

**Clarion County Career Center
Joint Operating Committee
January 24, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on January 24, 2022 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Chris Boozer, John Creese, Jill Foys, Todd MacBeth, James Shaftic, Gary Sproul, Jameen Stump, Dwayne VanTassel, and Braxton White.

Members absent: Jim Beary, Mitchell Blose, Heidi Byers, Corey Sherman, and Ken Walter.

NOTE: Redbank Valley changed their representative from John Kimmel to Heidi Byers.

Administration present were: Traci Wildeson, Director, Linda Skelley, Board Secretary/Confidential Secretary. Joseph Carrico, Superintendent of Record (arrived at 7:59pm).

Public Comment Period:

Allied Health Science Instructor, Mrs. Kelly Flick provided a presentation for the JOC members on the curriculum and projects being completed in the Allied Health program. Due to the inclement weather, student Molly Ellenberger, an 11th grader from North Clarion, was unable to attend the meeting. She sent a letter for Mrs. Flick to read to the members and expressed her enthusiasm for the Allied Health program. Molly indicated before attending the Career Center, she was an average student at her home school, but is now achieving Honor Roll and Principal's List at both schools and has been named to the Honor Society. Five Allied Health students have been accepted at Clarion University (Pennsylvania Western University) and have received \$10,000 scholarships and nine credits (articulation agreement) towards their post-secondary education. The members expressed their appreciation to Mrs. Flick for taking the time to present at the meeting.

Committee Reports:

No committee reports were presented.

Agenda:

On a motion by James Shaftic, seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the January 24, 2022 meeting.

Minutes Approved:

On a motion by Braxton White, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve grouping all three sets of minutes as one voting item. On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the December 21, 2021 reorganizational meeting, December 21, 2021 regular meeting and January 12, 2022 special meeting.

Financial Reports Approved:

On a motion by Braxton White, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve grouping all three financials as one voting item. On a motion by James Shaftic, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for January, 2022, the Activity report for January, 2022 and the Treasurer's report for December, 2021.

Executive Session:

Personnel items were discussed during Executive Session.

Other Business:

No other business was presented.

Personnel:

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the 2022-2026 Administrator and Management Staff Compensation Plan for the Director of Student Services.

On a motion by James Shaftic, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the resignation, for the purpose of retirement, by Frank Magagnotti, Cooperative Education Instructor/Adult Education Coordinator, effective June 3, 2022. *John Creese added the board's thanks and appreciation for Frank's many years of service (43 years).*

On a motion by James Shaftic, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the extension of the Superintendent of Record, Joseph Carrico, for one (1) year, with his position ending June 30, 2023. (The additional year covers the remaining term of the previous Superintendent of Record.)

On a motion by Todd MacBeth, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve Employee #001 for unpaid days, as they occur, through the remainder of the 2021-22 school year.

On a motion by James Shaftic, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve Employee #5393 to work from home, for an as needed length of time, while recovering from a medical procedure.

On a motion by James Shaftic, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve adding Dawn Ritzler to the IU6 Guest Teacher list for 2021-22.

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve hiring Kenneth Wray as an Automotive Technology long-term substitute Instructor at \$250.19/day, with full benefits starting at a date to be determined, pending receipt of all required clearances.

On a motion by John Creese, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve hiring Jody Shahan as a 12 months/year part time Custodian at a rate of \$11.25/hr. with .20/hr. shift differential after 1:00pm, effective starting at a date to be determined, with an increase of \$.25/hr. after 90 days probation, pending receipt of all required clearances. (There are no benefits with this position.)

Travel:

No travel items were presented.

Policy

On a motion by Todd MacBeth, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED** to approve grouping both first reading policies as one voting item. On a motion by Todd MacBeth, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve First reading of Policy 610-Purchases Subject to Bid/Quotation, and **B.** Approve First reading of Policy 611-Purchases Budgeted.

Considerations:

On a motion by James Shaftic, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the updated Health and Safety Plan.

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Brooks & Rhoads 20-21 school year audit report.

On a motion by Todd MacBeth, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve ARP ESSR grant budget allocations.

On a motion by James Shaftic, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve ESCO IGA RFP (Investment Grade Audit Request for Proposal) from Sitelogiq at no cost. *Traci Wildeson also provided the informational documents submitted by McClure Company, however they did not submit an RFP.*

On a motion by Braxton White, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve the Educational/Clinical Site agreement with Guardian Healthcare Home Office LLC.

On a motion by James Shaftic, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve replacing the current medical terminology textbook, Quick & Easy Medical Terminology 6th Edition-Peggy C. Leonard, Elsevier with Quick & Easy Medical Terminology 9th Edition-Peggy C. Leonard, Elsevier ISBN#9780323552486. *James Shaftic inquired about the cost of the textbook. Traci Wildeson stated the cost was \$47.45/book.*

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve Perkins Stakeholders Committee list.

No motions were made on items **H.** Approve adding ___ to the Facilities/Buildings & Grounds committee; item **I.** Approve adding ___ to the Finance committee; item **J.** Approve adding ___ to the Strategic Planning committee and item **K.** Approve adding ___ to the Personnel committee. *Only two of the five new JOC members were in attendance and they wanted more time to decide on which committee to choose. Jill Foy stated that we will send out a synopsis of all the committees to the new members and have decisions when we meet the next time.*

On a motion by James Shaftic, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to L.** Approve removing members who are no longer serving on the Joint Operating Committee from the sub-committees.

Old Business:

No old business was discussed.

Director of Technical Education Report – Traci Wildeson, Director

Mrs. Wildeson provided the following report to the group:

- Director's Reports have been sent to the members to keep the group informed of the school activities.
- January is School Directors month and Traci expressed her thanks to everyone for their time and efforts. The staff at the Career Center appreciate all the JOC's support which provides a better direction for the school and improves the educational programs for our students.
- Trade/Simulator Day was held on 1/14/22 with four unions in attendance. (Two additional unions who were scheduled, were unable to attend.) Jill Foys was also in attendance at the event. Three of the four unions had simulators for the students and the fourth union provided a hands-on demonstration of drywall mudding. Students in Automotive, Diesel, Construction and Welding participated. Approximately six students started the union application process. Traci is planning on holding this event going forward in the future. Thank you to Jill Foys for helping to start this process.
- New applications – 72 for 2022-23.
- Budget prep for 2022-23 – Tina Bauer has prepared a preliminary budget. Traci would like to present the preliminary budget at the next meeting.
- The board packet contained an updated JOC member contact list.
- SkillsUSA competition results - students participated at the Steamfitters Union, Lawrence County Career Center and New Castle School of Trades. No Career Center students will be eligible for the state level SkillsUSA competition in Hershey, due to no one achieving first place. (*James Shaftic requested the student names be provided to the JOC so they can recognize their home school students.*)
 - Abigale Downs (Redbank) – 4th place in Commercial Baking
 - Emilee Parkes (Keystone) – 7th place in Cosmetology
 - Maggie Minick, Mariah Ashbaugh (Union) and Hayley Adams (Redbank) – 3rd place in Crime Scene Investigation
 - Jadyn Scheftic (Clarion Area) – 4th place in Culinary Arts
 - Andrew Hovis (A-C Valley) – 2nd place in Diesel Equipment Technology
 - Lily Parrish (North Clarion) – 2nd place in Esthetics (Model was Karley Renninger-Clarion-Limestone)
 - Paige Myers (Union) – 5th place in Nail Care (Model was Keira Croyle – Union)
 - Aiden Troup, Carter Terwint, Isaac Saylor, Doug Huffman (Union) – 5th place in Team Works (Construction competition)
 - Joshua Miller (Keystone) – 4th place in Welding
 - Antony Spence (Redbank) – results are pending, competition was canceled with the competition to be rescheduled.

- Barq – internet monitoring service has been implemented. When a student is logged into their school email (from any location), any searches or entries which have potentially concerning material will be reported via email to Traci, Paula Davis, Linda Skelley and Technology. Severe level items will generate a phone call to Traci and Paula Davis.

Superintendent of Record – Joseph Carrico

- Dr. Carrico stated he feels the school is running well under Traci Wildeson's leadership, especially during these challenging times of Covid.

Announcements

- Committee: Facilities/Buildings & Grounds, Monday, 2/28/22, 6:00pm.
- Regular JOC meeting for February, 2022: 2/28/22, 7:00pm

Adjournment

On a motion by Dwayne VanTassel seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary