



Crawford County Career & Technical Center

REGULAR MEETING – February 15, 2023

**I. CALL TO ORDER**

Members in attendance: Kevin Merritt, John Burnham, Luigi DeFrancesco, Tim McQuiston, Eric McGuirk, Robert Johnston (joined meeting 6:34)

Members absent: Holly Chatman, Delwood Smith, David Valesky

Others in attendance: Jarrin Sperry, George Joseph, 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 6:30p.m.

**II. APPROVAL OF AGENDA**

Motion: Mr. McQuiston

Second: Mr. Burnham

Roll Call

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

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Mr. McQuiston

Second: Mr. McGuirk

RESOLVED, the Crawford Tech approve and accept the Regular Meeting Minutes of December 20, 2022.

Roll Call

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

Motion Carried

**IV. FINANCIAL (see addenda)**

Motion: Mr. DeFrancesco

Second: Mr. Burnham

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

**A. Expenditures** – General Fund bills for December, January, and February totaling \$1,584,662.40 and Activities Fund totaling \$8,342.55, 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 January and February as presented:

1. **Treasurer's Report**
2. **Activities Report** - 2022-23 school year
3. **Shop Report**
4. **Enrollment Report** (information only)

Roll Call

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

Motion Carried

**V. COMMUNICATION –**

- Meadville Tribune: “EITC Grants Assist Students, Programs at Crawford Tech”
- Meadville Tribune: “Meadville Women’s Club Awards Nursing Program Scholarships”
- UAA: Powerpoint and NWIRC article

**VI. OLD BUSINESS**

**VII. EXECUTIVE SESSION-** An Executive Session was held at 6:40 p.m. for Personnel and Contract Negotiations, reconvened at 7:00 p.m.

**VIII. NEW BUSINESS**

**A. Personnel**

Motion: Mr. Burnham

Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the following personnel items:

1. **Donald Cadman-** Added to the day-to-day Instructor/Instructor Aid Substitute list, pending required paperwork.
2. **Bill Chernicky,** Electrical Occupations Instructor- Resignation, tentatively effective March 3, 2023, accept with regret.
3. **Rod Frazier,** Electrical Occupations Long Term Substitute, starting March 6, 2023, at per diem rate \$196.

4. **Ian Fife**, Night School Assistant, pending all required paperwork, at \$400.00, 2022-2023 school year. Mr. Fife’s start date will be March 7, 2023 and ending March 30, 2023.

Roll Call

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

Motion Carried

**B. Travel**

Motion: Mr. McGuirk  
Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the following travel items:

1. Gary Decker: **PDE Conference**, Virtual, 3/1-2/2023. The cost to JOC for registration is \$125.
2. Gary Decker: **PA Career and Technical Education Special Populations Mid-Winter Conference**, Harrisburg, PA, 3/13-14/2023. The cost to JOC for mileage, lodging, and registration is \$528.02.
3. Laura Peterson: **PDE Data Summit Conference**, Hershey, PA, 3/27-29/2023. The cost to the JOC for mileage, lodging, registration, and food is \$1,231.05.
4. **Skills USA State Competition**, Hershey, PA, 4/11-13/2023. Five students, Cindy Saulsbery, Rob Kightlinger, and Mike Costa will attend. The cost to the JOC for rental vans, fuel, staff lodging and food is \$4,514.49. The cost to SkillsUSA for student lodging, registration, and food is \$2,960.21.
5. Kristen Deets, Cosmetology Instructor and nine Cosmetology Seniors: **Beauty Pro’s Expo**, Champion, PA, 4/24/2023. The cost to the JOC for a school bus and registration is \$1,790.

Roll Call

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

Motion Carried

**C. Program Name Change**

Motion: Mr. Burnham  
Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the program name change of Veterinary Technology to Veterinary Sciences.



Roll Call

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

Motion Carried

**D. NTHS Officers**

Motion: Mr. McGuirk  
Second: Mr. McQuiston

RESOLVED, that the Crawford Tech JOC approve the list of National Technical Honor Society Officers.

Roll Call

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

Motion Carried

**E. Postage Machine**

Motion: Mr. McQuiston  
Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the postage machine lease with Quadient Leasing as presented.

Roll Call

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

Motion Carried

**F. COVID 19 Workforce Supplemental Funding Grant**

Motion: Mr. DeFrancesco  
Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the following items:

1. COVID 19 Workforce Supplemental Funding Grant.
2. Health Technician Job Description as presented.
3. Health Technician Memorandum of Understanding as presented.

Roll Call

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

Motion Carried

**G. Policy Review –First Reading**

- \* Policy 209.1 Food Allergy Management
- \* Policy 237 Electronic Devices
- \* Policy 246 Student Wellness

**H. Administrative Goals Mid-Year Report**

**IX. DIRECTOR'S REPORT**

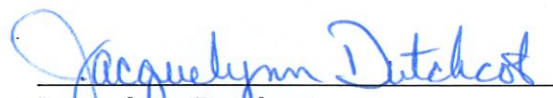
**X. SUPERINTENDENTS' COMMENTS**

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

**XII. NEXT MEETING – March 15, 2023**

**XIII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. McQuiston, Seconded by Mr. DeFrancesco at 7:58 p.m. All in favor.

  
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Jacquelyn Dutchcot  
Business Manager/Board Secretary