

Regular Meeting – October 18, 2017

**I. CALL TO ORDER**

Members in attendance: Melissa Burnett, Luigi DeFrancesco, Mark Gerow,  
 Tim McQuiston, Katrina Proctor, David Schaeff

Members absent: Jason Bakus, Don Ellis, Jr, Frank Schreck

Others in attendance: Kevin Sprong, Michael Costa, Jarrin Sperry,  
 Mrs. McQuiston, Ted Watts, Julie Bauer

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Schaeff at 7:02 p.m.

**II. APPROVAL OF AGENDA**

Motion: Mr. McQuiston  
 Second: Ms. Proctor

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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. Gerow  
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of September 20, 2017.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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

**IV. FINANCIAL**

**A. Expenditures**

Motion: Mr. McQuiston  
Second: Ms. Proctor

RESOLVED, that the CCCTC JOC approve and accept the General Fund bills for September in the amount of \$316,279.26 and October in the amount of \$204,408.56, totaling \$520,687.82, 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>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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

**B. Reports**

Motion: Mr. Gerow  
Second: Mr. McQuiston

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

- 1. Treasurer's Report**
- 2. Activities Report** – First quarter of the 2017-18 school year
- 3. Shop Report**
- 4. Enrollment Report** (information only)

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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

**V. COMMUNICATION**

- Manufacturing Day Photos
- The Meadville Tribune Article* -Commercial Art

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Personnel**

Motion: Mr. DeFrancesco  
Second: Ms. Proctor

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

- 1. **Sharon Heflin**–Resignation as part-time Instructional Aide for the Satellite Welding Program be accepted, effective October 6, 2017.
- 2. **Denise Gabel**–Retroactively appointed a part-time Instructional Aide for the Satellite Welding Program, effective October 16, 2017. The position is for approximately 460 hours at \$13.75 per hour (Step 1) as per the negotiated Support Personnel Contract.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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

**B. Travel**

Motion: Mr. McQuiston  
Second: Ms. Proctor

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

- 1. **John Brown**, Drafting instructor, and **Dennis O’Laughlin**, Commercial Art instructor–Retroactively approved - State College, PA to participate in the Program of Study Task List Revision on October 17-18, 2017. The Pennsylvania Department of Education will cover all associated costs for mileage, lodging, food and substitutes.
- 2. **Kristen Deets**, Cosmetology instructor, and 11 students–Cleveland, OH for the Cleveland Fashion Focus Hair Show on November 6, 2017. The cost to the JOC for school bus transportation and a substitute is \$725.00.
- 3. **Eric McGuirk**, Guidance Counselor, **Julie Vavreck**, Early Childhood Education instructor, and **Michele Hunter**, Computer and Information Sciences instructor–State College, PA to attend the Integrated Learning Conference on November 8-10, 2017. The cost to the JOC for mileage, lodging, registration, food and substitutes is approximately \$1,692.00.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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. Adult Evening Programs - Winter/Spring 2018 Schedule**

Motion: Ms. Burnett  
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the schedule for the Adult Evening Programs Winter/Spring 2018 semester as presented, and that Administration may add other classes as needed.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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. BAI Administration Plan - Renewal**

Motion: Mr. McQuiston  
Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC renew the Administrative Agreement, as amended, with BAI (Benefit Administrators, Inc.) or its successor organization to prepare and file the 1094-C and 1095-C forms for the 2017 calendar year, as required by the Affordable Care Act, at a cost of \$250.00 per tax ID and \$4.50 per 1095 form, for a total cost of approximately \$475.00.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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. Surplus List**

Motion: Mr. DeFrancesco  
Second: Ms. Proctor

RESOLVED, that the CCCTC Joint Operating Committee approve the Surplus List as presented and approve holding a live auction of the disposable equipment, if needed, at the Career Center at a date to be determined, pending review of items for possible use by the three sending school districts.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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

**F. Policy Review-Second Reading and Approval**

Motion: Mr. McQuiston  
Second: Mr. Gerow

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

- 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

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Ms. Burnett	<u>Yes</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

**G. Policy Review-First Reading**

- 609 Investment of Funds
- 610 Purchases Subject to Bid/Quotation
- 611 Purchases Budgeted
- 611.1 DELETED - Purchases Budgeted-Activities
- 612 Purchases Not Budgeted

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

**X. JOC MEMBERS' COMMENTS/QUESTIONS**

**XI. NEXT MEETING**

The next JOC meeting is scheduled for November 15, 2017 at 7:00 p.m.

A Professional Contract Negotiations Committee meeting was held on September 20, 2017.  
A Professional Contract Negotiations meeting was held on October 16, 2017.

The next Professional Contract Negotiations meeting will be held on October 31, 2017, at 3:30 p.m.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. McQuiston, seconded by Mr. DeFrancesco, at 7:47 p.m. All in favor.

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Julie A. Bauer