

**Clarion County Career Center  
Joint Operating Committee  
May 23, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on May 23, 2022 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Chris Boozer, Heidi Byers, Brenda Brinker (substitute for John Creese from Union), Jill Foys, Todd MacBeth, Jameen Stump, Dwayne VanTassel and Braxton White.

Members absent: Mitchell Blose, John Creese, Lisa Norbert, James Shaftic, Gary Sproul, and Corey Sherman.

Administration present were: Traci Wildeson, Director and Linda Skelley, Board Secretary/ Confidential Secretary. Joseph Carrico, Superintendent of Record was unable to attend.

***Public Comment Period:***

No public was in attendance.

***Committee Reports:***

The Personnel committee meeting was cancelled.

***Agenda:***

On a motion by Braxton White seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the May 23, 2022 meeting.

***Minutes Approved:***

On a motion by Jim Beary, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the April 25, 2022 regular meeting.

***Financial Reports Approved:***

On a motion by Todd MacBeth, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for May, 2022, the Activity report for May, 2022 and the Treasurer's report for April, 2022.

***Executive Session:***

On a motion by Braxton White, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Personnel items.

***Other Business:***

No other business was presented.

***Personnel:***

On a motion by Braxton White, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve to advertise for a part-time Instructional Aide to start in the 2022-23 school year. (There are no benefits with this position.)

On a motion by Todd MacBeth, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the MOU between CCCC and Traci Wildeson, Director.

***Travel:***

No travel items were presented.

***Policy***

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve first reading of Policy 218 – Student Discipline; **B.** Approve first reading of Policy 220 – Student Expression/Dissemination of Materials and 220 attachment; **C.** Approve first reading of Policy 227 – Controlled Substances/Paraphernalia; **D.** Approve first reading of Policy 236 – Student Assistance Program; **E.** Approve first reading of Policy 237 – Electronic Devices

***Considerations:***

On a motion by Braxton White, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve A1A Standard Form Agreement between CCCC and Whalen Contracting.

On a motion by Braxton White, seconded by Jim Beary, with members J. Beary, H. Byers, B. Brinker, T. MacBeth, J. Stump, D. VanTassel, B. White and J. Foys voting in the affirmative, and C. Boozer voting in the negative, **IT WAS RESOLVED to B.** Approve quote from Ideal Painting in the amount of \$14, 605.70, to paint the hallways, lobby, trim and doors.

On a motion by Todd MacBeth, seconded by Braxton White, with members J. Beary, H. Byers, B. Brinker, T. MacBeth, J. Stump, D. VanTassel, B. White and J. Foys voting in the affirmative, and C. Boozer voting in the negative, **IT WAS RESOLVED to C.** Approve the purchase and installation of decals by Image360 in the amount of \$9217.84, contingent on obtaining a warranty.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the Spring OAC minutes for each program.

On a motion by Braxton White, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve the payment of \$6,800.00 to Amos Rudolph for the architectural design and project monitoring of the secure entry vestibule, from the Buildings & Grounds fund balance.

***Old Business:***

No old business was presented.

***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.
- Two letters were included in your packets. They are a letter of matching support and a letter of intent related to the CCAC Welding certification adult education program previously discussed. Lance Hummer needed these letters in hand, in order to proceed with the ARC Power grant. Our match would be custodial fees and electricity in the building.
- Roof warranty: was discussed at a previous meeting. We thought we would be able to extend our warranty for five years, but unfortunately Firestone has eliminated that program as of December. We will have to do a roof inspection every year. American Roofing (Firestone approved) did a roof inspection on May 16<sup>th</sup> and it was wonderful for a 25-year-old roof. A couple bolts had lifted up and some caulking at seams was dry-rotting due to weather. The quote to repair those issues was \$1900, and we went ahead with that repair on 5/20/22. We will need to continue to plan for a new roof in the future. Options are an overlay from Firestone, a Tremco roof or a whole new roof. Traci explained that previous rough estimates for various roof replacements or overlays was between \$600,000 to \$1.9 million.
- Adult Education held a PA Inspection class, but changed it from being multiple evening sessions to being held two full days on Saturdays. Everyone in the class passed the course, with the exception of one person.

- Cooperative Education ended with thirty students. That is a high number, even for larger schools who have less than that number of Cooperative Ed. students.
- The Senior Recognition event was held at Keystone High School on 5/18/2022. Everything went well, the auditorium was packed and a lot of students received awards and scholarships. Traci expressed her thanks to Keystone for allowing the Career Center to use their facility. She also expressed thanks to the Senior Recognition committee and the staff for all their efforts.
- Surveys: Traci will have some data to share with the group in next month or so. She sent surveys to students to get some information on their programs, why did they choose it, what did they like about it, what other programs they feel we should have, if they were a non-traditional student, how did they assimilate into that program, and basically 'what we can do better'. A survey was also sent to the staff to get information about the programs, how we can move forward and continue to improve instruction, enrollment, communication, and how can we make events better.
- Traci is working on finalizing the end of year evaluations for Instructors.
- New Student Orientation is being held tomorrow night, 5/24/22 from 5:30-6:30. Letters were sent to all new students who have been enrolled and placed in a program for the 2022-23 school year. The event allows the students and parents to speak to the Instructors, ask questions and see the program areas.
- Secure Vestibule: A pre-construction meeting was held on Friday, 5/20/22. They will not be starting on May 27<sup>th</sup>. The work will begin sometime in June and they are estimating the work will be completed in two weeks. It will definitely be done before the start of the school year.

*Superintendent of Record – Joseph Carrico*

- Dr. Carrico was not in attendance.

*Announcements*

- Committee: Facilities-Buildings & Grounds, Monday, 6/27/22, 6:00pm.
- Regular JOC meeting for June, 2022: 6/27/22, 7:00pm

*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 7:52 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary