

Regular Meeting – April 21, 2010

I. CALL TO ORDER

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

Members in attendance: Harry Hicks, Rick Kelly, Chris Kondzielski, Mitchell Roe, David Schaefer, Frank Schreck, Harold Shorts, Walter Thomas

Members absent: Carol Jones

Others in attendance: Michael Dolecki, Wendy Szallay, Connie Youngblood, Charles Heller, Neil Donovan, Paul Livermore, Ted Watts, Keith Smith, Jim Hillwig, Jamie Fletcher, Doug Gawne, Ashlee Woodcock, Brian Rydbom, Jim Pellegrino, Mary Spicer, and Julie Bauer

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

Mr. Keith Smith, Construction Manager, gave an update on the Building Renovation Project.

Jim Hillwig, Precision Machining instructor and RoboBOTS advisor, and students spoke about the RoboBOTS competitions and displayed their trophies. They will be going to the national competition in Kansas City, MO in June.

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>Absent</u>	Mr. Roe	<u>Yes</u>	Mr. Shorts	<u>Yes</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaefer	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Kelly
Second: Dr. Thomas

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

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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

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 March 2010 bills in the amount of \$205,610.27, the April 2010 bills in the amount of \$325,163.93, and the Capital Project Fund bills in the amount of \$446,496.03, totaling \$977,270.23.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. Reports

Motion: Mr. Roe
Second: Mr. Shorts

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

- 1. Treasurer's Report**
- 2. Activities Report** – Third quarter of the 2009-2010 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>Yes</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. COMMUNICATION (Integrated Postsecondary Education Data System)

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Practical Nursing Program Coordinator Job Description

Motion: Mr. Shorts
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the revised Practical Nursing Program Coordinator Job Description as presented.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. Practical Nursing Program Affiliation Agreements 2010-2013

Motion: Mr. Schreck
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the Affiliation Agreements with the Practical Nursing Program for 2010-2013 as presented. Affiliation Agreements are mandated by the State with agencies that serve as clinical sites for Practical Nursing students.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. Travel

Motion: Dr. Thomas

Second: Mr. Roe

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

1. **Jim Pellegrino, Maintenance supervisor** - Retroactively approved to attend the Elements of Facilities Management conference at Mars, PA held on April 21, 2010. The approximate cost to the JOC is \$159.00.
2. **Mary Brown, Practical Nursing coordinator** - Travel with Rebecca Parker to Pittsburgh, PA for the Perkins Consortium Faculty Seminar on April 30, 2010. The cost is approximately \$96.00, to be paid by the Practical Nursing Program.
3. **Mary Brown, Practical Nursing coordinator** - Travel with Rebecca Parker to Lewisburg, PA for the PN Association of PN Administrators Conference on May 5-7, 2010. The cost is approximately \$680.00, to be paid by the Practical Nursing Program.
4. **Peggy Massung, Health Occupations instructor** - Travel to Blairsville, PA on May 12-13, 2010 for the IUP Update for Health Occupations Educators meeting. The JOC cost is approximately \$303.00.
5. **Jeff Fobes, Carpentry instructor** - Travel by school van with 12 students to Pittsburgh, PA on May 14, 2010 for the Carpenters Joint Apprenticeship and Training. The cost to the JOC is \$75.00 for a substitute.
6. **James Hillwig, Precision Machining instructor** - Travel with six students comprising the first place RoboBOTS team and chaperones be approved for travel to the National RoboBOTS competition in Kansas City, MO on June 21-24, 2010. The local National Tooling and Machining Association has contributed \$6,000.00, and the remaining cost to the JOC is approximately \$289.00.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. Recruiting Video

Motion: Mr. Schreck
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve hiring Technimedia Studios LLC to produce a recruiting video for CCCTC and individual internet streaming video files for each of our 17 programs for our website in the amount of \$9,999.00.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. Equipment Grant

Motion: Mr. Roe
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee accept the PA Department of Education, Bureau of Career and Technical Education 2009-2010 matching Equipment Grant for \$30,000.00. This grant will be used to purchase equipment for the Precision Machining program.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. Precision Machining Equipment Bids

Motion: Mr. Kondzielski
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee award Haas Factory Outlet, lowest bidder, the bid for two CNC/Manual Tool Room Lathes for the Precision Machining program in the amount of \$57,957.00. This equipment will be purchased with the matching Equipment Grant and Renovation Project monies.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. Food Service Management Bid

Motion: Mr. Shorts
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee award Nutrition, Inc., sole bidder, the bid for Food Service Management for the 2010-2011 school year, with a financial loss that will not be greater than \$1,613.16. Nutrition, Inc. will guarantee a break-even bottom line based upon permitted use of facilities for their summer feeding program and any other outside functions as they may occur.

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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. School Calendar 2010-2011

Motion: Mr. Shorts
Second: Mr. Kondzielski

RESOLVED, that the CCCTC Joint Operating Committee approve the 2010-2011 Crawford County Unified School Calendar as presented, and that it be sent to participating districts for consideration.

Motion: Dr. Thomas
Second: Mr. Shorts

A motion was made to amend the motion to make February 18 the first snow day, followed by May 9, April 21, and April 25 instead of the order of the days currently depicted.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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

Motion: Dr. Thomas
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the 2010-2011 Crawford County Unified School Calendar as presented, and that it be sent to participating districts for consideration.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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

I. Budget 2010-2011

Motion: Mr. Shorts

Second: Mr. Kelly

RESOLVED, that the CCCTC Joint Operating Committee approve the 2010-2011 Operating Expenditures Budget in the amount of \$3,827,754.00, Estimated Gross Debt Services in the amount of \$785,315.00, and Secondary Perkins and Adult Education in the amount of \$999,874.00, totaling \$5,612,943.00; and that it be sent out to the participating districts' boards for adoption.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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

J. Building Renovation Change Orders

Motion: Mr. Shorts

Second: Mr. Roe

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

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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

K. Policy Manual Updates - First Reading

1. No. 335 Family and Medical Leaves
2. No. 808 Food Services

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, May 19, 2010 at 7:00 p.m.

XII. EXECUTIVE SESSION

An Executive Session for personnel matters was held at 7:35 p.m., reconvened at 7:40 p.m.

XIII. Practical Nursing Program Coordinator – Appointment

Motion: Dr. Thomas
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee appoint Rebecca Parker the new Practical Nursing Program Coordinator effective May 24, 2010 at a salary of \$71,500.00 plus fringe benefits.

Roll Call

Mr. Hicks	<u>Yes</u>	Mr. Kondzielski	<u>Yes</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

XIV. ADJOURNMENT

The meeting adjourned on a motion by Mr. Kondzielski, seconded by Mr. Kelly, at 7:43 p.m. All in favor.

XV. EXECUTIVE SESSION

An Executive Session for personnel matters was held following adjournment.

Julie A. Bauer, Board Secretary