

Regular Meeting – May 18, 2011

**I. CALL TO ORDER**

The regular meeting of the Crawford County Career and Technical Center was called to order by Chairperson Schaeff at 7:01 p.m.

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

Members absent: Harry Hicks, Harold Shorts

Others in attendance: Charles Heller, Jarrin Sperry, Neil Donovan, Paul Livermore, Ted Watts, and Julie Bauer

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

**II. APPROVAL OF AGENDA**

Motion: Mr. Kelly

Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the 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>Absent</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. Kondzielski

Second: Mr. Roe

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

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>Absent</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaeff	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**IV. FINANCIAL**

**A. Expenditures**

Motion: Mr. Schreck  
Second: Mr. Kondzielski

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the General Fund April 2011 bills in the amount of \$137,022.90, the May 2011 bills in the amount of \$174,903.59, and the Capital Project Fund bills in the amount of \$9,465.00, totaling \$321,391.49.

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>Absent</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**B. Reports**

Motion: Mr. Kondzielski  
Second: Mr. Kelly

RESOLVED, that the CCCTC Joint Operating Committee approve the following reports for April 2011 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>Absent</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**V. COMMUNICATION**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Appointments**

Motion: Mr. Kondzielski

Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the following appointments:

1. O'Polka & Company, Inc. be designated Auditor for the 2011-2012 year. This will be the final year of a five-year agreement.
2. Citizen's Bank be designated Depository for the 2011-2012 year. This will be the final year of a three-year agreement.
3. Denise Bell, Confidential Secretary, be named Treasurer for the 2011-2012 year.
4. Ted Watts of Watts & Pepicelli, P.C. be appointed Solicitor for the 2011-2012 year at a rate of \$120.00 per hour.

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>Absent</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**B. Personnel**

Motion: Mr. Kelly

Second: Dr. Thomas

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

1. Bodey McClintock, a current Welding student, be appointed the Welding Assistant for the Adult Education Program at a rate of \$7.50 per hour.
2. Donna Cessna be added as an additional GED Examiner at a rate of \$22.50 per hour.

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>Absent</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. Kelly

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

1. Bonnie Stein, Cosmetology instructor - Travel to Harrisburg, PA on May 13, 2011 for the PA State Board of Cosmetology and State Board of Barber Examiners and Pearson VUE Industry Meeting. The approximate cost to the JOC is \$372.00.
2. Donna Cessna – Attend a required GED Examination Training at Harrisburg, PA on May 24, 2011. The approximate cost is \$233.00, to be paid by the Adult Education/GED monies.
3. Neil Donovan, Director, and Paul Livermore, Assistant Director - Attend the PACTA Summer Leadership Conference at State College, PA on July 27-29, 2011. The approximate cost to the JOC is \$1,399.00.
4. Eric McGuirk, Student Services Chairperson - Attend the PACTA Summer Leadership Conference at State College, PA on July 27-29, 2011. The approximate cost to the JOC is \$691.00.

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>Absent</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**D. Workers' Compensation Quotes**

Motion: Mr. Kondzielski  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the purchase of the Workers' Compensation coverage through First National Insurance Agency, PA School Boards Insurance Company, at a premium of \$12,864.00 for the 2011-2012 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>Absent</u>
Mr. Kelly	<u>Yes</u>	Mr. Schaef	<u>Yes</u>	Dr. Thomas	<u>Yes</u>

Motion Carried

**E. Policy Manual Updates – First Reading**

1. No. 011 Board Governance Standards/Code of Conduct (Reaffirm)
2. No. 210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
3. No. 601 Fiscal Objectives
4. No. 619 Audit

**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, June 15, 2011 at 7:00 p.m.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. Schreck, seconded by Mr. Roe, at 7:13 p.m. All in favor.

---

Julie A. Bauer, Board Secretary