

Crawford County
Career  **Technical**
 Center

Regular Meeting – September 16, 2020

I. CALL TO ORDER

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

Members absent: Delwood Smith

Others in attendance: Tim Glasspool, Jarrin Sperry, Tom Washington, Kevin Sprong, Mike Costa, Ted Watts, Audrey Bear, Jackie Dutchcot

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.

Refinance Bonds Presentation

II. APPROVAL OF AGENDA

Motion: Mr. Merritt
 Second: Mr. Burnham

Roll Call

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

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of August 19, 2020.

Roll Call

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

Motion Carried

IV. FINANCIAL

Motion: Mr. McQuiston

Second: Mr. Merritt

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

A. Expenditures – General Fund bills for August and September totaling **\$628,903.81**, 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** – July and August
2. **Shop Report** – August
3. **Enrollment Report** (information only)

Roll Call

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

Motion Carried

V. COMMUNICATION

VI. OLD BUSINESS

VII. EXECUTIVE SESSION

An Executive Session was held for Personnel matters at 7:26 p.m., reconvened at 7:30 p.m.

VIII. NEW BUSINESS

A. Practical Nursing Long-Term Substitute

Motion: Mr. Merritt

Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve Andrea Winkler as a Long-term Substitute for Practical Nursing effective September 17, 2020, pending required paperwork, at per diem based on Masters Step 1 (\$314.16).

Roll Call

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

Motion Carried

B. Job Descriptions – Bookkeeper and Business Manager

Motion: Mr. Merritt
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the job descriptions for the Bookkeeper and the Business Manager as revised.

Roll Call

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

Motion Carried

C. Cooperative Education Conference

Motion: Mr. Merritt
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve Bonnie Stein, Cooperative Education Coordinator, to participate in the virtual Cooperative Education Conference on October 20-21, 2020. The cost to the JOC for registration is \$105.00.

Roll Call

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

Motion Carried

D. Additional Surplus Item

Motion: Mr. Schreck
Second: Mr. Merritt

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

Roll Call

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

Motion Carried

E. MOAs for the KCEC/CCAC/CUPA

Motion: Mr. Merritt
Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the Memorandum of Agreements with Keystone Community Education Council/Community College of Allegheny County/Clarion University of PA to offer precision machining and welding courses as presented.

Roll Call

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

Motion Carried

F. GEER Grant

Motion: Mr. Burnham
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the acceptance of the GEER (Governor's Emergency Education Relief) Grant in the amount of \$54,541.00.

Roll Call

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

Motion Carried

G. OAC Membership List

Motion: Mr. Merritt
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the OAC (Occupational Advisory Committee) Membership List for the 2020-2021 school year as presented, as per the PA Department of Education mandate.

Roll Call

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

Motion Carried

H. MOU Quarantine Absences

Motion: Mr. McQuiston
Second: Mr. Merritt

RESOLVED, that the CCCTC JOC approve the Memorandum of Understanding between the Crawford County CTC and the Crawford County CTC Education Association addressing Quarantine Absences during the 2020-2021 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</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 October 21, 2020 at 7:00 p.m.

XIII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Merritt, seconded by Mr. McQuiston, at 7:39 p.m. All in favor.

Jacquelynn Dutchcot
Business Manager/Board Secretary

