

**Clarion County Career Center  
Joint Operating Committee  
Minutes  
April 23, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on April 23, 2018 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Jill Foys, Hugh Henry, Bob McGinnis, Roger Powell, Terry Rush, Lee Stewart and Adam Vogle. Members Todd Bauer, Linda Ferringer, Leah Rapp, William Reddinger, James Shaftic and Dwayne VanTassel and were absent.

*NOTE: A-C Valley board member Jameen Stump resigned and the school has named Leah Rapp as their new district representative.*

Administration present were: Kirk Atwood, Director of Career and Technical Education, Steve Young, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

On a motion by Jill Foys, seconded by Bob McGinnis with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the April 23, 2018 meeting.

***Public Comment Period:***

No members of the public were present.

***Minutes Approved:***

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the March 26, 2018 meeting.

***Financial Reports Approved:***

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for April, 2018, the Activity report for March, 2018 and the Treasurer's report for March, 2018.

***Executive Session:***

An executive session was held to discuss personnel issues.

***Personnel:***

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve advertising for an anticipated full time Construction Technology Instructor for the 2018-2019 school year.

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve advertising for an anticipated full time Computer Networking Instructor for the 2018-2019 school year.

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Kathy Burkhardt, Instructional Aide, for unpaid leave, May 7-11, 2018.

On a motion by Bob McGinnis, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve extending the Superintendent of Record term of Steve Young for one additional year, with his position ending June 30, 2019.

On a motion by Jim Beary, seconded by Adam Vogle, with all members voting in the affirmative, **IT WAS RESOLVED** to approve hiring Kobe Kahle as an Adult Education EMT (Emergency Medical Technician) Instructional Assistant at a pay rate of \$12/hr.

***Travel:***

No travel items were presented.

***Policy***

No policy items were presented.

***Considerations:***

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to **A.** give permission to scrap the Dodge work truck.

On a motion by Adam Vogle, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to **B.** give permission to transfer title of donated 1996 Dorsey trailer back to the original owner, Chip Troutman.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to **C.** approve one Advisor and a chaperone to accompany Becca Smith and Erika Romo to the HOSA (Health Occupations Students Association-Future Health Professionals) International Leadership Conference on June 26 – 30, 2018 in Dallas, TX. Approximate cost of \$4,500 (General Fund costs not to exceed \$3,000: covers cost for hotel room, airfare, registration for Advisor and a chaperone; meals for Advisor. Fundraising and donations: cover cost for the students' hotel room, airfare, registration and meals; chaperone's hotel room and meals.)

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to D. approve renewing the service agreement contract between Advanced Disposal and Clarion County Career Center for five years.

*Old Business:*

No old business was discussed.

*Director of Technical Education Report – Kirk Atwood*

Mr. Atwood reviewed the contents of his Director's Report activities.

- Building & Grounds: Heating and Air Conditioning unit – discovered the the architect was the Foreman Group from Zelienople. Multiple attempts both via phone and online to contact them have been made with no return call as of yet.
- Sign Update: Have mailed over 50 letters for sign donations. American Legion Post #0720 in Knox sent \$50 which brings the total collected to \$5,100.
- Director Training and Meetings: Mr. Atwood presented his Curriculum Plan at the final day of the New Director Academy on April 17<sup>th</sup>. Mr. Atwood presented the CCCC Budget at the final meeting of the PACTA Budget PIL on April 18<sup>th</sup>. Mr. Atwood and Mrs. Tina Bauer attended the Western Region Perkins Workshop at Parkway West CTC with costs being paid by Penn State Greater Allegheny.
- Community Contacts: Mr. Atwood met with Cindy Nellis of the SBDC (Small Business Development Center) on 4/13/18.
- Additional Happenings: The Safety Committee completed safety walk-throughs of all programs. A list of possible improvements will be compiled. Healthcare costs are going to be slightly less than projected (10.64% down to 8.58%). NOCTI exams – alls programs have completed testing with the exception of Automotive, which will be held Tuesday, 4/24. Thus far, there are 5 programs with results released indicating we are at about 97% Competent and Advanced. Allied Health and Computer Networking were released for scoring today. Police Science should be released on 4/24.

*Superintendent of Record – Steve Young*

- Kirk is working on the list for the auction of surplus materials and equipment this summer. The sending districts have been notified that they can bring items over to be auctioned and these items will be kept separate so there is no co-mingling of funds. The board will need to make a decision which auctioneer will be used. (*Terry Rush recommended selecting a local company who operates in one of the sending school district areas. Hugh Henry asked if there was a difference in commission fees.*) The three local auction companies mentioned were: Beichner, Rankin and Reichard. We can check and go with the company who has the lowest commission. The sending

districts have the first right of refusal on any of the items before they are included in the auction. The only other update is at both the next superintendent and board meetings, Mrs. Stanonis-Manes who is the supervisor of Practical Nursing will be asked to present an overview of the status of the PN program. She did this in the fall and having her provide an update will help us know what shape we are in and how to move forward.

*Mrs. Skelley mentioned some of the student news items which were included in the board packets – about the Mrs. Claus Club Spa Day and the two Allied Health students who qualified to attend the HOSA International Conference. Also, she told the members about the Rotary meeting which was held at the Career Center. It included a luncheon prepared by Culinary Arts students and a building tour. A few members from the exploreClarion website were part of the Rotary visitors, which resulted in a nice news article on the Career Center being published on their website.*

#### *Adjournment*

On a motion by Jill Foys, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:37 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary