

Regular Meeting – December 16, 2009

**I. CALL TO ORDER**

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Schaeff at 7:04 p.m.

Members in attendance: Carol Jones, Rick Kelly, Chris Kondzielski, Mitch Roe, David Schaeff, Frank Schreck, Harold Shorts, Walter Thomas

Members absent: Harry Hicks

Others in attendance: Richard Borchilo, Charles Heller, Wendy Szallay, Neil Donovan, Paul Livermore, Ted Watts, Bob Englebaugh, Keith Smith, and Julie Bauer

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

An update for the Building Renovation Project was presented by Keith Smith, Construction Manager

HHS DR Presentation by Bob Englebaugh

**II. APPROVAL OF THE REVISED AGENDA**

Motion: Mr. Kondzielski

Second: Dr. Thomas

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

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaeff	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

### III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Shorts  
Second: Mr. Kondzielski

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the Regular Meeting Minutes of November 18, 2009.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

### IV. FINANCIAL

#### A. Expenditures - General Fund

Motion: Dr. Thomas  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the General Fund November 2009 bills in the amount of \$150,367.73, the December 2009 bills in the amount of \$220,879.55, and the Capital Project Fund bills in the amount of \$758,230.69, totaling \$1,129,477.97.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

#### B. Reports

Motion: Mr. Shorts  
Second: Mr. Kondzielski

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

1. **Treasurer's Report**
2. **Shop Report**
3. **Cafeteria Report**
4. **Enrollment Report (for JOC Information Only)**

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**V. COMMUNICATION (Intermediate Unit Letter Enclosed)**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Local Audit Report - Final Approval**

Motion: Mr. Schreck  
Second: Mr. Kondzielski

RESOLVED, that the CCCTC Joint Operating Committee grant final approval of the 2008-2009 Local Audit Report.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**B. Additional Day-To-Day Substitute**

Motion: Mr. Shorts  
Second: Mr. Kondzielski

RESOLVED, that the CCCTC Joint Operating Committee approve Emerson Hall as a day-to-day substitute for the 2009-2010 school year on an as-needed basis, following receipt of clearances. .

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**C. Practical Nursing Program Coordinator - Resignation/Retirement**

Motion: Mr. Shorts  
Second: Mr. Kelly

RESOLVED, that the CCCTC Joint Operating Committee accept, with regret, the resignation/retirement of Mary Brown, Practical Nursing Program Coordinator, effective June 29, 2010.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**D. SkillsUSA District 10 Competitions**

Motion: Ms. Jones  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve Shari Wilkinson and John Fuller, SkillsUSA advisors to travel with the SkillsUSA students and one additional chaperone to Erie, PA on January 8, 2010 and Butler, PA on January 15, 2010 for the SkillsUSA District 10 Competitions. The approximate JOC cost is \$1,279.00. The approximate SkillsUSA cost is \$1,630.00.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**E. Rescind Motions**

Motion: Mr. Shorts  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee rescind the November 18, 2009 JOC motions (F1 and F2) to approve the purchase of snow removal equipment.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**F. Snow Removal Equipment**

**1. Truck**

Motion: Mr. Kelly  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the purchase of a new dump-body truck from Humes Chrysler Dodge and Jeep. This truck will be used as the primary snow removal vehicle and for general-duty service for the physical plant. The lowest bid for the vehicle is \$40,953.00, to be purchased from Capital Reserve funds.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**2. Tractor**

Motion: Mr. Kelly  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the purchase of a Cub Cadet Garden Tractor with snow blower and mower attachments from J. E. Andrews & Sons. The low quote for this purchase is \$6,936.00, to be purchased from Adult Education Fund Balance.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**G. Adult Evening Program Spring Schedule**

Motion: Mr. Shorts  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the Nurse Aide course to be offered for the Adult Evening Program for the spring semester of the 2009-2010 school year.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**H. Building Renovation - Change Orders**

Motion: Ms. Jones  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the Renovation Change Orders as presented.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Yes</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

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

**XI. NEXT MEETING**

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Ms. Jones, seconded by Mr. Kondzielski at 7:50 p.m. All in favor.

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Julie A. Bauer, Board Secretary