

Regular Meeting – October 16, 2019

I. CALL TO ORDER

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

Members absent: Don Ellis, Bob Johnston, Katrina Proctor

Others in attendance: Jarrin Sperry, Tim Glasspool, Kevin Sprong, Mike Costa,
 David Schaefer, Ted Watts, Julie Bauer

The regular meeting of the Joint Operating Committee of the Crawford County CTC was called to order by Vice-Chairperson Schreck at 7:04 p.m., in the Conference Room at the Crawford County CTC.

II. APPROVAL OF REVISED AGENDA

Motion: Mr. Gerow
 Second: Mr. McQuiston

Roll Call

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

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. McQuiston
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of September 18, 2019.

Roll Call

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

Motion Carried

IV. FINANCIAL

A. Expenditures

Motion: Mr. Burnham
Second: Mr. Smith

RESOLVED, that the CCCTC JOC approve and accept the Expenditures as follows:

General Fund bills for September in the amount of \$300,714.94, and October in the amount of \$210,122.31, totaling 510,837.25 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. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

B. Reports

Motion: Mr. McQuiston
Second: Mr. Gerow

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

- 1. Treasurer's Report**
- 2. Activities Report** - First quarter of the 2019-20 school year
- 3. Shop Report**
- 4. Enrollment Report** (JOC information only)

Roll Call

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

Motion Carried

V. COMMUNICATION

NWPA Registered Apprenticeship Ambassador Network Monthly Newsletter

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Travel

Motion: Mr. McQuiston

Second: Mr. Gerow

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

- 1. **Kristen Deets**, Cosmetology instructor, and 9 students – Cleveland, OH for the Fashion Focus Hair Show on October 21, 2019. The cost to the JOC for school bus transportation and a substitute is \$825.00.
- 2. **Gary Decker**, Special Populations Coordinator – Indiana, PA for the IUP Professional Development Event on October 30, 2019. The approximate JOC cost for mileage is \$133.00.
- 3. **Bonnie Stein**, Cooperative Education Coordinator – Hershey, PA for the PA Apprenticeship Summit on October 30-31, 2019. The approximate JOC cost for mileage and lodging is \$457.00.
- 4. **Evan Moutsos** and **Brad Custead**, Welding instructors, and 25 students – Coraopolis, PA for the Western Region Career Technical Centers “Day with the Trades” on November 1, 2019. The JOC cost for school bus transportation is \$575.00.
- 5. **Kristen Deets**, Cosmetology instructor – Altoona, PA for an AVTEC Meeting on November 18, 2019. The approximate cost for mileage is \$171.00 and \$75.00 for a substitute.
- 6. **Julie Bauer**, Business Manager – Pittsburgh, PA for the PASBO Conference on March 17-20, 2020. The approximate JOC cost for mileage, lodging, registration, food and miscellaneous costs is \$1,269.00.

Roll Call

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

Motion Carried

B. BAI Administrative Agreement Renewal

Motion: Mr. Gerow

Second: Mr. McQuiston

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 be \$250.00 per tax ID and \$5.50 per 1095-C form generated.
The total cost is approximately \$495.00.

Roll Call

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

Motion Carried

C. Practical Nursing Revised Preceptor Program Policy

Motion: Mr. Gerow

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the Practical Nursing Revised Preceptor Program Policy as presented.

Roll Call

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

Motion Carried

D. MOA – Welding Courses

Motion: Mr. DeFrancesco

Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the Memorandum of Agreement with the Community College of Allegheny County and the Keystone Community Education Council to offer Welding courses as presented.

Roll Call

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

Motion Carried

E. Policy Review-Second Reading and Approval

Motion: Mr. McQuiston

Second: Mr. DeFrancesco

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

- 311 Reduction in Staff
- 810 Transportation

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Ms. Proctor	<u>Absent</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

XIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

The next JOC meeting is scheduled for November 20, 2019 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. McQuiston, seconded by Mr. DeFrancesco, at 8:03 p.m. All in favor.

Julie A. Bauer, Business Manager/Board Secretary