

Regular Meeting – March 17, 2010

**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: Harry Hicks, Carol Jones, Rick Kelly, Chris Kondzielski, David Schaeff, Frank Schreck, Harold Shorts, Walter Thomas

Members absent: Mitchell Roe

Others in attendance: Richard Borchilo, Michael Dolecki, Wendy Szallay, Neil Donovan, Paul Livermore, Chris Ferry, Connie Youngblood, Mike Bacon, Shari Wilkinson, Matt Latta, Michael Murphy, Kody Goodge, Ki Galentine, Samantha Sellers, Nick Neubert, Mary Spicer, and Julie Bauer

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

Richard Borchilo introduced Connie Youngblood.

**II. APPROVAL OF THE AGENDA**

Motion: Mr. Kondzielski  
 Second: Mr. Shorts

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

Roll Call

|           |            |                 |               |             |            |
|-----------|------------|-----------------|---------------|-------------|------------|
| Mr. Hicks | <u>Yes</u> | Mr. Kondzielski | <u>Yes</u>    | Mr. Schreck | <u>Yes</u> |
| Ms. Jones | <u>Yes</u> | Mr. Roe         | <u>Absent</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. Kelly  
 Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the Regular Meeting Minutes of February 17, 2010.

Roll Call

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

Motion Carried

**IV. FINANCIAL**

**A. Expenditures - General Fund**

Motion: Mr. Shorts  
Second: Mr. Kondzielski

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the General Fund February 2010 bills in the amount of \$217,117.42, the March 2010 bills in the amount of \$200,835.66, and the Capital Project Fund bills in the amount of \$271,786.47, totaling \$689,739.55.

Roll Call

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

Motion Carried

**B. Reports**

Motion: Mr. Schreck  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the following reports for February 2010 as presented:

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

Roll Call

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

Motion Carried

**V. COMMUNICATION**

A letter from Pennsylvania Association of School Business Officials commending Julie Bauer for her Certificate of Enhanced Qualifications.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Additional Day-To-Day Substitute**

Motion: Mr. Hicks  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve Stacy Maxwell as a day-to-day substitute for the 2009-2010 school year on an as-needed basis.

Roll Call

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

Motion Carried

**B. Travel**

Motion: Dr. Thomas  
Second: Mr. Schreck

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

- 1. Eric McGuirk**, Student Services Chairperson, to travel to Parris Island, SC on April 6-9, 2010 for the U.S. Marines Educator Workshop. There is no cost to the JOC; the Marine Corps will pay all costs (see addendum).
- 2. Bonnie Stein**, Cosmetology instructor, to travel to Carlisle, PA for an Association of Vocational Teachers Educating in Cosmetology meeting on April 26, 2010. The approximate cost to the JOC is \$513.00 (see addendum).
- 3. Dennis O'Laughlin**, Commercial Art instructor, to travel by school van with an additional chaperone and two students to the State Capitol, Harrisburg, PA on April 28, 2010 for the PLCB (Pennsylvania Liquor Control Board) Awards Ceremony. The cost to the JOC is \$75.00 for a substitute (see addendum).
- 4. Mike Bacon**, Adult Education Supervisor, to travel to Hershey, PA on May 19-21, 2010 for the PA Partners Annual Employment, Training and Education Conference. The approximate cost to the JOC is \$1,020.00, to be paid by Adult Education program funds (see addendum).

Roll Call

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

Motion Carried

**C. Building Renovation Change Orders**

Motion: Mr. Kelly  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the Building Renovation Change Orders as presented (see addendum).

Roll Call

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

Motion Carried

**D. State Auditor General's Report**

Motion: Mr. Schreck  
Second: Mr. Kelly

RESOLVED, that the CCCTC Joint Operating Committee approve the State Audit Report for the fiscal years ended 2007 and 2008. The Auditor General's Report contained a certification finding. As a result of the citation, the Department's Bureau of Budget and Fiscal Management has calculated that a \$1,011.90 forfeiture will be assessed against the Career Center (see addendum).

Roll Call

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

Motion Carried

**E. School Calendar 2010-2011 – Discussion**

The school calendar will go to the participating school districts for their approval.

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

Richard Borchilo received a letter from the PLCB. Two CCCTC students, Sandra Buzzard and Grace Gustafson (both from Saegertown), won recognition in the Alcohol Awareness Poster Contest and are invited to Harrisburg. Only 47 out of 840 students received such recognition.

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

Harold Shorts recommends that each Districts' Board appoint an alternate to the CCCTC Joint Operating Committee. David Schaef would like a written opinion from Solicitor Watts.

**XI. NEXT MEETING**

The next Joint Operating Committee meeting is scheduled for Wednesday, April 21, 2010 at 7:00 p.m.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Carol Jones, seconded by Harold Shorts, at 7:25 p.m. All in favor.

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Julie A. Bauer, Board Secretary