

**Clarion County Career Center
Joint Operating Committee
November 21, 2023 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on November 21, 2023 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Rick Best, Dave Estadt, Jill Foys, Todd MacBeth, Gary Sproul, Jameen Stump, and Dwayne VanTassel.

Members absent: Heidi Byers, Chris Boozer, Brady Feicht, Donald Nair, Lisa Norbert, and Jeff Shirey.

Administration present were: Traci Wildeson, Director, Dr. David McDeavitt, Superintendent of Record, Linda Maze, outgoing Board Secretary/Confidential Secretary, and Crissy Long, incoming Board Secretary/Confidential Secretary.

Public Comment Period

No public present.

Committee Reports

Traci provided the group with an update on the Buildings & Grounds committee meeting, which was held prior to the regular meeting.

Agenda

On a motion by Rick Best seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the November 21, 2023 meeting.

Minutes Approved

On a motion by Todd MacBeth seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the October 23, 2023 regular meeting.

Financial Reports Approved

On a motion by Jim Beary, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for November, 2023, the Activity report for November, 2023 and the Treasurer's report for October, 2023.

Executive Session

On a motion by Jim Beary, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into an Executive Session from 7:07 to 7:21pm to discuss Personnel.

Personnel

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Crissy Long as the Joint Operating Committee Board Secretary for a term of four years, December, 2023 through December, 2027, with an annual stipend of \$2,000.

No motion was made on item **B.** Approve hire of _____ as a part-time Instructional Assistant at \$12/hr. with a \$0.25 increase after successful completion of the 90-day probationary period, pending receipt of all clearances, effective _____. There are no benefits with this position.

On a motion by Rick Best, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve FMLA for Employee #0924 from December 14, 2023 through January 26, 2024.

On a motion by Jameen Stump, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve MOU with Education Association, as presented.

On a motion by Todd MacBeth, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve adding Danielle Reiser to the 23/24 substitute list, pending receipt of all required clearances.

On a motion by Todd MacBeth, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve Keith Fancher as an IU6 Guest Teacher.

Other/New Business

None presented.

Travel:

None presented.

Policy

On a motion by Donald Nair, seconded by Brady Feicht, and all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the second readings of Policy 000-Joint Operating Committee Policy/Procedure/Administrative Regulations; 001- Name and Classification; 002-Authority and Powers; 003-Functions; 004-Membership; 005-Organization; 006-Meetings; 006.1-Attendance at Meetings Via Electronic Communications; 007-Policy Manual Access; 011-Principles for Governance and Leadership.

Considerations

On a motion by Todd MacBeth, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the recycle of surplus technology supplies to Joe McDonald Recycling.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the donation of a DOT Matrix printer to CS Technologies.

No motion made on item C. Approve proposal for Tremco to complete annual roof inspections at a cost of \$____per year, for five (5) years.

On a motion by Jameen Stump, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve Fall, 2023 OAC meeting minutes.

On a motion by Rick Best, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve RFP for HVAC unit replacement.

Old Business

No Old Business was discussed.

Director's Report – Traci Wildeson

- A Director's Report was emailed to the group today and copies were on the table in the back of the room.
- No changes on any of the grants. Still waiting for approval of the modification request for the PCCD Mental Health/Safety Grant and to see what amount was awarded for the approved supplemental equipment grant.
- Part-time Instructional Aide – 3 interviews completed; one additional interview scheduled for next week
- Enrollment: 342 (one student enrolled this month; was a transfer from another CTC)
- 9th Grade Tours were held on 11/20/23
 - New applications: 66
- German-American apprentice program: Rachel Mauer came over and presented information to a group of

students. One student expressed interest and plans will be made to get this student over to Kronospan for a tour and interview.

- Veteran's Day program: Police Science did a flag lowering/folding ceremony during a student assembly. Dwayne VanTassel (retired Navy Chief Petty Officer) and his daughter Audrey (Army veteran) attended the assembly, with Police Science students ceremonially presenting Dwayne with the American flag once it was folded. Names and military branch of staff and staff/student's relatives were announced during the ceremony in honor and memory of those who served.
- Community Outreach: Clarion Chamber asked Culinary Arts to make gingerbread house kits for the holiday celebration in Clarion; Construction is making cut-out wooden ornaments for one of the Christmas events in Clarion; Construction built a bench and donated it to the group "Passion for Vets" to be raffled off to help raise money for veterans, the bench was presented at the Veteran's Day assembly; Student Congress, under the leadership of Redbank Valley student Shae Lee Minich, coordinated a costume day at Halloween to raise money for "Coins for a Cure" and also arranged a food drive.
- Program highlights: Culinary had a student win, for the second year in a row, in the pumpkin carving by PA Restaurant Association contest-Peyton Yeane/CL; Culinary, also for the second year in a row, won first place in the PA ProStart Mystery Box competition.
- Fax machine: Traci working between Telesystems and Verizon to resolve fax line outages
- Exterior door replacement, which was approved last month, the boiler room door was completed November 15 and the kitchen door is scheduled for November 28.
- Preventative maintenance was completed by Renick Bros. They found two fractures in the heating sensor/transfer cases to the boilers. They will get some quotes for repair of this issue. There are two units pulling reverse air draw, this is a control issue and we are waiting for Rabe to fix this issue.
- Co-op
 - Nineteen (19) students out on Co-op
 - Four (4) more students actively looking for employment
- Behavioral Health/Climate assessment was completed on 11/7/23; Traci is waiting for the report to come back. No immediate concerns were identified.
- Social Media Bias curriculum has been cancelled. When Traci received the contract, it was quite a bit more than what the proposal was. When she reviewed the lessons, she had questions about some of the content that was included in the PowerPoint.
- 339 Review Prep: Staff is finalizing the evidence into their online shared folders. PDE will be at the school December 19-21, 2023.
- SAP team: Finalizing our documents to be able to start that process. The first SAP meeting will be on December 5, 2023.
- Possible Daycare in PN Building – Traci continues to try and pull together members from the McElhattan Foundation board and Chris Edmonds from the daycare center to come tour the building and if the foundation can assist with paying utility bills for the daycare center.
- Train-the Trainer: November 29 - Traci will attend training at IU6 for School Safety and Emergency Drills followed by a roundtable.
- Traci recognized the outgoing JOC members with plaques listing their years of service. She thanked them for their support and dedication to the Career Center to advance the school and opportunities for the students.
 - Donald Nair – Redbank Valley – 5 years
 - Jameen Stump – A-C Valley – 7 years
 - Jill Foys – North Clarion – 8 years
 - Dwayne VanTassel – Keystone – 10 years
 - Jim Beary – Keystone – 23 years
- Traci stated this was the last JOC meeting for Linda Maze, due to her retirement. Traci thanked Linda for her years of service and support given to her as the Director.

- Linda told the group it was her pleasure to work for the Career Center for the last 15 years.

Superintendent of Record – Dr. David McDeavitt

- Dr. McDeavitt, along with the Clarion County superintendents, expressed appreciation and thanks to the outgoing and remaining JOC board members for their time and efforts in supporting the Career Center.
- He stated that we have a wonderful group of superintendents who really care about the students here at the Career Center.
- This JOC group hired Traci who is doing a wonderful job at the school and the years of experience that is leaving the board will be missed for the foreseeable future.

Jill Foys, JOC Chairperson, said on behalf of the group that is leaving the board, it has been a pleasure and privilege to work with this group and lead it for the past two years. Our greatest accomplishment was hiring Traci in the Director's position to put this school on a path of progression.

Jameen Stump, JOC Treasurer, told the group that she was a former Career Center employee from 1990 to 1998. It has been interesting to watch the progression of this facility over time. Jameen agreed with Jill, that hiring Traci was the best decision the group made, because she has brought life back into the school.

Dwayne VanTassel stated that as a graduate of the Diesel program in 1988, this building means a lot to him. The programs, the people – it is like a second family. Dwayne said he will be around and he and his daughter agreed to participate in next year's Veteran's Day program.

Jim Beary said in his 23 years here he has seen a lot of changes. We have a great group of people and probably one of the best directors he has worked with during those years. He told Traci he appreciates the work she does for the school.

Jill Foys added that she learned from Jim Beary, that "it's all about the students". If everyone on the JOC remembers that, this board and the school will be just fine.

Announcements

- Committee: Strategic Planning, 12/19/23, 6pm
- Regular JOC meeting for December, 2023: 12/19/23, 7pm

Adjournment

On a motion by Dwayne VanTassel seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

Linda Maze
J.O.C. Secretary