

Regular Meeting – September 20, 2017

I. CALL TO ORDER

Members in attendance: Luigi DeFrancesco, Don Ellis, Jr., Mark Gerow,
 Tim McQuiston, David Schaeff

Members absent: Jason Bakus, Melissa Burnett, Katrina Proctor,
 Frank Schreck

Others in attendance: Kevin Sprong, Michael Costa, Jarrin Sperry,
 Thomas Washington, Frank Kimmel, John Burnham,
 Ted Watts, Julie Bauer

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Schaeff at 7:00 p.m.

Satellite Welding Program Tour

II. APPROVAL OF REVISED AGENDA

Motion: Mr. Gerow
 Second: Mr. McQuiston

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaeff	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. DeFrancesco
 Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of August 16, 2017.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

IV. FINANCIAL

A. Expenditures

Motion: Mr. McQuiston

Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve and accept the General Fund bills for August in the amount of \$111,281.31 and September in the amount of \$307,835.45, totaling \$419,116.76, 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.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>No</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

B. Reports

Motion: Mr. McQuiston

Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the following reports for August as presented:

- 1. Treasurer's Report**
- 2. Shop Report**
- 3. Enrollment Report** (information only)

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

V. COMMUNICATION

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Personnel

Motion: Mr. Ellis, Jr.
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the following personnel items:

1. **Ann Andrews**, Health Occupations instructor, resignation effective September 22, 2017 accepted, with regret.
2. **Cynthia Saulsbery** - Health Occupations instructor effective September 22, 2017, at Emergency Step 1 of the salary schedule (\$44,354.00) of the negotiated contract plus fringe benefits, pending current negotiations.
3. **Practical Nursing Part-time Clinical Instructor** - Authorization for the Director to hire a Practical Nursing Part-time Clinical Instructor. The JOC will approve the hire at the October meeting.
4. **Joyce Keenan and Joni Davenport** - Practical Nursing instructor substitutes pending receipt of current clearances and required certification, at an hourly rate of \$26.50.
5. **Karen Faivre**, PN clerk, granted an Intermediate Family Medical Leave of Absence as medically necessary for up to 12 weeks.
6. **Cathy Fobes** added to the day-to-day clerical substitute list for the 2017-18 school year.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

B. Travel

Motion: Mr. McQuiston
Second: Mr. Gerow

1. **Michael Costa**, Assistant Director - **PACTA Workshop for CTE Adult Coordinators**, State College, PA, September 21-22, 2017. The approximate cost to the JOC for mileage, lodging, registration and food is \$533.00.
2. **Rebecca Parker**, PN Coordinator - **PA Association of PN Administrators Fall Conference**, Lewisburg, PA, October 18-20, 2017. The approximate cost for mileage, lodging and food is \$646.00, to be paid by Practical Nursing.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

C. SkillsUSA

Motion: Mr. Ellis, Jr.
Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the following SkillsUSA items:

- 1. Annual Fundraiser** - SkillsUSA candy bar sale
- 2. Louise Spaid** - Reappointed fundraising assistant to oversee the day-to-day collection of money and recordkeeping associated with the SkillsUSA fundraiser for 4-5 hours per day for approximately 25 work days, beginning September 27, 2017. A \$1,100.00 stipend will be paid from the fundraising proceeds at the end of the sale.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

D. Cyber/Charter School Tuition

Motion: Mr. Ellis, Jr.
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the tuition charged to sending schools for Cyber/Charter students attending the CCCTC be increased to \$10,915.58 per student for the 2017-18 school year.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

E. National Technical Honor Society

Motion: Mr. DeFrancesco
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the establishment of the National Technical Honor Society chapter.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

F. OAC Membership List

Motion: Mr. DeFrancesco
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the OAC (Occupational Advisory Committee) Membership List for the 2017-18 school year as presented, as per the PA Department of Education mandate.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

G. PSBA Candidates Election

Motion: Mr. Ellis, Jr.
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the following chosen 2018 PSBA Officers and at-large representative. The Board Secretary will register the votes online as required.

President Elect
X David Hutchinson
___ Otto Voit

Vice President
X Eric Wolfgang
___ Gary Smedley

Treasurer
X Mike Gossert

Western At-Large (three year term)
X Daniel O'Keefe

Trustee (exp. 12/31/20)
X Michael Faccinetto
___ Marianne Neel

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

H. Policy Review-Second Reading and Approval

Motion: Mr. McQuiston
 Second: Mr. Gerow

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

- 348 Unlawful Harassment (Attachment)
- 349 DELETED - Retirement
- 351 Drug and Substance Abuse
- 406 DELETED - Employment of Summer School Staff
- 446 DELETED - Employee Injuries on School Premises

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Absent</u>

Motion Carried

I. Policy Review-First Reading

- 601 Fiscal Objectives
- 602 Budget Planning
- 603 Budget Preparation
- 604 Budget Adoption
- 605 DELETED - Determination of Rental Payments of Participating Districts
- 607 Tuition Income
- 608 Bank Accounts

VIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

Professional Contract Negotiations meetings were held on August 16, 2017 and September 7, 2017.

A Professional Contract Negotiations Committee meeting was held on September 20, 2017 at 5:30 p.m.

The next Professional Contract Negotiations meeting will be held on October 16, 2017 at 3:30 p.m.

The next JOC meeting is scheduled for October 18, 2017 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. DeFrancesco, seconded by Mr. McQuiston, at 7:59 p.m. All in favor.

Julie A. Bauer