

**Clarion County Career Center  
Joint Operating Committee  
April 24, 2023 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on April 24, 2023 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Rick Best, Chris Boozer, Heidi Byers, Brady Feicht, Jill Foys, Todd MacBeth, Donald Nair, Gary Sproul, Jameen Stump, Terry Sweeney, and Dwayne VanTassel. (Lisa Norbert is temporarily being replaced by Terry Sweeney.)

Members absent: Dave Estadt and Jeff Shirey.

Administration present were: Traci Wildeson, Director, Dr. Joseph Carrico, Superintendent of Record and Linda Maze, Board Secretary/ Confidential Secretary.

***Public Comment Period:***

No public was present.

***Committee Reports:***

The Strategic Planning committee met prior to the regular meeting. Traci Wildeson provided the group with an update on the items discussed.

*Gary Sproul asked when he looks at the numbers for Culinary Arts, with the low enrollment number when do we start looking at program when it does not increase? He doesn't feel it is justified running a class with only seven students. Traci responded that the low number is in the afternoon session only. They have eleven enrolled in the afternoon and eighteen in the morning in the upcoming year. We would have to finish out those students' education who are currently in that program before eliminating the class. Enrollment in Culinary Arts and Automotive were discussed at the Strategic Planning Committee meeting prior to this meeting. The enrollment in those programs will be looked at during the next school year. Gary Sproul stated that culinary programs around the country are experiencing lower enrollment.*

***Agenda:***

On a motion by Donald Nair seconded by Brady Feicht with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the April 24, 2023 meeting.

***Minutes Approved:***

On a motion by Gary Sproul seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the March 27, 2023 regular meeting.

***Financial Reports Approved:***

On a motion by Rick Best, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for April, 2023, the Activity report for April, 2023 and the Treasurer's report for March, 2023.

***Executive Session:***

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

***Personnel:***

No Personnel items were presented.

***Other/New Business:***

No Other or New Business items were presented.

***Travel:***

On a motion by Rick Best, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Kelly Flick to attend IUP Health Occupation Conference at Central Westmoreland CTC on May 12, 2023, at no cost.

On a motion by Donald Nair, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Kathy Burkhardt to attend the Cosmetology Teachers Workshop at Mon Valley CTC on April 27, 2023, at no cost.

On a motion by Todd MacBeth, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve eight students to attend the ROVA Leadership Retreat at Camp Nazareth Retreat & Conference Center in Mercer, PA on May 21-22, 2023 with Bridget O'Brien and Ben Black as chaperones, at no cost.

***Policy***

On a motion by Jim Beary, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the second reading of Policy 249-Bullying; first reading of Policy 201-Admission of Students; first reading of Policy 202-Eligibility of Nonresident Students; first reading of Policy 212-Reporting Student Progress.

***Considerations:***

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Amos Rudolph to provide architectural services for a female locker room at a cost of \$7000.

On a motion by Jameen Stump, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Cosmetology to conduct two week of summer school from May 30-June 9, 2023. The Cosmetology Instructor will be paid at her per diem.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the Ron Perry Volunteerism Award in the amount of \$200 from the pre-pay fund balance.

On a motion by Rick Best, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the payment of \$19,400 to TIP Construction, Inc. for the duct painting RFP out of Building & Grounds Fund balance.

**Old Business:**

No Old Business was discussed.

**Director's Report – Traci Wildeson:**

- Traci pointed out the lists contained in the meeting packet on Students of the Quarter, Honor Roll and Director's List.
- Traci noted that Linda Maze has been submitting news releases to the local publications, including exploreClarion to recognize the achievements of the students. Recent articles have been published on the National Technical Honor Society Induction ceremony and Emilee Parkes, a Cosmetology student who attends Keystone. Emilee placed Third in the Cosmetology competition at the state PA SkillsUSA Leadership Conference. Traci stated we are very proud of these students.
- Traci thanked Keystone School District for allowing the Career Center to use their auditorium for the National Technical Honor Society Induction ceremony.
- Traci expressed her appreciation and thanks to Brady Feicht (A-C Valley JOC member) who served as the keynote speaker for the National Technical Honor Society Induction ceremony. She received many compliments on the message and presentation of Brady's speech to the students.
- Traci reviewed some of the highlights of her Director's Report:
  - She has applied for some new grants – 'Stop the Bleed' and Department of Justice School Safety
  - Traci will be certifying eight Police Science and twelve Allied Health students on Stop the Bleed
  - Kelly Flick, Allied Health Instructor, continues to take students for community service to Clarview Nursing & Rehab.
  - Construction Technology students built two wooden benches, which will be donated to Regency Commons and Clarion Healthcare & Rehab.
  - Cosmetology – already mentioned about Emilee Parkes placing third at state SkillsUSA
  - Diesel Technology just completed a field trip to the Cummins facility in Jamestown, NY
  - Allied Health students toured Penn West University nursing lab in Clarion
  - Computer Networking – Mr. Burkhardt is doing a wonderful job as a first-year teacher. He has added a 3D printer and CAD into the program. The students have been 3D printing supplies for the Police Science program to use for their virtual reality simulators.
  - Welding students are almost finished with a project rebuilding a trailer for a customer. They are almost done fabricating new mezzanine doors in Auto and Diesel.
- Traci stated she is proud to say that there are two Automotive seniors who are starting the German American apprentice program with Kronospan today.
- BC3 informed Traci that they will not be able to bring the Mechatronics program in one of our open classrooms at this time. She let them know the offer stands to allow the program to be brought here in the future.
- Recruitment/Enrollment for next school year: currently 357. This number will fluctuate between now and the beginning of the school year.
- A Union Trades Day was held at the school today with the help of Jill Foy (JOC Board Chair). There were four operators from the Operators Union here and two simulators. One was a virtual simulator in the Construction classroom and a mobile trailer with a crane simulator.

- Job Fair will be held this Friday with thirty-three employers to be in attendance.
- Traci reminded the group that Senior Recognition night is on May 18, 2023 with light refreshments served at 5:30 and the program to start at 6pm. It will be held at Cornerstone Church in Shippenville.
- Building & Grounds: Replacing all of the glass with laminate and aluminum attachments and rewiring the front windows - at their cost. The current attachment system method used is not esthetically pleasing.
- PN building – it is not financially feasible for Clarion Pysch to bring the partial program here. Traci will continue to look for other options/uses for the building.
- Traci is finalizing the Plan of Work agreement with PennDOT (Agility Agreement). We will be supplying meals for their meetings/trainings, and they will complete repair work around the school campus.
- The security camera installation using the School Safety grant will begin on May 30<sup>th</sup>.
- Duct painting will start on June 9<sup>th</sup>.
- HVAC work using the ARP ESSER Set-aside funds will start on May 30<sup>th</sup>.
- Adult Ed. – Chris Richardson is teaching three protective services classes at the end of May, beginning of June. Two Nurse Aide classes will be held with three students who will be paying out of pocket, which will generate funds for Adult Ed.
- Twenty-three students out on Co-op. with two additional students going out soon. Bridget O'Brien will also be monitoring the two students at Kronospan that are in the German American apprenticeship.
- Traci received an email from PDE regarding the 339 Review, and she is anticipating they will be here in the Fall to conduct that review. Staff has already begun putting evidence into the digital folders for the review.
- Keystone held their board meeting here last Monday, 4/17, and Union held their board meeting here on Thursday, 4/20.
- Other items Traci is working on: dual enrollment with BC3 and updating articulation agreements
- Traci made note the 2023-24 Career Center budget passed at all the sending districts and the 30-day public notice in the newspaper will be published on Wednesday, 4/26.

***Superintendent of Record – Joseph Carrico***

- Dr. Carrico encouraged the members to consider attending the New Student Orientation Night on May 3<sup>rd</sup> at 5:30pm, as well as the upcoming Senior Recognition event.

*Gary Sproul asked what the background of our Police Science Instructor was. Traci stated he was an EMT and a police officer in Maryland (clarified this information with Mr. Richardson- he served as a police officer in Delaware). Gary asked could he serve as a Resource Officer, if he was certified. PDE would not allow him to be pulled out of his class to perform those duties. He could not serve a dual role. For example, Kelly Flick who is the Allied Health Instructor, is not allowed to be pulled out of her class to perform the duties of the school nurse because they are to be doing instructional hours. Dwayne VanTassel stated he believed a Resource Officer has to be a retired state police officer. Traci said there are different classifications for them.*

Gary Sproul brought up that he is the legislative representative for Clarion-Limestone. He was not sure if the group knows about CRSE, which is a new curriculum that will be required in all school districts as of July 1<sup>st</sup>. Gary stated there is a lawsuit where some parents and school districts are suing the state of PA. Traci stated that this curriculum does not affect the Career Center because academic classes are not done at the school.

**Announcements**

- Committee: Personnel (if needed), 5/22/23, 6pm
- Regular JOC meeting for May, 2023: 5/22/23, 7pm

**Adjournment**

On a motion by Dwayne VanTassel seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:33 p.m.

**2023-24 Career Center Budget Voting Recap – Budget Passed**

SCHOOL	YES	NO	ABSENT
ACV	7	0	2
CA	8	0	1
CL	5	3	1
KY	8	0	1
NC	8	0	1
RV	9	0	0
UN	8	0	1
<b>TOTALS</b>	<b>53</b>	<b>3</b>	<b>7</b>

- Need 32 Yes votes (majority of 63 members' votes)
- 2/3 of the schools would be 5 (of the 7 schools)

Respectfully submitted,

Linda Maze  
J.O.C. Secretary