

Regular Meeting – August 17, 2011

**I. CALL TO ORDER**

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

Members in attendance: Carol Jones, Rick Kelly, David Schaef, Frank Schreck, Harold Shorts, Walter Thomas

Members absent: Harry Hicks, Chris Kondzielski, Mitch Roe

Others in attendance: Charles Heller, Jarrin Sperry, Connie Youngblood, Neil Donovan, Paul Livermore, Dennis O’Laughlin, Ted Watts, and Julie Bauer

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

**Viewing of Mike Rowe Video**

**II. EXECUTIVE SESSION**

An Executive Session for personnel issues was held at 7:12 p.m., reconvened at 7:18 p.m.

**III. APPROVAL OF REVISED AGENDA**

Motion: Mr. Shorts  
Second: Mr. Schreck

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

Roll Call

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

**IV. 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 June 15, 2011.

Roll Call

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

**V. FINANCIAL**

**A. Budget Transfers – Fiscal Year 2010-11**

Motion: Mr. Kelly  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the additional budget transfers to close the 2010-2011 fiscal year as approved at the June 15, 2011 JOC meeting.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Absent</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. Expenditures**

Motion: Dr. Thomas  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve and accept the General Fund June 2011 bills in the amount of \$280,492.68, the July 2011 bills in the amount of \$549,735.20, the August 2011 bills in the amount of \$232,629.37, and the Capital Project Fund bills in the amount of \$35,592.76, totaling \$1,098,450.01.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Absent</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. Reports**

Motion: Mr. Kelly  
Second: Dr. Thomas

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

1. **Treasurer's Report** – June and July
2. **Activities Report** – fourth quarter of the 2010-2011 school year
3. **Shop Report** – June and July
4. **Cafeteria Report** – May and June

Roll Call

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

**VI. COMMUNICATION**

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**A. Auditor General's Report**

Motion: Mr. Kelly  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee accept the Auditor General's Report for the school years ended June 30, 2010 and June 20, 2009 as presented, with finding and subsidy forfeiture of \$1,749.00 for the 2009-10 school year.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Absent</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. Personnel**

**1. Welding Instructor**

Motion: Mr. Schreck  
Second: Ms. Jones

RESOLVED, that the CCCC Joint Operating Committee authorize the Director to hire a Welding instructor, effective September 1, 2011, in the event that the incumbent instructor does not possess the required PDE teaching certification. The JOC will approve the hire at the September JOC Meeting.

Roll Call

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

**2. Website Management**

Motion: Mr. Kelly  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee reappoint Shari Wilkinson the webmaster to manage our website for the 2011-2012 school year at a cost of \$2,700.00.

Roll Call

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

**3. Technology Support Person**

Motion: Mr. Shorts  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the Technology Support Person to work up to ten additional per diem days beyond the Compensation Plan, if necessary, at the discretion of the Director for the 2011-2012 school year.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Absent</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. Perkins Funding - Local Plan**

Motion: Mr. Kelly  
Second: Dr. Thomas

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

1. **Thomas Vanco** – Reappointed Special Populations Coordinator for the 2011-2012 school year at Masters +15 Step 18 for a salary of \$65,573.00.
2. Instructional Aides – Reappointed for the 2011-2012 school year:  

<b>Robert Pinkhouse</b>	1323 hours	\$14.65/hour
<b>Cindy Harry</b>	1323 hours	\$13.40/hour
<b>Gary Yaeger</b>	1323 hours	\$13.15/hour
<b>Don Quindardo</b>	1323 hours	\$12.65/hour
3. Thurston House Career and Technical Resources for Special Populations funding in the amount of \$36,000.00 for the 2011-2012 school year.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Absent</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. Substitute List**

Motion: Mr. Shorts

Second: Mr. Kelly

RESOLVED, that the CCCTC Joint Operating Committee approve the day-to-day substitute list for the 2011-2012 school year as presented.

Roll Call

Mr. Hicks	<u>Absent</u>	Mr. Kondzielski	<u>Absent</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. Travel**

Motion: Mr. Kelly

Second: Dr. Thomas

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

1. **Julie Bauer**, Business Manager, to attend the PACTA (PA Association of Career and Technical Administrators) workshop on September 26-27, 2011 at State College, PA. The approximate cost for travel, lodging, registration, food and miscellaneous costs is \$563.00, to be paid by the JOC.

2. **Julie Bauer**, Business Manager, to attend six PASBO (PA Association of School Business Officials) workshops at Warrendale, PA on various dates throughout the 2011-2012 year. The approximate cost for travel and registration is \$1,106.00, to be paid by the JOC.

Roll Call

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

**F. Revised School Calendar**

Motion: Mr. Schreck  
Second: Mr. Kelly

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

Roll Call

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

**G. Student Information Handbook**

Motion: Dr. Thomas  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the Student Information Handbook for the 2011-2012 school year as presented.

Roll Call

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

**H. National Fuel Resources**

Motion: Mr. Kelly  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the contract with National Fuel Resources to purchase Natural Gas at the NYMEX monthly settlement price plus \$0.833 per dth for the period September 1, 2011 through August 31, 2012.

Roll Call

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

**I. Charter Schools to the CTC**

Motion: Mr. Schreck  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee adopt a policy allowing Charter Schools to contract with CCCTC to provide their students career and technical training at the CCCTC at a rate equal to 50% of the per pupil cost at the student's sending district. Rates for each year will be supplied at the request of the CTC by the sending school's Business Manager.

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>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. Chapter 339 Corrective Action Plan**

Motion: Mr. Kelly  
Second: Mr. Shorts

RESOLVED, that the CCCTC Joint Operating Committee approve the Chapter 339 Corrective Action Plan as presented.

Roll Call

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

**K. Adult Evening Program**

Motion: Mr. Shorts  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the Adult Evening Program items as follows:

1. **Mike Bacon** - Reappointed Supervisor of the Adult Evening Program at a rate of \$26.00 per hour for approximately 300 hours for the 2011-2012 school year.
2. **Chris Jordan** - Reappointed registrar for the Adult Evening Program at a rate of \$14.00 per hour for approximately 30 hours for the 2011-2012 school year.
3. Adult Evening Program schedule for Fall 2011. Also, approval add additional classes based on need.
4. Adult Evening Program Instructor List for 2011-2012. The instructors will be paid up to \$22.50 per hour based on experience, curriculum work being completed and evaluation of instruction. The Supervisor and Director determine the rate of pay based the instructor's performance progress on curriculum work.

Roll Call

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

**L. Food Service Management - Ala Carte Price List**

Motion: Mr. Kelly  
Second: Dr. Thomas

RESOLVED, that the CCCTC Joint Operating Committee approve the Ala Carte Price List for the 2011-2012 school year as presented.

Roll Call

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

**M. Goals 2011-12**

Motion: Mr. Shorts  
Second: Mr. Schreck

RESOLVED, that the CCCTC Joint Operating Committee approve the CCCTC Goals for the 2011-12 school year as presented.

Roll Call

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

**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, September 21, 2011 at 7:00 p.m.

**XIII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. Schreck, seconded by Dr. Thomas, at 7:50 p.m. All in favor.

**XIV. EXECUTIVE SESSION**

A Professional Contract Negotiations Committee meeting was held on June 29, 2011 at 3:30 p.m. and August 17, 2011 at 3:30 p.m.

The next Professional Contract Negotiations meeting is scheduled for September 13, 2011 at 3:30 p.m.

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Julie A. Bauer, Board Secretary