

Regular Meeting – April 20, 2011

## 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, Rick Kelly, Mitchell Roe, David Schaeff, Frank Schreck, Harold Shorts, Walter Thomas

Members absent: Carol Jones, Chris Kondzielski

Others in attendance: Charles Heller, Jarrin Sperry, Connie Youngblood, Neil Donovan, Paul Livermore, 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.

## II. EXECUTIVE SESSION

An Executive Session was held for legal matters at 7:02 p.m., reconvened at 8:06 p.m.

## III. APPROVAL OF AGENDA

Motion: Mr. Shorts  
Second: Mr. Schreck

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

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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

## IV. APPROVAL OF REGULAR MEETING MINUTES

Motion: Dr. Thomas  
Second: Mr. Kelly

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the Regular Meeting Minutes of March 16, 2011.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. FINANCIAL**

**A. Budget Transfers**

Motion: Mr. Kelly

Second: Mr. Roe

RESOLVED, that the CCCTC Joint Operating Committee approve the transfers in the amount of \$10,480.00 as listed.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. Expenditures**

Motion: Mr. Kelly

Second: Mr. Roe

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the General Fund March 2011 bills in the amount of \$202,501.66, the April 2011 bills in the amount of \$276,911.54, and the Capital Project Fund bills in the amount of \$52,809.43, totaling \$532,222.63.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. Reports**

Motion: Mr. Shorts

Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the following reports for March 2011 as presented:

1. Treasurer's Report
2. Activities Report – Third quarter of the 2010-2011 school year
3. Shop Report
4. Cafeteria Report
5. Enrollment Report (for JOC Information Only)

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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

**VI. COMMUNICATION** (See Attached)

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**A. Personnel**

Motion: Mr. Shorts  
Second: Mr. Roe

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

1. **Larry Watkins, Cooperative Education Coordinator** - Resignation/retirement effective at the end of the 2010-2011 school year, accepted with regret.
2. **Christine Rick, Computer and Information Sciences instructor** - Resignation effective at the end of the 2010-2011 school year, accepted with regret.
3. **Nick Joliet** - Appointment as the new first shift custodial/maintenance person effective April 21, 2011 at an hourly rate of \$13.60 plus fringe benefits per the negotiated contract.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. Travel**

Motion: Mr. Roe  
Second: Dr. Thomas

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

1. **John Fuller, Auto Collision Technology instructor** - Retroactively approved - Allison Park, PA on April 19, 2011 to attend the PPG Refinish Training. The cost to the JOC is \$75.00.
2. **Rebecca Parker, Practical Nursing Program Coordinator** - Pittsburgh, PA on April 27, 2011 to attend the Western PA Nursing Sector Meeting. The approximate cost is \$101.00, to be paid by the Practical Nursing Program.
3. **Rebecca Parker, Practical Nursing Program Coordinator** - Butler, PA on April 29, 2011 with the Practical Nursing instructors for the Perkins Faculty In-service. The approximate cost is \$71.00, to be paid by the Practical Nursing Program.
4. **Bonnie Stein, Cosmetology instructor** - Mechanicsburg, PA on May 2, 2011 for an AVTEC (Association of Vocational Teachers Educating in Cosmetology) meeting. The approximate cost to the JOC is \$511.00.
5. **Kathy Cooper, Child Care instructor** - Erie, PA on May 5, 2011 with 31 Child Care students, 18 children and two additional chaperones. The cost to the JOC is \$275.00.
6. **Mike Bacon, Adult Evening Programs Coordinator** - State College, PA on May 12-13, 2011 for the annual PACTA Spring Workshop for CTE Adult Coordinators. The approximate cost is \$466.00, to be paid by the Adult Program.
7. **Jeff Fobes, Carpentry instructor** - Pittsburgh, PA on May 13, 2011 with 12 students and an additional chaperone to attend an Open House and Contest held by the Greater PA Carpenters' Apprenticeship Program. The cost to the JOC is \$75.00.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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 Copier Lease Agreement**

Motion: Dr. Thomas  
Second: Mr. Roe

RESOLVED, that the CCCTC Joint Operating Committee approve the lease of a Xerox 7120 copier from ComDoc, Inc. for 60 months at a cost of \$236.00 per month.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. Food Management Services**

Motion: Mr. Shorts  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the following Food Management Services items as follows:

1. Lunch Price Increase - Price increase of \$.05 for lunches for the 2011-2012 school year.
2. Contract Renewal - Renew contract for breakfast and lunch service with Nutrition, Inc. for the 2011-2012 school year. This is the second year of a five-year contract.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. Strategic Plan Mid-Point Review**

Motion: Mr. Schreck  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the Strategic Plan Mid-Point Review committee's recommendation for revisions to the updated Strategic Plan as presented.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. School Calendar 2011-2012**

Motion: Mr. Shorts  
Second: Mr. Hicks

RESOLVED, that the CCCTC Joint Operating Committee approve the 2011-2012 School Calendar as presented.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. Budget 2011-2012**

Motion: Mr. Roe  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the 2011-2012 Operating Expenditures Budget in the amount of \$3,758,500, Estimated Gross Debt Services in the amount of \$789,440, Secondary Perkins and Adult Education in the amount of \$1,094,948, totaling \$5,642,888; and the Capital Project Fund in the amount of \$73,335; and that it be sent out to the participating districts' boards for adoption.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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. Executive Session**

An Executive Session was held for legal matters at 8:24 p.m., reconvened at 8:31 p.m.

**I. Practical Nursing Student Expulsion**

Motion: Mr. Shorts  
Second: Mr. Roe

RESOLVED, that the CCCTC Joint Operating Committee approve the adjudication of the Adult LPN student as discussed.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Absent</u>	Mr. Schreck	<u>Yes</u>
Ms. Jones	<u>Absent</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

**IX. DIRECTOR'S REPORT**

**X. SUPERINTENDENTS' COMMENTS**

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

**XII. NEXT MEETING**

The next Joint Operating Committee meeting is scheduled for Wednesday, May 18, 2011 at 7:00 p.m.

**XIII. EXECUTIVE SESSION**

An Executive Session was held on April 18, 2011 at 3:30 p.m. for the purpose of discussing Professional Contract Negotiations.

**XIV. ADJOURNMENT**

The meeting adjourned on a motion by Mr. Shorts, seconded by Dr. Thomas, at 8:39 p.m. All in favor.

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Julie A. Bauer, Board Secretary