Site Agreement

Motion: Mr. Burnham
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the signing of the College Center Site Agreement with the Northern PA Regional College, pending Solicitor Watts’ review.

Roll Call

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

Motion Carried

H. Policy Review-Second Reading and Approval

Motion: Mr. McQuiston
 Second: Mr. Schreck

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

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

Roll Call

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

Motion Carried

I. Policy Review – First Reading

- 914 Relations With Intermediate Unit
- 916 Volunteers
- 917 Parental/Family Involvement

XIII. DIRECTOR’S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for September 18, 2019 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. McQuiston, seconded by Mr. Burnham, at 7:27 p.m. All in favor.

XIII. EXECUTIVE SESSION

An Executive Session was held following adjournment from 7:27-7:32 p.m.

Julie A. Bauer, Business Manager/Board Secretary