



# CRAWFORD TECH

Crawford County Career & Technical Center

## I. CALL TO ORDER

Members in attendance: Tim McQuiston, Kevin Merritt, John Burnham, Fred Bryant, Ryan Klink, Jeffrey Rose, Brian Custard, Michael Chausse

Members absent: Monica Hargenrater

Others in attendance: Kevin Sprong, Mike Costa, George Joseph, Adam Jardina, Jenn Galdon, Joy Strain

The regular meeting of the Joint Operating Committee of Crawford Tech was called to order by Chairperson Merritt at 6:54 p.m.

### LOCAL AUDIT REPORT PRESENTATION- By: Joy Strain, McGill, Power, Bell & Assoc.

## II. APPROVAL OF AGENDA

Motion: Mr. McQuiston

Second: Mr. Burnham

Roll Call

Mr. Bryant Yes

Mr. Custard Yes

Mr. McQuiston Yes

Mr. Burnham Yes

Ms. Hargenrater Absent

Mr. Merritt Yes

Mr. Chausse Yes

Mr. Klink Yes

Mr. Rose Yes

Motion Carried

## III. APPROVAL OF REGULAR MEETING MINUTES

Motion: Mr. Klink

Second: Mr. Rose

RESOLVED, the Crawford Tech JOC approve and accept the Regular Meeting Minutes of November 19, 2025.

Roll Call

Mr. Bryant Yes

Mr. Custard Yes

Mr. McQuiston Yes

Mr. Burnham Yes

Ms. Hargenrater Absent

Mr. Merritt Yes

Mr. Chausse Yes

Mr. Klink Yes

Mr. Rose Yes

Motion Carried

## IV. FINANCIAL (see addenda)

Motion: Mr. Klink

Second: Mr. McQuiston

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

- A. **Expenditures** – General Fund bills for November and December totaling \$566,656.26, Student Activity Funds totaling \$898.31, and Capital Fund payment totaling \$80,609.09, 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 December as presented:
  - 1. **Treasurer's Report**
  - 2. **Activities Report** - 2025-2026 school year
  - 3. **Shop Report**
  - 4. **Enrollment Report** (information only)
- C. Authorize the Business Manager to pay the January bills. Any invoices will be included in the report at the February JOC meeting.

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

- V. **COMMUNICATION** –
  - Meadville Tribune: Merritt Carves a Path Helping Schools and Serving Holiday Meals
- VI. **OLD BUSINESS**
- VII. **EXECUTIVE SESSION** – An Executive Session was held at 7:04 p.m. for Personnel and Contract Negotiations, reconvened at 7:14 p.m.
- VIII. **NEW BUSINESS**

A. **Local Audit Report**

Motion: Mr. Custard  
Second: Mr. Klink

RESOLVED, the Crawford Tech JOC accept the Local Audit Report for the year ended June 30, 2025 as presented by McGill, Power, Bell, and Associates.

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

**B. Travel**

Motion: Mr. Rose  
 Second: Mr. Custard

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

1. Kevin Sprong, PACTA Symposium, Hershey, PA, 2/5-6/2026. The cost to the JOC for mileage, lodging, registration and food is approximately \$1,053.
2. Dom DiMucci, Paula Loveless, Don Cadman, and 33 students, Pittsburgh Auto Show, Pittsburgh, PA, 2/13/2026. The approximate cost to the program for a bus is \$761.
3. Cindy Saulsbery, Rob Kightlinger, 2 chaperones and 34 students, SkillsUSA District Competition, New Castle, PA, 1/16/2026. The cost to the JOC for substitutes and a school bus is approximately \$1,037. The cost to SkillsUSA for registration is \$1,260.
4. Brad Custead, Evan Moutsos, and 4 students, SkillsUSA District Competition, Harmony, PA, 1/9/2026. The cost to the JOC for substitutes and gas for the school vehicle is approximately \$342. The cost to SkillsUSA for registration is \$140.
5. Nick Garcia, Rob Kightlinger, and 3 students, SkillsUSA District Competition, Erie, PA, 1/14/2026. The cost to the JOC for substitutes and gas for the school vehicle is approximately \$310. The cost to SkillsUSA for registration is \$105.

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

**C. Solicitor RFP**

Motion : Mr. Custard  
 Second : Mr. Burnham

RESOLVED, the Crawford Tech JOC accept the Request for Proposal from Dillon, McCandless, King, Coulter, & Graham L.L.P. for legal services, beginning January 1, 2026, as presented.

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

**D. Mental Health Coordinator**

Motion: Mr. Klink  
 Second: Mr. Burnham

RESOLVED, the Crawford Tech JOC approve the following Mental Health

Coordinator items:

1. Mental Health Coordinator Job Description
2. Mental Health Coordinator Compensation Plan

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

**E. CNB Bank Donation**

Motion : Mr. Burnham

Second : Mr. Custard

RESOLVED, the Crawford Tech JOC accept the \$5,000. donation from CNB Bank to be used for FFA and SkillsUSA.

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

**F. Adult Education Schedule**

Motion: Mr. Burnham

Second: Mr. Custard

RESOLVED, the Crawford Tech JOC approve the Adult Education Schedule as presented. Also, the approval of additional classes to be added based on need.

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

**G. Dual Enrollment**

Motion : Mr. McQuiston

Second : Mr. Rose

RESOLVED, the Crawford Tech JOC approve the dual enrollment agreement between Crawford Tech Computer and Information Sciences Program and Pennsylvania State University.

Roll Call

Mr. Bryant	<u>Yes</u>	Mr. Custard	<u>Yes</u>	Mr. McQuiston	<u>Yes</u>
Mr. Burnham	<u>Yes</u>	Ms. Hargenrater	<u>Absent</u>	Mr. Merritt	<u>Yes</u>
Mr. Chausse	<u>Yes</u>	Mr. Klink	<u>Yes</u>	Mr. Rose	<u>Yes</u>

Motion Carried

**IX. Capital Improvement Project Discussion- HVAC Controls**

**X. DIRECTOR’S REPORT**

**XI. SUPERINTENDENTS’ COMMENTS**

**XII. JOC MEMBERS’ COMMENTS/QUESTIONS**

**XIII. NEXT MEETING –**

Support Staff Contract Negotiation meeting was held on December 11, 2025.

The next JOC meeting is scheduled for February 18, 2026.

**IX. ADJOURNMENT**

The meeting adjourned on a motion by Tim McQuiston, Seconded by Jeff Rose at 7:42 p.m. All in favor.




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Michael Costa  
Assistant Director/Principal

