

Regular Meeting – November 15, 2017

**I. CALL TO ORDER**

Members in attendance: Luigi DeFrancesco, Don Ellis, Jr., Mark Gerow,  
 Tim McQuiston, David Schaefer, Frank Schreck

Members absent: Jason Bakus, Melissa Burnett, Katrina Proctor

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

***OPEN HOUSE***

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

**II. APPROVAL OF REVISED AGENDA**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaefer	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Mr. Ellis, Jr.  
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of October 18, 2017.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**IV. FINANCIAL**

**A. Expenditures**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve and accept the General Fund bills for October in the amount of \$119,757.33 and November in the amount of \$234,312.90, totaling \$354,070.23, 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>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**B. Reports**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

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

1. **Treasurer's Report**
2. **Shop Report**
3. **Enrollment Report** (information only)

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**V. COMMUNICATION**

- The Meadville Tribune Article* –Manufacturing Day-Patrick R. Locco Award
- Leadership Meadville Letter
- The Meadville Tribune Article* – Drafting Graduate

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Additional Day-to-Day Substitutes**

Motion: Mr. Ellis, Jr.

Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve the addition of Louis Spaid and Denise Gabel to the day-to-day Substitute List for the 2017-18 school year on an as-needed basis.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**B. Travel**

Motion: Mr. McQuiston

Second: Mr. Schreck

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

1. **Bonnie Stein**, Cooperative Education Coordinator – Harrisburg, PA, November 17, 2017 and April 6, 2018 for the DCTS (Department of Career and Technical Studies) Sections Meeting. All costs will be paid by PA State Education Association.
2. **Bonnie Stein**, Cooperative Education Coordinator – Youngwood, PA, November 29, 2017 for the PDE-sponsored workshop, *Future Ready Students: Work-Based Learning*. The approximate cost to the JOC for mileage and food is \$148.00.
3. **John Fuller** and **Jeff Fobes**, SkillsUSA advisors, along with approximately 60 students and an additional chaperone – Erie, PA, December 7, 2017 for the SkillsUSA District 10 Leadership Workshop. The cost to the JOC for substitutes and adults’ registration is \$315.00. The approximate cost for school bus transportation and students’ registration is \$2,350.00, to be paid by SkillsUSA.
4. **Timothy Brown**, Culinary Arts and Restaurant Management instructor, along with four students and an additional chaperone – State College, PA, February 22-23, 2018 by school van for the ProStart competition. The approximate cost to the JOC for lodging, registration, food, and a substitute is \$966.00.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**C. Activity Club Officers and Advisors**

Motion: Mr. Schreck

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the list of activities club officers and advisors for the 2017-18 school year as presented.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

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

Motion: Mr. Schreck

Second: Mr. McQuiston

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

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

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**E. Policy Review-First Reading**

Updates:

- 103 Nondiscrimination in School and Classroom Practices
- 103.1 Nondiscrimination – Qualified Students With Disabilities
- 104 Nondiscrimination in Employment Practices
  
- 613 Cooperative Purchasing
- 614 Payroll Authorization
- 615 Payroll Deductions

**F. Executive Session**

An Executive Session was held for legal and personnel issues at 7:18 p.m., reconvened at 7:34 p.m.

**G. Ratification**

Motion: Mr. Schreck  
Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC adopt Resolution 2017-I to ratify the collective bargaining agreement between the Crawford County CTC's Joint Operating Committee and Crawford County CTC's Educational Association for the period July 1, 2017 through June 30, 2020.

Roll Call

Mr. Bakus	<u>Absent</u>	Mr. Ellis, Jr.	<u>Yes</u>	Ms. Proctor	<u>Absent</u>
Ms. Burnett	<u>Absent</u>	Mr. Gerow	<u>Yes</u>	Mr. Schaef	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>

Motion Carried

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

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

**XI. NEXT MEETING**

Professional Contract Negotiations meetings were held on October 31 and November 2, 2017.

The next JOC meeting is scheduled for December 20, 2017 at 7:00 p.m., following the Reorganization Meeting.

**XII. ADJOURNMENT**

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

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Julie A. Bauer