

Regular Meeting – October 21, 2009

**I. CALL TO ORDER**

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Schaeff at 7:00 p.m.

Members in attendance: Ms. Carol Jones, Mr. Stuart Rothman, Mr. David Schaeff, Mr. Frank Schreck, Mr. Harold Shorts

Members absent: Mr. Jeff Jackson, Mr. Chris Kondzielski, Dr. Walter Thomas

Others in attendance: Richard Borchilo, Michael Dolecki, Richard Rossi, Wendy Szallay, Neil Donovan, Paul Livermore, Mike Bacon, Ted Watts, Mary Spicer, and Julie Bauer

Chairperson Schaeff welcomed guests and asked if they had anything to bring to the attention of the Committee.

**Please Note: We have been notified that Lorri Drumm has resigned as a Joint Operating Committee representative from the Conneaut School Board. A new Joint Operating Committee representative will be appointed by the Conneaut School Board in the near future.**

**II. APPROVAL OF THE REVISED AGENDA**

Motion: Mr. Schreck  
 Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the Revised Agenda.

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaeff	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Mr. Shorts  
 Second: Ms. Jones

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the Regular Meeting Minutes of September 16, 2009.

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**IV. FINANCIAL**

**A. Expenditures - General Fund**

Motion: Mr. Shorts  
Second: Mr. Rothman

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the General Fund September 2009 bills in the amount of \$157,556.74, the October 2009 bills in the amount of \$357,954.16, and the Capital Project Fund bills in the amount of \$1,117,380.30, totaling \$1,632,891.20.

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**B. Reports**

Motion: Mr. Shorts  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the following reports for September as presented:

- 1. Treasurer's Report**
- 2. Activities Report** - First quarter of the 2009-2010 school year
- 3. Shop Report**
- 4. Cafeteria Report**
- 5. Enrollment Report (for JOC Information Only)**

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**V. COMMUNICATION (Letter Enclosed)**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Personnel**

Motion: Mr. Rothman  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the following personnel items:

1. **Judy Lindberg**, current day-to-day substitute, be appointed the fund-raising assistant to oversee the day-to-day collection of money and record keeping associated with the SkillUSA fund-raiser, from October 1-30, 2009. A \$1,000 stipend, for four to five hours per day for 22 days will be paid from the fund-raising proceeds at the end of the sale.
2. **Lorri Drumm, James Gifford, Mike Limano, Sara Vernier and Patrick Zinz** be added to the day-to-day substitute list on an as-needed basis, following receipt of current clearances.
3. **Kyla Berlin** be appointed part-time clinical instructor for Health Occupations at a rate of \$22.00 per hour.

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**B. Travel**

Motion: Mr. Schreck  
Second: Ms. Jones

RESOLVED, that the CCCTC Joint Operating Committee approve the following travel items:

1. **Kathy Cooper, Child Care instructor** - Travel to State College, PA on October 9, 2009 to participate as a Program of Study review committee member for Child Care and Support Services Management. The costs for food, lodging, transportation and a substitute will be paid by the PA Department of Education and the Intermediate Unit.
2. **Shari Wilksinson, SkillsUSA advisor** - Travel by school van to Butler, PA on October 9, 2009 for the SkillsUSA District 10 Planning Meeting. The cost to the JOC for a substitute is \$59.50.

3. **Stanley Yankosky, Horticulture instructor** - Travel with five students by school van to New Castle, PA on October 15, 2009 for the FFA regional contests. The cost to the JOC is \$75.00 for a substitute.
4. **Guy Burchill, Electronics instructor** - Travel to Erie, PA with the Electronics students, along with an additional chaperone, on November 2, 2009. The cost to the JOC for school bus transportation is \$275.00.
5. **Peggy Massung, Health Occupations instructor** - Attend the Educational Excellence for Health Care Providers conference on November 5-6, 2009 at State College, PA. The cost to the JOC for registration and a substitute is \$445.00.
6. **Lester Lenhart, Food Services instructor** - Travel to Pittsburgh, PA for a workshop at the PA Culinary Institute on November 7, 2009. The cost to the JOC is approximately \$111.00.
7. **Dennis O’Laughlin, Commercial Art instructor** - Travel with 12 students by school van to the Rochester Institute of Technology, Rochester, NY on November 8, 2009.

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**C. Building Renovation Change Orders (for JOC Information Only)**

**D. Fund Balance for Retirement**

Motion: Mr. Shorts  
Second: Ms. Jones

RESOLVED, that the CCCTC Joint Operating Committee approve retaining \$50,000 in fund balance and designating it for future PA Public School Employees’ Retirement System retirement payments, which are expected to spike in the near future.

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**E. Snow Removal Equipment**

Motion: Mr. Schreck  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve going out for bids for the purchase of snow removal equipment: Dump-body plow truck to be purchased from Capital Reserve, and lawn-tractor/snow-blower to be purchased from Adult Programs Fund Balance.

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**F. Policy Revision - Adult Education Controlled Substances**

Motion: Ms. Jones  
Second: Mr. Rothman

RESOLVED, that the CCCTC Joint Operating Committee adopt the Adult Education Controlled Substances Policy #227.1 as revised (see addendum).

Roll Call

Ms. Drumm	<u>        </u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Mr. Jackson	<u>Absent</u>	Mr. Rothman	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Absent</u>

Motion Carried

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

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

**XI. NEXT MEETING**

The next Joint Operating Committee meeting is scheduled for Wednesday, November 18, 2009 at 7:00 p.m.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Ms. Jones, seconded by Mr. Shorts at 7:21 p.m. All in favor.

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Julie A. Bauer, Board Secretary