

Regular Meeting – October 21, 2020

I. CALL TO ORDER

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

Members absent: Delwood Smith, Bob Johnston

Others in attendance: Tim Glasspool, Jarrin Sperry, Tom Washington, Kevin Sprong, Mike Costa, Dave Schaefer, 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.

II. APPROVAL OF AGENDA

Motion: Mr. Merritt
 Second: Mr. McQuiston

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>Absent</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, the CCCTC JOC approve and accept the Regular Meeting Minutes of September 16, 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>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

B. Bookkeeper Appointment

Motion: Mr. McQuiston
Second: Mr. Merritt

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>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

Administration recommends Christine Lynch be appointed for the Bookkeeper position effective approximately November 4, 2020, at an hourly rate of \$17.40, plus fringe benefits for the 2020-2021 school year.

C. Administrative Secretary - Resignation/Retirement

Motion: Mr. Merritt
Second: Mr. Schreck

RESOLVED, the CCCTC JOC accept the resignation/retirement of Joy Morrison, Administrative Secretary, as of October 2, 2020, with regret.

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>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

D. Administrative Secretary Appointment

Motion: Mr. McQuiston
Second: Mr. Merritt

Administration recommends that Erin Douglas be appointed Administrative Secretary, effective October 22, 2020, at an hourly rate of \$18.75 for the 2020-2021 school year, plus fringe benefits.

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>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

H. Job Description – Clerk/Attendance Clerk

Motion: Mr. Merritt
Second: Mr. Schreck

RESOLVED, the CCCTC JOC approve the presented job description for the Clerk/Attendance Clerk position as revised (see addendum).

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>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

I. Support Staff MOU

Motion: Mr. Merritt
Second: Mr. Burnham

RESOLVED, the CCCTC JOC approve the Memorandum of Understanding between the Crawford County CTC and the Crawford County CTC Education Support Professionals addressing absences during the 2020-2021 school year (see addendum).

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>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Absent</u>

Motion Carried

J. Clerk/Attendance Clerk MOU

Motion: Mr. Merritt
Second: Mr. McQuiston

RESOLVED, the CCCTC JOC approve the Memorandum of Understanding between the Crawford County CTC and the Crawford County CTC Education Support Professionals addressing the Clerk/Attendance Clerk position (see addendum).

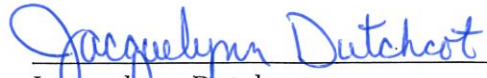
Roll Call

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

Motion Carried

XIII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Merritt, seconded by Mr. Schreck at 7:25 p.m. All in favor.



Jacquelyn Dutchcot
Business Manager/Board Secretary