

Regular Meeting – December 20, 2017

I. CALL TO ORDER

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

Members absent: Jason Bakus

Others in attendance: Kevin Sprong, Michael Costa, Jarrin Sperry,
Tom Washington, Joy Strain, Ted Watts, Julie Bauer

LOCAL AUDIT REPORT PRESENTATION

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Ellis at 7:05 p.m.

II. APPROVAL OF AGENDA

Motion: Mr. Schreck
Second: Mr. Burnham

Roll Call

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

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. McQuiston
Second: Mr. Gerow

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of November 15, 2017.

Roll Call

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

Motion Carried

IV. FINANCIAL

Motion: Mr. Schreck

Second: Mr. Gerow

A. Expenditures

RESOLVED, that the CCCTC JOC approve and accept the General Fund bills for November in the amount of \$135,524.23 and December in the amount of \$185,159.72, totaling \$320,683.95, 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

RESOLVED, that the CCCTC JOC approve the following reports for November 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>Yes</u>
Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

V. COMMUNICATION

- *The Meadville Tribune* – Open House
- Manufacturing Day Summary
- Chamber of Commerce Newsletter-Leadership Meadville 8 Tour

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Local Audit Report

Motion: Mr. McQuiston

Second: Ms. Proctor

RESOLVED, that the CCCTC JOC accept the Local Audit Report for the year ended June 30, 2017, as presented by a representative from McGill, Power, Bell and Associates.

Roll Call

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

Motion Carried

B. National Technical Honor Society (NTHS) Advisor

Motion: Ms. Proctor

Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC appoint Julie Vavreck, Early Childhood Education instructor, the advisor for NTHS at the contracted stipend. The stipend for the 2017-18 school year will be prorated.

Roll Call

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

Motion Carried

C. Travel

Motion: Mr. McQuiston

Second: Ms. Proctor

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

1. **Jeff Fobes** and **John Fuller**, SkillsUSA advisors – New Castle, PA, January 12, 2018 for the SkillsUSA District 10 Competition with approximately 25 students and an additional chaperone. The approximate cost to the JOC for substitutes and travel is \$625.00. The approximate cost to SkillsUSA for registration is \$800.00.

2. **Tim Brown**, Culinary Arts and Restaurant Management instructor – Punxsutawney, PA, January 13, 2018 to the IUP Culinary Academy for the ProStart Boot Camp, by school van with four students.
3. **Julie Bauer**, Business Manager – Hershey, PA, March 6-9, 2018 for a PASBO Conference. The approximate cost to the JOC for mileage, lodging, registration, food, and miscellaneous costs is \$1,650.00.

Roll Call

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

Motion Carried

D. Supplemental Equipment Grant

Motion: Mr. McQuiston
 Second: Mr. DeFrancesco

RESOLVED, that the CCCTC JOC accept the PA Department of Education, Bureau of Career and Technical Education 2017-18 Supplemental Equipment Grant for approximately \$25,000.00, pending final approval. This grant will be used to purchase equipment for the Culinary, Drafting, Precision Machining, and Welding programs.

Roll Call

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

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

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

Roll Call

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

Motion Carried

F. Policy Review-First Reading

- 616 Payment of Bills
- 617 Petty Cash
- 618 Student Activity Funds
- 619 Audit

G. Executive Session

An Executive Session was held for legal and personnel issues at 7:15 p.m., reconvened at 7:24 p.m.

H. Ratification

Motion: Mr. DeFrancesco
Second: Ms. Proctor

RESOLVED, that the CCCTC JOC adopt Resolution 2017-II to ratify the collective bargaining agreement between the Crawford County CTC's Joint Operating Committee and Crawford County CTC's Education Support Professionals PSEA/NEA Association for the period July 1, 2018 through June 30, 2021.

Roll Call

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

Motion Carried

VIII. DIRECTOR'S REPORT

IX. SUPERINTENDENTS' COMMENTS

X. JOC MEMBERS' COMMENTS/QUESTIONS

XI. NEXT MEETING

A Support Professionals Contract Negotiations meeting was held on November 30, 2017.

The next JOC meeting is scheduled for January 17, 2018 at 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned on a motion by Mr. McQuiston, seconded by Mr. Burnham, at 7:37 p.m. All in favor.

Julie A. Bauer