

**Clarion County Career Center  
Joint Operating Committee  
Minutes  
August 26, 2019**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on August 26, 2019 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Jill Foys, Hugh Henry, Susan Marron, Bob McGinnis, Donald Nair, Terry Rush, James Shaftic, Lee Stewart, Dwayne VanTassel and Braxton White.

Members: Linda Ferringer, Terry Leadbetter and Adam Vogle were absent.

Administration present were: Doug Mays, Interim Director, David McDeavitt, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

On a motion by Hugh Henry, seconded by Jill Foys with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the August 26, 2019 meeting, as amended.

*Under XII. Considerations – item A. approve the closure of the Practical Nursing program as of October 31, 2019 - was struck from the agenda.*

***Public Comment Period:***

No members of the public were present.

***Minutes Approved:***

Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the July 22, 2019 meeting.

***Financial Reports Approved:***

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for August, 2019, the Activity report for July, 2019 and the Treasurer's report for July, 2019.

***Executive Session:***

An executive session was held.

***Personnel:***

On a motion by Braxton White, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to item A. Approve hiring Doug Mays as Interim Director, not to exceed June 30, 2020, at a rate of \$250/day with no benefits.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to item B. Approve hiring Troy Geer as an Automotive substitute, per diem at third step, plus benefits.

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item C. Approve substitute list for the 2019-2020 school year.

*Travel:*

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to item A. Approve Tina Bauer, Business Manager, to attend the Workshop for CTE Business Administrators in State College, PA on September 26-27, 2019 at a cost of \$453.00 (mileage \$110.00, hotel \$151.00, meals \$12.00, registration \$180.00).

*Policy*

No policy items were presented.

*Considerations:*

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to B. Approve the 18-19 Budget Transfers.

On a motion by Bob McGinnis, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to C. Approve the MOU (Memorandum of Understanding) for the TAP (Technical Assistance Program) Activities for the 2019-2020 school year.

On a motion by Lee Stewart, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item D. Approve agreement between Clarion County Career Center and Cleveland Brothers.

On a motion by Jill Foys, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to item E. Appoint Doug Mays as the Career Center "Right-to-Know" Officer.

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to item F. Approve David McDeavitt to be the authorized electronic signature for the Perkins grant until a new Director begins employment.

On a motion by Jill Foys, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to item G. Approve Facilities Use Request from Northwest Tri-County IU5 to conduct adult education classes from 9/10/19 – 5/29/20, on Tuesday, Wednesday and Thursday evenings, from 4:00 p.m. until 9:00 p.m.

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to item H. Approve Adult Education, in collaboration with Guardian Eldercare, to conduct a CNA (Certified Nursing Assistant) class with a tentative start date of September 18 through October 15, 2019 for 4 weeks, from 7:30 a.m. to 4:00 p.m., Monday – Friday.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to item I. Approve 2019-20 Student handbook and Staff Operational handbook.

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item J. Approve “Coins for a Cure” school wide fundraiser to sell Daffins candy bars with the proceeds going to the Clarion Sunshine Project at the Clarion Hospital Cancer Center.

On a motion by Bob McGinnis seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to item K. on recommendation of the Interim Administrative Director and the Superintendent of Record, to conform with standards of reorganization and based on standards of economy and efficiency, to approve the closing of the Full Time Adult Practical Nursing Program effective August 26, 2019.

This action is taken based upon declining interest and enrollment in the program.

This action will result in the furlough of one (1) full-time instructor. The individual affected by this Motion is:

- Sharon Wolfe

Be it further resolved the Interim Administrative Director, his designee or other appropriate individuals, shall take such other action as may be necessary or appropriate to carry out this Motion, including but not limited to, notifying the affected individual and the Pennsylvania Department of Education in writing of this action and adoption of this Motion, if necessary.

Duly adopted this 26<sup>th</sup> day of August 2019, by a majority vote of the Joint Operating Committee.

On a motion by Jim Beary seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item L. on recommendation of the Interim Administrative Director and the Superintendent of Record, to conform with standards of reorganization and based on standards of economy and efficiency, to approve alteration/curtailment of the educational program to approve the elimination of the Part-Time Practical Nursing Program effective October 18, 2019.

This action will result in the furlough of four (4) part-time instructors from the Part-time Practical Nursing Program. The individuals affected by this Motion are:

- Carol Clark
- Heather Muhl
- Linda Clymer
- Elaine Hook

Be it further resolved the Interim Administrative Director, his designee or other appropriate individuals, shall take such other action as may be necessary or appropriate to carry out this Motion, including but not limited to, notifying the affected individual and the Pennsylvania Department of Education in writing of this action and adoption of this Motion.

Duly adopted this 26<sup>th</sup> day of August 2019, by a majority vote of the Joint Operating Committee.

*Old Business:*

No old business was discussed.

*Director of Technical Education Report – Doug Mays, Interim Director*

Doug Mays provided the following report to the group:

July 24 – Staff Meeting – Four staff, Tina, and Linda met to discuss and make changes to the student and staff handbooks. We briefly began to discuss expectations and our time block ended. We agreed to meet at a later summer date to conclude and invite those who could not attend to be there.

July 25 – PACTA Conference – I attended the session on Thursday, July 25. The conference was very informative. The first morning session involved purpose of OAC and Local Advisory Committees. Safety and security were also discussed in this session. The next session focused on Special Education in the CTE. I was able to attend the new Director session in the afternoon. They included many topics with an overview of each. The conference was very informative and I appreciate the ability to attend.

July 30 – David, Tina, and I met with Greg Sanford of the Reschini group. Greg covered many ideas and options for health care of our staff as we enter into negotiations this upcoming school year. Greg let us know he is available any time during negotiations to run numbers regarding any plans we put together for healthcare.

July 30 – Networking Technologies met with Walt to discuss the technology upgrade. This is the company who provided us the bid for servers. They were setting up a work schedule and looking over our technology when Walt was available to be with them. It is hoped in the next couple of weeks to get started, once the equipment is all ordered.

August 1– A Job Fair was held for our LPN students. Thirteen employers were on site to meet with possible graduates in August and October.

August 6 – Staff Meeting – I was able to meet with six members of the staff to begin laying the

expectations for classes. Discussions centered around possible professional development topics they felt would be important for them this year and in the future. Also, expectations were provided for lesson plans and unit plans as we look to start a new year. I identified what I would expect in lesson plans and unit plans. I let them know these are part of the recommendations from the 339 audit received in 2017-2018. We briefly talked about the OAC and the need to improve communication with these groups this year.

August 13 – Safety and Security Tabletop Exercise – The Department of Homeland Security and the Riverview Intermediate Unit 6 held a Safety and Security workshop at the Career Center. There were approximately 30 in attendance. The attendees included first responders, 911 representatives, and school personnel. The activity was to provide a detailed accounting of what steps would take place throughout an active shooter event at a school. The discussion was excellent and follow-up meetings will be held through the IU. It was suggested evening meeting times so that it would avoid administrators being out of buildings during the day.

August 14 – Perkin's Grant – Our 2019-2020 Perkins Grant is officially submitted. The corrections were approved and the fiscal manager at the state approved it. We were able to sign the document and submit it. The 2018-2019 Perkins Performance Review was also sent to the state.

August 14 – Meeting with Neil Donovan who is the local Career and Technical Distinguished School Leader – Neil works through PDE as part of the Technical Assistance Program. In May, I completed a survey identifying needs our Career Center may need support. TAP compiles the surveys from all CTE centers and offers support in those most needed from the survey results. Neil will come to the school throughout the year and offer instructor coaching, grant support if needed, and answer or find answers to questions the Director may have. TAP also has a resource to provided training for instructors in Literacy in the Workplace. Coaching is provided to support this effort. Debra Cullen, who is a School Improvement Instructional Coach, from the Southern Regional Education Board will provide a day of training and three coaching days to all instructors. The last area TAP can assist our school is through providing NOCTI resources. I look forward to working with TAP as it is a free service for the Career Center.

August 14 – Meeting with Dr. Rupert to discuss the continued efforts to complete the full-time class. We reviewed staff and which staff would be needed following the August 24<sup>th</sup> graduation. When she is in the school, she is meeting with each student individually to make sure they understand the plan for each to successfully complete and pass the program.

August 15 – Omnibus School Code of 2019 – While you may receive this from your own superintendent, a copy of the Frequently Asked Questions is provided to you regarding the changes coming to the School Code concerning compulsory attendance, Flexible Instructional Days, and Full Academic Year Requirements.

August 19 – PAC meeting for superintendents was held at the Career Center. Following the meeting, David met with Tina, Linda, and myself to determine the process we would use to communicate and put the JOC packet together each month.

August 21 – Dr. Rupert and I met regarding the LPN program. She was able to inform me that all 14 full-time students were successful in completing the program and would be graduating on Augusts 23. She also wanted me to know that each student earned this on their own merit. Traci and Dr. Rupert held each student accountable. Any questionable teaching practice was removed during their time in the program

this summer. Tests were updated to more rigor and standards. Questions were added to those students would find on their boards. While it was a struggle getting the students to take responsibility for their own work, the efforts of Traci to remediate and tutor, while expecting students to work and study, paid off in the end. On another note, one of the LPN part-time students, Alista Dotterer, received a scholarship through the prestigious Nightingale Awards. She is invited to the gala at Harrisburg on November 8 to be recognized. This is a high honor. Once we get the information, I hope we can support Alista in attending this program in November.

August 22 – I toured the building with maintenance to check out the cleaning and maintenance in the summer. It appears the building is ready for students next week. There are a few touches that will be covered in the couple days.

August 23 – LPN graduation will be held at Clarion High School in the auditorium beginning at 7:00.

*Superintendent of Record – David McDeavitt*

- July 26<sup>th</sup> – David met with Reschini group and discussed strategies and plan options.
- August 13<sup>th</sup> – Joint Safety Task Force meeting. All schools were represented well. Part of the discussion was that more training is needed in the schools in regard to reunification procedures (how and where would parents be re-united with their child in the event of a security situation).
- Met with Doug, Tina and Linda to discuss the process of building the JOC meeting agenda going forward.
- David stopped at the Career Center during In Service and introduced himself to the staff.

*Adjournment*

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, IT WAS RESOLVED to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary