



Crawford County Career & Technical Center

REGULAR MEETING – May 17, 2023

I. CALL TO ORDER

Members in attendance: John Burnham (arrived 6:33), Luigi DeFrancesco, Tim McQuiston, Eric McGuirk, Robert Johnston, Holly Chatman, David Valesky

Members absent: Kevin Merritt, Delwood Smith

Others in attendance: Jarrin Sperry, Thomas Washington, Tim Glasspool, George Joseph, Mike Costa, Kevin Sprong, Jacquelynn Dutchcot, Zephaniah Chatman, John Frombach

The regular meeting of the Joint Operating Committee of the Crawford Tech was called to order by Chairperson Merritt at 6:30p.m.

PASBO Presentation- John Frombach, representing PASBO, presented Jacquelynn Dutchcot with the David L. Nett Regional Chapter Leadership Award.

II. APPROVAL OF AGENDA

Motion: Mr. McGuirk
Second: Mr. DeFrancesco

Roll Call

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

Motion Carried

III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Johnston
Second: Mr. McGuirk

RESOLVED, the Crawford Tech approve and accept the Regular Meeting Minutes of April 19, 2023.

Roll Call

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

Motion Carried

IV. FINANCIAL (see addenda)

Motion: Mr. Johnston

Second: Mr. McGuirk

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

A. Expenditures – General Fund bills for April and May totaling \$557,676.60, Student Activity Fund totaling \$1,542.45, and Capital Funds Payments made \$28,685.00 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 May 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>Absent</u> |
| Ms. Chatman | <u>Yes</u> | Mr. McGuirk | <u>Yes</u> | Mr. Smith | <u>Absent</u> |
| Mr. DeFrancesco | <u>Yes</u> | Mr. McQuiston | <u>Yes</u> | Mr. Valesky | <u>Yes</u> |

Motion Carried

V. COMMUNICATION – Meadville Tribune: Electrical Excellence
Meadville Tribune: Thumbs Up

VI. OLD BUSINESS

VII. EXECUTIVE SESSION –An Executive Session was held at 6:43 p.m. for Personnel Matters, reconvened at 7:00 p.m.

VIII. NEW BUSINESS

A. Personnel

Motion: Mr. Burnham

Second: Ms. Chatman

RESOLVED, the Crawford Tech JOC approve the following items:

1. Eric Sherman, Maintenance, intermittent Family Medical Leave of Absence for up to 12 weeks.
2. Kristen Deets, Cosmetology Instructor, Family Medical Leave of Absence for up to 12 weeks.
3. Compensation Plan for the Practical Nursing Coordinator for July 1, 2023 through June 30, 2024 as presented and reviewed in the Executive Session. A copy of the aforementioned document shall be retained in the office of the Board Secretary.
4. Jennie Shearer, 20 regular work days to set up the new Sports Medicine/Rehabilitative Sciences program, at an hourly rate of \$29.00 (2022-2023 school year) and \$29.50 (2023-2024 school year).

Roll Call

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

Motion Carried

B. Travel

Motion: Mr. Burnham

Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the following items:

1. Jacquelynn Dutchcot, attend Steel Eagle Leadership Institute, Bedford, PA, 7/11-12/2023. There is no cost to the JOC. All expenses paid by PASBO.
2. Rob Kightlinger, Christine Jordan, and one student, attend SkillsUSA National Competition, Atlanta, GA, 6/18-24/2023. The cost to the JOC for travel, lodging, food and miscellaneous is approximately \$4,761. The cost to SkillsUSA Activty fund for registration, lodging, food and miscellaneous is approximately \$2,678.

Roll Call

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

Motion Carried

C. Appointments

Motion: Ms. Chatman

Second: Mr. McGuirk

RESOLVED, that the Crawford Tech JOC approve the following appointments:

1. **Depository** – First National Bank and Erie Bank for 2023-2024.
2. **Treasurer** – Denise Bell, Confidential Secretary, for 2023-2024.
3. **Solicitor** - Quinn Law Firm for the 2023-2024 school year at a general rate of \$125.00 per hour, \$150.00 per hour for special education, litigation and employment matters.

Roll Call

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

Motion Carried

D. Budget 2023-2024 Final Approval

Motion: Mr. DeFrancesco

Second: Mr. Chatman

RESOLVED, the Crawford Tech JOC approve the final 2023-2024 Budget in the amount of \$ 8,086,731 as follows: Operating Expenditures \$ 6,477,804; Estimated Gross debt Services \$711,750; Secondary Perkins, LPN and Adult Education \$897,177.

Roll Call

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

Motion Carried

E. Cyber/Charter School Tuition

Motion: Ms. Chatman

Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve that sending schools be charged tuition in the amount of \$15,697.72 per Cyber/Charter student attending the Crawford Tech for the 2023-2024 year.

Roll Call

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

Motion Carried

F. Electricity Rate

Motion: Mr. Burnham

Second: Mr. Johnston

RESOLVED, the Crawford Tech JOC give authority to the Business Manager to lock in the electricity rate.

Roll Call

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

Motion Carried

G. Door Lock and Badge System

Motion: Mr. Johnston

Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the purchase of a door lock and badge system from Twisted Computing in the amount of \$26,531.

Roll Call

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

Motion Carried

H. Policy Review-First Reading

- Attendance

I. Policy Review- Second Reading and Approval

Motion: Ms. Chatman

Second: Mr. McGuirk

RESOLVED, the Crawford Tech JOC approve the following Practical Nursing policies as presented:

- Late Disbursement
- Refund of Title IV Funds
- Satisfactory Academic Progress

Roll Call

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

Motion Carried

J. Facility Use Pricing

Motion: Mr. DeFrancesco

Second: Mr. Johnston

RESOLVED, the Crawford Tech JOC approve the Facility Use Fee for Category 4 as \$75.00 for one to three hours and \$150.00 for three to six hours.

Roll Call

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

Motion Carried

K. K-12 Guidance Plan

Motion: Ms. Chatman

Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the K-12 Guidance Plan.

Roll Call

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

Motion Carried

L. CNA Testing Site Agreement

Motion: Ms. Chatman

Second: Mr. Johnston

RESOLVED, the Crawford Tech JOC approve the CNA Testing Site Agreement as presented.

Roll Call

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

Motion Carried

IX. DIRECTOR’S REPORT

X. SUPERINTENDENTS’ COMMENTS

XI. JOC MEMBERS’ COMMENTS/QUESTIONS

XII. NEXT MEETING – June 21, 2023

XIII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Johnston, Seconded by Mr. McGuirk at 7:30 p.m. All in favor.



 Jacquelyn Dutchcot
 Business Manager/Board Secretary