

Regular Meeting – October 17, 2018

**I. CALL TO ORDER**

Members in attendance: John Burnham, Luigi DeFrancesco, Mark Gerow, Katrina Proctor, Tim McQuiston, Frank Schreck, Delwood Smith

Members absent: Don Ellis, Jr., Bob Johnston

Others in attendance: Tom Washington, Kevin Sprong, Mike Costa, Ted Watts, Julie Bauer, David Schaefer

The regular meeting of the Joint Operating Committee of the Crawford County CTC was called to order by Vice-Chairman Schreck at 7:00 p.m., in the Conference Room at the Crawford County CTC.

**II. APPROVAL OF AGENDA**

Motion: Ms. Proctor  
 Second: Mr. DeFrancesco

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Mr. Gerow  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of September 19, 2018.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**IV. FINANCIAL**

Motion: Mr. McQuiston  
Second: Mr. Burnham

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

- A. Expenditures** – General Fund bills for September in the amount of \$324,597.46 and October in the amount of \$198,378.10, totaling \$522,975.56 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** for September as presented:
  - 1. Treasurer's Report**
  - 2. Activities Report** - First quarter of the 2018-2019 school year
  - 3. Shop Report**
  - 4. Enrollment Report** (information only)

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**V. COMMUNICATION**

- PSBA Thank You Letter
- Looco Scholarship Awards Winners
- Open House Flyer

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Additional Substitutes**

Motion: Mr. DeFrancesco  
Second: Ms. Proctor

RESOLVED, that the CCCTC JOC approve the addition of Cassie Triola to the day-to-day substitute and clerical substitute lists, and Theresa Bradick to the day-to-day substitute list for the 2018-2019 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**B. Travel**

Motion: Mr. McQuiston  
Second: Mr. Burnham

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

- 1. **Program of Study Workshop** – Nick Shearer, Diesel Technology instructor, and Kristen Deets, Cosmetology instructor - State College, PA, October 24-25, 2018. Costs will be reimbursed by PDE.
- 2. **Health Care Workshop** – Cynthia Saulsbery, Health Occupations instructor - State College, November 1-2, 2018. The approximate cost to the JOC is \$1,021.00 for mileage, lodging, registration, meals and a substitute.
- 3. **Perkins Pre-Conference Session** – Kevin Sprong - State College, November 14, 2018. Costs will be reimbursed by PDE.
- 4. **Department of Career and Technical Studies Section Meetings** – Bonnie Stein, Co-op Coordinator - Harrisburg, November 16-17, 2018 and April 26-27, 2019. Costs will be reimbursed by PSEA.
- 5. **PASBO Annual Conference** – Julie Bauer - Hershey, March 5-8, 2019. The approximate cost to the JOC is \$1,339.00.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**C. BAI Administrative Agreement Renewal**

Motion: Ms. Proctor  
Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve renewing the Administrative Agreement with BAI (Benefit Administrators, Inc.) to prepare and file the 1094-C and 1095-C forms for the 2018 calendar year, as required by the Affordable Care Act. The cost will remain the same as last year (\$250.00 per tax ID and \$4.50 per 1095-C form). The total cost is approximately \$450.00.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**D. NOREBT Trust Amendments**

Motion: Mr. Burnham  
Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the NOREBT Trust Agreement Amendments as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**E. Assign GED Fund Balance to Adult Education**

Motion: Mr. McQuiston  
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve assigning the GED Fund Balance in the amount of \$30,325.00 to the Adult Education Fund Balance.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**F. Nurse Aide Affiliation Agreements**

Motion: Mr. Burnham  
Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve renewing the Affiliation Agreements between the CCCTC Adult Education and the Health Occupations program and Wesbury United Methodist Retirement Community and Crawford County Care Center for October 17, 2018-June 30, 2020.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**G. MOA Edinboro University**

Motion: Ms. Proctor  
Second: Mr. Gerow

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

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**H. Grants**

Motion: Mr. McQuiston  
Second: Mr. Burnham

RESOLVED, that the CCCTC JOC accept the following Grants:

1. **Supplemental Equipment Grant** – PA Department of Education, Bureau of Career and Technical Education 2018-2019 Supplemental Equipment Grant, pending final approval, for approximately \$27,000.00. This grant will be used to purchase equipment for the Health Occupations, Diesel, and Automotive Technology programs.
2. **NWPA NTMA Education Foundation Grant** – Grant for \$4,000.00. Matching funds of \$4,475.00 will come from the General Fund Budget. This grant will be used to purchase HAAS CNC simulators for the Precision Machining program.
3. **Matching Equipment Grant** – PA Department of Education, Bureau of Career and Technical Education 2018-2019 Equipment Matching Grant for approximately \$45,585.00, with matching funds required, pending final approval. Matching funds of approximately \$45,585.00 will come from the Capital Project Fund. This grant will be used to purchase equipment for the Automotive Technology and Precision Machining programs.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

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

Motion: Mr. Gerow  
Second: Mr. DeFrancesco

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

- 805 Emergency Preparedness
- 805.1 Relations with Law Enforcement Agencies
- 806 Child Abuse

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**J. Policy Review – First Reading**

- 807 Opening Exercises/Flag Displays
- 811 Bonding
- 812 Property Insurance
- 813 Other Insurance

**VIII. DIRECTOR’S REPORT**

**IX. SUPERINTENDENTS’ COMMENTS**

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

**XI. NEXT MEETING**

The next JOC meeting is scheduled for November 20, 2018 at 7:00 p.m.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. Gerow, seconded by Mr. DeFrancesco, at 7:24 p.m. All in favor.

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Julie A. Bauer, Business Manager/Board Secretary