

**Clarion County Career Center
Joint Operating Committee
November 22, 2021 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on November 22, 2021 at 7:00 p.m. by Joseph Billotte, Chairperson. Members present and in-person were: Jim Beary, Joseph Billotte, Jill Foys, Todd MacBeth, James Shaftic, Corey Sherman, Jameen Stump and Dwayne VanTassel.

Members absent: Corry Bish, John Creese, Linda Ferringer, Donald Nair, Tressa Smith and Braxton White.

Administration present and in-person were: Traci Wildeson, Director, and Linda Skelley, Board Secretary/Confidential Secretary.

Joseph Carrico, Superintendent of Record was unable to attend.

Public Comment Period:

Diesel Technology Instructor, Mr. Terry Clark, and a Diesel student (Justin Crissman) did a presentation for the JOC members. The members expressed their appreciation to Mr. Clark and his student, Justin, for presenting at the meeting.

Traci Wildeson played a brief video presentation on the "Coins for a Cure" 2021 results and the effort's 10-year anniversary for the members.

Committee Reports:

The Finance Committee meeting was held at 6:00pm to discuss costs associated with repairs, a locker room addition, secure entrance addition and security system upgrades. The group also talked about proposed options in amending the Articles of Agreement involving the vocational reimbursement subsidy payments as follows: The Career Center will retain 40% for three years and 30% for each year thereafter. Traci Wildeson provided a Finance committee update to the members with copies of the documents which were discussed.

Agenda:

On a motion by Jill Foys, seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the November 22, 2021 meeting.

Minutes Approved:

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the October 25, 2021 regular meeting.

Financial Reports Approved:

On a motion by Corey Sherman, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for November, 2021, the Activity report for November, 2021 and the Treasurer's report for October, 2021.

Other Business:

Traci Wildeson discussed the upcoming mask mandate expiration and the possible need to update the Health and Safety Plan. The current Health & Safety Plan states that mandates from the PA Department of Health and Department of Health will be followed.

Executive Session:

Personnel items were discussed during Executive Session.

Personnel:

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve employee #1525 for eight (8) unpaid medical leave days during the month of November, 2021.

On a motion by Todd MacBeth, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve adding Todd Anderson and Ashley Pence to the IU6 Guest Teacher list for 2021-22.

Travel:

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Frank Magagnotti to accompany eight (8) students to Kronospan, Shippenville, PA on December 8, 2021 during the morning and afternoon sessions, following the face covering order. The students will be transported by Frank Magagnotti using a school van at no cost.

Policy

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to A. through D.** Approve second readings of the following policies:

- A. Policy 006 – Meetings
- B. Policy 800.1 – Electronic Signatures/Records
- C. Policy 816 – Center (School) Social Media
- D. Policy 903 – Public Participation in Joint Operating Committee Meetings

Considerations:

Due to lack of a motion, no action was taken on **item A.** Amend the current Health and Safety Plan to include the following changes _____, effective _____. (*The current Health and Safety Plan will remain in effect at this time.*)

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.
- Mrs. Wildeson recognize and expressed her thanks and appreciation to staff members, Tina Bauer, Linda Skelley and Paula Davis for staying after working hours and helping to clean and sanitize the school. A couple of the Instructors have also helped by sanitizing their student work desks/areas after dismissal. This was necessary due to unforeseen circumstances that had both evening staff members being unable to work. *Linda Skelley also added a thank you to Traci Wildeson, who also has been part of the cleaning effort of staff volunteers.*
- Adult Education has a PA Inspection classed scheduled to start December 6 with nineteen (19) registered students, two (2) of which are seniors. These seniors are in Co-op and their employers requested they get the PA Inspection training. All of the other classes offered have not had anyone register, with the exception of Cake Decorating.
- Twenty students are out on Co-op, with seven additional students working on the paperwork and should be able to go out by December. Co-op numbers are definitely increasing with this being one of the highest numbers of Co-op students we have had for a number of years.
- Buildings and Grounds – we had a fourth coil break two weeks ago. We are waiting to get some of those coils replaced. With the discussion of upgrading the HVAC units, these coils would not need to be replaced.
- McClure completed a preliminary ESCO survey and Site Logic has also been contacted to discuss a possible survey as well. (Joe Billotte provided Traci the information on Site Logic).
- 9th Grade Tours for all seven of the Clarion County sending schools will be occurring tomorrow, 11/23/21. This year, current students will be serving as tour guides and providing demonstrations in the programs.
- Tuesday, 11/30/21, is an Act 80 Day for staff.
- Labor union representatives visited the school last week. Jill Foys was instrumental in arranging these visitors. They spoke to juniors and seniors in Welding, Auto, Construction and Diesel to let the students know of all the opportunities available. Traci and the four representatives discussed having them come back to do a hands-on project day (build toolboxes from sheet metal) with virtual reality simulators. Also Traci will be scheduling the union to work with Construction Technology students to complete sidewalk repairs. All of these efforts are to get the students excited about the future after they graduate.
- All of the bank changes have been completed and finalized, after a long tedious process and the hard work of Tina Bauer, Business Manager.

Todd MacBeth stated he was at Unique Fabrication and spoke to one of the owners. She was very complimentary of the Co-op students work there. Traci indicated they have four Co-op students there.

Superintendent of Record – Joseph Carrico

- No Superintendent report was provided as Dr. Carrico was not in attendance.

Announcements

- Committee: Strategic Planning, Tuesday, 12/21/21, 6:00pm.
- Regular JOC meeting for December, 2021: 12/21/21 7:00pm

Adjournment

On a motion by Dwayne VanTassel seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary