



Crawford County Career & Technical Center

REGULAR MEETING – October 18, 2023

I. CALL TO ORDER

Members in attendance: Luigi DeFrancesco, Eric McGuirk, Kevin Merritt, Tim McQuiston, John Burnham, Robert Johnston, Delwood Smith (left at 7:30 p.m.), David Valesky

Members absent: Holly Chatman

Others in attendance: Jarrin Sperry, Tom Washington, George Joseph, Mike Costa, Kevin Sprong, Jackie Dutchcot, Ken Newman, Dr. Jen Galdon, Heather Harrington

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. McGuirk

Second: Mr. Burnham

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>Yes</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. McGuirk

Second: Mr. McQuiston

RESOLVED, the Crawford Tech JOC approve and accept the Regular Meeting Minutes of September 20, 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>Yes</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. DeFrancesco

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

- A. Expenditures** – General Fund bills for September and October totaling \$913,538.35, 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 October as presented:
 1. **Treasurer's Report**
 2. **Activities Report** - 2023-24 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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

V. COMMUNICATION –

- Meadville Tribune: Investing in the Future
- Meadville Tribune: Social Sound-Offs
- Meadville Tribune: Ups ‘n’ Downs
- October Tech Talk
- Meadville Tribune: Crawford Tech prepares students with Nursing program

VI. OLD BUSINESS

VII. EXECUTIVE SESSION- An Executive Session was held at 6:36 for Personnel Matters, Negotiations, and to consider the purchase of Real Estate, reconvened at 7:23 p.m.

VIII. NEW BUSINESS

A. Student Services Clerk MOU

Motion: Mr. McQuiston
Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the Student Services Clerk Memorandum of Understanding between Crawford Tech and Crawford Tech Education Support Professionals.

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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

B. Custodial Position MOU

Motion: Mr. Burnham
 Second: Mr. McGuirk

RESOLVED, that the Crawford Tech JOC approve the Custodial Memorandum of Understanding between Crawford Tech and Crawford Tech Education Support Professionals.

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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

C. Personnel

Motion: Mr. McQuiston
 Second: Mr. McGuirk

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

1. Jim Hillwig, resignation, effective 9/28/2023, with regret.
2. Rebecca DuBose, day-to-day Instructor/Instructor Aide Substitute, beginning 10/19/2023.
3. Therman Kantz, Instructor/Instructor Aide Substitute, beginning 10/19/2023.

No Candidate to Present (Item 4)

4. _____, Precision Machining Instructor, pending all required paperwork, at pro-rated Step __, (\$) of the approved negotiated contract for the 2023-2024 school year plus fringe benefits. Mr. ____ start date will be _____.

5. Ashlee Boozer, Custodian, pending all required paperwork, at entry level, \$16.80 per hour, of the approved negotiated contract for the 2023-2024 school year plus fringe benefits. Ms. Boozer's start date will be November 1, 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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

D. Travel

Motion: Mr. McGuirk
 Second: Mr. Johnston

RESOLVED, the Crawford Tech JOC approve the following travel:

1. Michelle Hunter and Rob Kightlinger, ILC: The School to Career Connection, State College, PA, 11/8-10/2023. The cost to the JOC for travel, lodging, registration, food, and substitutes is approximately \$1,440.00
2. Jackie Dutchcot, PASBO Annual Conference, Hershey, PA, 3/5-8/2024. The cost to the JOC for travel, lodging, registration and food is approximately \$1,480.00

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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

E. Merchant Agreement

Motion: Mr. McQuiston

Second: Mr. Johnston

RESOLVED, the Crawford Tech JOC grant permission to the Business Manager to sign documents with Erie Bank and their service providers to use a Merchant Services program at a cost of \$35.00 per month to the school and a 3.5% fee that will be passed on to the credit card holder.

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>Yes</u>
Mr. DeFrancesco	<u>No</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

F. Non-Financial Classroom Training Agreement

Motion: Mr. McGuirk

Second: Mr. McQuiston

RESOLVED, the Crawford Tech JOC approve the Non-Financial Classroom Training Agreement between Crawford Tech and Tri-County Workforce Investment Board, Inc.

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>Yes</u>
Mr. DeFrancesco	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>	Mr. Valesky	<u>Yes</u>

Motion Carried

G. SkillsUSA Officers

Motion: Mr. McGuirk

Second: Mr. DeFrancesco

RESOLVED, the Crawford Tech JOC approve the SkillsUSA Officers 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>Yes</u>

Motion Carried

IX. DIRECTOR'S REPORT


X. SUPERINTENDENTS' COMMENTS

XI. JOC MEMBERS' COMMENTS/QUESTIONS

XII. NEXT MEETING – November 15, 2023

XIII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Johnston, Seconded by Mr. DeFrancesco at 7:47 p.m. All in favor.



Jacquelyn Dutchcot
Business Manager/Board Secretary

