



Regular Meeting – August 19, 2020

I. CALL TO ORDER

Members in attendance: John Burnham, Luigi DeFrancesco, Don Ellis, Tim McQuiston, Kevin Merritt, Frank Schreck, Delwood Smith

Members absent: Mark Gerow, Bob Johnston

Others in attendance: Timothy Glasspool, Jarrin Sperry, Tom Washington, Kevin Sprong, Mike Costa, David Schaef, Ted Watts, Jackie Dutchcot

The regular meeting of the Joint Operating Committee of the Crawford County CTC was called to order by Chairperson Ellis at 7:04 p.m.

II. APPROVAL OF AGENDA

Motion: Mr. Schreck
Second: Mr. Burnham

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Schreck
Second: Mr. Merritt

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of June 17, 2020.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

IV. FINANCIAL

Motion: Mr. Merritt
Second: Mr. McQuiston

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

- A. Expenditures** – General Fund bills for June in the amount of \$380,103.25, July in the amount of \$241,632.09 and August in the amount of \$477,152.14, totaling \$1,098,887.48 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. Reports** as presented:
 - 1. Treasurer's Report** – June
 - 2. Activities Report** – fourth quarter of the 2019-20 school year
 - 3. Shop Report** – June and July

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

V. COMMUNICATION

- US Department of Education - Find Something New Campaign
- The Meadville Tribune* - CCCTC Graduates' Employment

VI. OLD BUSINESS

VII. EXECUTIVE SESSION

An Executive Session for Contract Negotiations, Personnel, and Legal matters was held from 7:11 p.m. - 7:26 p.m.

VIII. NEW BUSINESS

A. Professional Contract Ratification

Motion: Mr. Merritt
Second: Mr. Schreck

RESOLVED, that the CCCTC JOC adopt Resolution 2020-I to ratify the collective bargaining agreement between the Crawford County CTC's Joint Operating Committee and Crawford County CTC's Education Association for the period July 1, 2020 through June 30, 2021.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

B. Bookkeeper Resignation

Motion: Mr. Burnham

Second: Mr. Merritt

RESOLVED, that the CCCTC JOC accept the resignation of Trisha Palmer, Bookkeeper, effective July 31, 2020.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

C. Practical Nursing Part-time Clinical Instructor Resignation/Retirement

Motion: Mr. DeFrancesco

Second: Mr. Smith

RESOLVED, that the CCCTC JOC accept the resignation/retirement of Helen Jacobson, part-time Clinical Instructor for the Practical Nursing program, effective September 1, 2020. Also, that Ms. Jacobson be approved as a Practical Nursing instructor substitute at an hourly rate of \$26.50.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

D. Instructional Aide Appointment

Motion: Mr. DeFrancesco

Second: Mr. Merritt

RESOLVED, that the CCCTC JOC approve the appointment of Ken Saulsbery as an Instructional Aide effective August 28, 2020 at an hourly rate of \$15.00 plus fringe benefits for the 2020-21 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

E. Open Records Officer

Motion: Mr. Burnham

Second: Mr. Merritt

RESOLVED, that the CCCTC JOC approve the appointment of Jaquelynn Dutchcot, Business Manager, as the Open Records Officer for Right-to-Know requests.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

F. Compensation Plans

1. Business Manager

Motion: Mr. Merritt

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the Compensation Plan for the Business Manager for July 1, 2020 through June 30, 2024 as presented and reviewed in the Executive Session. A copy of the aforementioned document shall be retained in the office of the Board Secretary.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

2. Practical Nursing Coordinator

Motion: Mr. Merritt

Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the Compensation Plan for the Practical Nursing Coordinator for July 1, 2020 through June 30, 2021 as presented and reviewed in the Executive Session. A copy of the aforementioned document shall be retained in the office of the Board Secretary.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

G. Substitute List

Motion: Mr. Merritt
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the day-to-day substitute list for the 2020-21 school year as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

H. Student Handbook

Motion: Mr. Merritt
Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the Student Information Handbook for the 2020-21 school year as presented, with required updates.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

I. Perkins Funding – Local Plan

Motion: Mr. Merritt
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the following elements of the Perkins Local Plan in the amount of \$153,936.00 be approved for the 2020-21 year:

- 1. Special Populations Coordinator** – Gary Decker to be determined, pending the current negotiated contract’s salary schedule.
- 2. Instructional Aides** – Ken Saulsbery (\$15.00/hour); Cindy Harry, Gary Yaeger and Don Quindardo (\$16.50/hour) - 1274 hours; Denise Gabel (\$15.75/hour) - approximately 750 hours.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

J. VBA Contract Renewal

Motion: Mr. Merritt
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the renewal of the Managed Vision Care contract with VBA (Vision Benefits of America) for an additional two years (December 1, 2020-November 30, 2022) at the same monthly renewal rates.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

K. Health and Safety Plan

Motion: Mr. Merritt
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the Health and Safety Plan as presented.

Roll Call

Mr. Burnham	<u>No</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>No</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>No</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

L. Revised Adult Education Health and Safety Plan

Motion: Mr. Merritt
Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the Revised Adult Education Health and Safety Plan as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

M. PCCD Health and Safety Grant

Motion: Mr. Merritt
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the acceptance of the COVID-19 Health and Safety Grant from the PCCD (Pennsylvania Commission on Crime and Delinquency) in the amount of \$90,000.00.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

N. Instructional Days/Modification of Calendar – Resolution

Motion: Mr. Burnham

Second: Mr. Schreck

RESOLVED, that the CCCTC JOC adopt the Resolution to allow continuity of education during the 2020-2021 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

O. Title IX Resolution

Motion: Mr. Schreck

Second: Mr. Merritt

RESOLVED, that the CCCTC JOC adopt the Resolution addressing the newly issued United States Department of Education Title IX regulations.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

P. TAP MOU

Motion: Mr. Merritt

Second: Mr. Schreck

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 2020-21 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

Q. Edinboro University MOA

Motion: Mr. Burnham
Second: Mr. Merritt

RESOLVED, that the CCCTC JOC approve the Memorandum of Agreement with Edinboro University to offer a basic precision machining course.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

R. Adult Evening Program

Motion: Mr. Merritt
Second: Mr. McQuiston

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

1. **Schedule** for Fall 2020 as presented. Also, the approval of additional classes to be added based on need.
2. **Instructor and Staff List** for 2020-21 as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</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 September 16, 2020 at 7:00 p.m.

XIII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Merritt, seconded by Mr. McQuiston, at 8:09 p.m. All in favor.

Jacquelynn Dutchcot
Business Manager/Board Secretary