

Regular Meeting – November 20, 2018

**I. CALL TO ORDER**

Members in attendance: John Burnham, Luigi DeFrancesco, Don Ellis, Jr.,  
 Bob Johnston, Tim McQuiston, Frank Schreck

Members absent: Mark Gerow, Katrina Proctor, Delwood Smith

Others in attendance: Tom Washington, Timothy Glasspool, Jarrin Sperry,  
 Mike Costa, Chris Ferry, David Schaefer, Joy Strain, Julie Bauer

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

LOCAL AUDIT REPORT PRESENTATION

**II. APPROVAL OF AGENDA**

Motion: Mr. Schreck  
 Second: Mr. Burnham

Roll Call

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

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Mr. McQuiston  
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of October 17, 2018.

Roll Call

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

Motion Carried

**IV. FINANCIAL**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

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

- A. Expenditures** – General Fund bills for October in the amount of \$140,346.74 and November in the amount of \$230,244.28, totaling \$370,591.02 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. Budget Transfers** in the amount of \$48,875.00 as listed.
- C. Reports** for October as presented:
  - 1. Treasurer's Report**
  - 2. Shop Report**
  - 3. Enrollment Report** (information only)

Roll Call

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

Motion Carried

**V. COMMUNICATION**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Local Audit Report**

Motion: Mr. McQuiston  
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the Local Audit Report for the year ended June 30, 2018 as presented by Joy Strain from McGill, Power, Bell and Associates.

Roll Call

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

Motion Carried

**B. Health Occupations Part-time Clinical Instructor**

Motion: Mr. Schreck  
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve Carole Foulk as part-time clinical instructor for the Health Occupations program at a rate of \$25.00 for the 2018-19 school year.

Roll Call

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

Motion Carried

**C. Travel**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

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

1. **Cynthia Saulsbery**, Health Occupations instructor – Retroactive approval - Health Care Workshop, Monaca, PA, November 16, 2018. The approximate cost to the JOC is \$183.00 for mileage and a substitute.
2. **John Fuller** and **Jeff Fobes**, SkillsUSA advisors – SkillsUSA District 10 Leadership Workshop, Erie, PA, December 6, 2018 with approximately 58 students and an additional chaperone. The cost to the JOC for substitutes and adults’ registration is \$315.00. The approximate cost for school bus transportation and students’ registration is \$2,290.00, to be paid by SkillsUSA.
3. **Kevin Sprong** – Perkins Workshop, State College, PA, December 13, 2018. All costs will be reimbursed by PDE.

Roll Call

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

Motion Carried

**D. Activity Club Advisors and Officers**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the list of activity club advisors and officers for the 2018-19 school year as presented.

Roll Call

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

Motion Carried

**E. Health Care Provider-Highmark through NOREBT**

Motion: Mr. McQuiston  
 Second: Mr. Schreck

RESOLVED, that the CCCTC JOC approve the CCCTC to remain with Highmark Blue Cross/Blue Shield as our health care provider when the consent decrees with UPMC providers expire on June 30, 2019.

Roll Call

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

Motion Carried

**F. BAI Dental Claims Administrative Agreement**

Motion: Mr. Schreck  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the CCCTC to renew the Administrative Services Agreement with Benefit Administrators, Inc., for Dental Insurance Administration. The administrative fees will increase from \$3.50 to \$3.75 per enrolled employee per month, beginning January 1, 2019.

Roll Call

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

Motion Carried

**G. Adult Evening Programs-Winter/Spring Semester 2019 Schedule**

Motion: Mr. DeFrancesco  
 Second: Mr. Johnston

RESOLVED, that the CCCTC JOC approve the schedule for the Adult Evening Programs Winter/Spring semester for 2019 be approved, and that Administration may add other classes as needed.

Roll Call

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

Motion Carried

**H. PA State Safety Inspector Agreement**

Motion: Mr. Burnham  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the Performance Agreement between CCCTC and PA Department of Transportation to provide a Safety Inspector Certification Training Program.

Roll Call

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

Motion Carried

**I. Surplus List**

Motion: Mr. Schreck  
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC approve the list of surplus items to be disposed of, pending review of the items for possible use by the three sending school districts.

Roll Call

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

Motion Carried

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

Motion: Mr. Schreck  
 Second: Mr. McQuiston

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

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

Roll Call

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

Motion Carried

**K. Policy Review – First Reading**

- 814 Copyright Material
- 815 Acceptable Use of Internet Computers and Network Resources
- 818 Contracted Services

**VIII. DIRECTOR’S REPORT**

**IX. SUPERINTENDENTS’ COMMENTS**

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

**XI. NEXT MEETING**

The next JOC meeting is scheduled for December 19, 2018 at 7:00 p.m., following the Reorganization Meeting.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. DeFrancesco, seconded by Mr. Burnham, at 7:38 p.m. All in favor.