



Crawford County Career & Technical Center

REGULAR MEETING – AUGUST 17, 2022

I. CALL TO ORDER

Members in attendance: Kevin Merritt, Eric McGuirk, John Burnham, Robert Johnston (arrived 6:36), Holly Chatman, Luigi DeFrancesco

Members absent: David Valesky, Delwood Smith, Tim McQuiston

Others in attendance: Tom Washington, Colleen Stumpf, Mike Costa, Kevin Sprong, Jacquelynn Dutchcot

The regular meeting of the Joint Operating Committee of the Crawford Tech was called to order by Chairperson Merritt at 6:33 p.m.

II. APPROVAL OF AGENDA

Motion: Mr. McGuirk

Second: Mr. DeFrancesco

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Burnham

Second: Mr. McGuirk

RESOLVED, the Crawford Tech approve and accept the Regular Meeting Minutes of June 15, 2022.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

IV. FINANCIAL (see addenda)

Motion: Ms. Chatman

Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve and accept the following financial items:

- A. **Expenditures** – General Fund bills for July and August totaling \$ 1,444,081.44 and Student Activity Fund totaling \$8,722.50, as presented to the JOC members prior to the meeting for review.
A copy of the listing to be made part of the minutes of this meeting.
- B. **Reports** for August as presented:
 - 1. **Treasurer's Report**
 - 2. **Activities Report**
 - 3. **Shop Report**
 - 4. **Enrollment Report** (information only)

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

V. COMMUNICATION –

- The Meadville Tribune –LPN Students Donate to Women’s Shelter
- The Meadville Tribune – Career Camp Thumbs Up
- The Meadville Tribune – Opportunities on Display as Career Camp Makes It’s Return
- The Meadville Tribune – Skills USA Nationals
- The Meadville Tribune – UAA
- Eight&322: Skills USA

VI. OLD BUSINESS

VII. EXECUTIVE SESSION – An Executive Session was held for Personnel Matters & Contract Negotiations at 6:38 p.m. and reconvened at 7:38 p.m.

VIII. NEW BUSINESS

A. Adult Evening Program

Motion: Mr. Burnham
Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the following Adult Evening Program schedule for Fall 2022 as presented. Also, the approval of additional classes to be added based on need.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

B. Perkins Funding-Local Plan

Motion: Mr. Burnham
Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the following elements of the Perkins Local Plan in the amount of \$176,266 be approved for the 2022-2023 year:

1. Special Populations Coordinator (Partially funded through Perkins) – Gary Decker \$71,176 .
2. Instructional Aides(Partially funded through Perkins) – Ken Saulsbery (\$16.90/hour); Cindy Harry and Don Quindardo (\$17.90/hour); JoAnn Harvey (\$16.65) - 1358 hours

New Equipment totaling approximately \$12,900.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

C. Perkins Corrective Action Plan

Motion: Mr. DeFrancesco
Second: Mr. Burnham

RESOLVED, that the Crawford Tech JOC approve the Perkins Corrective Action Plan as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

D. Approved Program Evaluation Corrective Action Plan

Motion: Mr. Johnston
Second: Ms. Chatman

RESOLVED, the Crawford Tech JOC approve the Approved Program Evaluation Corrective Action Plan as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

E. Supplementary Teacher Work Days MOA

Motion: Mr. McGuirk
 Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the Memorandum of Agreement with the Crawford County Career and Technical Center Education Association, PSEA/NEA for the Supplemental Teacher Workday rate.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

F. Technical Assistance Program MOU

Motion: Mr. Burnham
 Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the Memorandum of Understanding with the PA Department of Education's Bureau of Career and Technical Education for the continuation of the Technical Assistance Program for the Career Center for the 2022-2023 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

G. Substitute List

Motion: Mr. DeFrancesco
 Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the day-to-day substitute list for the 2022-2023 school year as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

H. Student Handbook

Motion: Mr. DeFrancesco
 Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the Student Information Handbook for the 2022-2023 school year as presented, with required updates.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

I. Health and Safety Plans- Review

Motion: Mr. Johnson
Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the Health and Safety Plan and Adult Health and Safety Plan Review, with no changes.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

J. Edinboro University MOA

Motion: Ms. Chatman
Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the Memorandum of Agreement with Edinboro University as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

K. Adult Education Instructor

Motion: Mr. Burnham
Second: Mr. DeFrancesco

1. RESOLVED, the Crawford Tech JOC approve Timothy Barickman as an Adult Education UAA Precision Machining Instructor, pending all required paperwork, at \$25.00 per hour for the 2022-2023 school year with no fringe benefits. Mr. Barickman's start date will be August 18, 2022.

2. RESOLVED, the Crawford Tech JOC approve Rod Frazier as an Adult Education Basic Electrical Wiring Circuit Instructor, pending all required paperwork, at \$25.00

per hour for the 2022-2023 school year with no fringe benefits. Mr. Frazier's start date will be August 18, 2022.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

L. Practical Nursing Program Policies- First Reading

RESOLVED, the Crawford Tech JOC approve the first reading of the following Policies:

1. Students Rights and Responsibilities
2. Last Day of Attendance/Withdrawal
3. Student Appearance and Conduct
4. Hybrid Education Policy
5. Clinical Evaluation Policy
6. Winslow Library

M. Instructor Aid Substitute Pay Rate

Motion: Mr. Johnston

Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the Instructor Aid Substitute Pay Rate of \$14.00 per hour with no fringe benefits for the 2022-2023 school year.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

N. ARP/ESSER MOU and Job Descriptions

TABELED

Motion made by Mr. McGuirk to Table Agenda Item N and O. Seconded by Mr. Johnston.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

RESOLVED, the Crawford Tech JOC approve the ARP/ESSER MOU and attached job descriptions for the Mental Health Counselor and Recovery Program Coordinator positions.

**O. MOU ARP/ESSER Position
TABELED**

- 1. RESOLVED, the Crawford Tech JOC approve _____ as the two year grant funded Mental Health Counselor; pending all required paperwork, paid at the approved ARP/ESSER Grant rate of \$_____ for the 2022-2023 school year plus fringe benefits. M. _____ start date will be August 26, 2022.
- 2. RESOLVED, the Crawford Tech JOC approve _____ as the two year grand funded Recovery Program Coordinator, pending all required paperwork, paid at the approved ARP/ESSER Grant rate of \$_____ for the 2022-2023 school year plus fringe benefits. M. _____ start date will be August 26, 2022.

P. Dean of Students MOU and attached Job Description

Motion: Mr. Johnston
Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the Dean of Students MOU and attached job description.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

Q. Furlough PT LPN Position

Motion: Mr. Johnston
Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the furlough of the Part-time Adult Education LPN Instructor as a result of substantial decline in student enrollment in the Adult Education LPN program.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Johnston	<u>Yes</u>	Mr. Merritt	<u>Yes</u>
Ms. Chatman	<u>Yes</u>	Mr. McGuirk	<u>Yes</u>	Mr. Smith	<u>Absent</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Absent</u>	Mr. Valesky	<u>Absent</u>

Motion Carried

IX. DIRECTOR'S REPORT

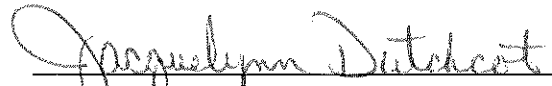
X. SUPERINTENDENTS' COMMENTS

XI. JOC MEMBERS' COMMENTS/QUESTIONS

XII. NEXT MEETING – September 21, 2022

XIII. ADJOURNMENT

The meeting adjourned on a motion by Mr. DeFrancesco, Seconded by Mr. Johnston at 8:00 p.m. All in favor.



Jacquelyn Dutchcot
Business Manager/Board Secretary