

**Clarion County Career Center  
Joint Operating Committee  
February 27, 2023 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on February 27, 2023 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Rick Best, Chris Boozer, Heidi Byers, Dave Estadt, Jill Foys, Todd MacBeth, Lisa Norbert, Gary Sproul, Jameen Stump, and Dwayne VanTassel.

Members absent: Brady Feicht, Mitchell Blose 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:***

David Hollis from The Clarion News was in attendance and left the meeting while Executive Session was being held.

No public comments were presented.

***Committee Reports:***

The Facilities/Buildings and Grounds committee meeting was held prior to the regular meeting. Traci Wildeson provided a committee report to the group.

***Agenda:***

On a motion by Jim Beary seconded by Rick Best with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the February 27, 2023 meeting.

***Minutes Approved:***

On a motion by Todd MacBeth seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the January 23, 2023 regular meeting.

***Financial Reports Approved:***

On a motion by Dwayne VanTassel, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for February, 2023, the Activity report for February, 2023 and the Treasurer's report for January, 2023.

***Executive Session:***

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

***Personnel:***

On a motion by Chris Boozer, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve FMLA for Employee #1014 from February 13, 2023 through March 6, 2023.

On a motion by Jameen Stump, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve updated job description for the Director of Student Services.

On a motion by Gary Sproul, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve to re-advertise for a full-time Cosmetology Styling Academy Instructional Assistant.

On a motion by Gary Sproul, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the Memorandum of Agreement between Clarion County Career Center, the Clarion County Career Center Educational Association, and Brent Johnson.

***Other/New Business:***

No Other or New Business items were presented.

***Travel:***

On a motion by Rick Best, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Randy Shook and Kathy Burkhardt to accompany three (3) students to the SkillsUSA PA State Leadership Conference at Hershey Lodge in Hershey, PA on April 12-14, 2023, at an approximate cost of \$1,710.00 (fuel \$80; registration \$440; uniforms \$140; housing \$720; meals \$330).

On a motion by Todd MacBeth, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Randy Shook and Brandy Girt to accompany seven (7) students to attend the ProStart Invitational Competition at Penn Stater Hotel on March 1, 2023, at an approximate cost of \$1,000.

***Policy***

On a motion by Todd MacBeth, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to A. – E.** Approve the second reading of Policy 011-Principles for Governance and Leadership, Policy 204-Attendance, Policy 221-Dress and Grooming, Policy 233-Suspension and Expulsion, and Policy 823-Naloxone.

***Considerations:***

On a motion by Jameen Stump, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Shirey Overhead Doors to install a new overhead garage door in Automotive Technology, at a cost of \$5,395.00. *Traci will confirm the details of the warranty with the company.*

On a motion by Gary Sproul, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Retroactively approve the engagement letter dated February 8, 2023 with Knox Law, for legal services in connection with a personnel and employment related matter.

On a motion by Jameen Stump, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the payment of mileage at the 2023 federally approved rate of 65.5 cents/mile to William Chase, in addition to the \$675 for teaching the PA Inspection class, for classes after the February 6-13, 2023 class.

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Retroactively approve Allied Health and Cosmetology students to complete community service at Clarview Nursing & Rehabilitation under the supervision of Kelly Flick and Kathy Burkhardt, starting February 21, 2023 and ongoing through the remainder of the 2022-23 school year. Students are providing their own transportation. *Member, Rick Best, along with all the JOC members expressed their appreciation to Mrs. Flick and Mrs. Burkhardt for their time and efforts with this opportunity for the students.*

On a motion by Todd MacBeth, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve Brady Feicht to be a member of the JOC Strategic Planning Committee.

On a motion by Jameen Stump, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve RWAN Agreement, starting July 1, 2023 through June 30, 2026, between the Riverview Intermediate Unit 6 and the Clarion County Career Center.

On a motion by Rick Best, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve revised Sales and Installation Agreement from Hopper Corp. for the security system upgrade.

***Old Business:***

No Old Business was discussed.

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

- Traci informed the group she will be writing another grant for Dual Enrollment that Career & Tech have to offer students. This grant has a two week turn-around timeline.
- Traci met with the instructors and went over observations and evaluations to get their input on how that process should go. The Career Center has never permitted the instructors to do a differentiated observation. Guidelines would have to be set to allow the instructors to do this type of observation; part of the requirements is that they would have to have at least the two years past consecutive years at a level of Distinguished or Proficient on their end of year evaluations. Traci stated having the instructors' input is really important and valuable.
- Clarion Psych is still interested in the use of the former PN building for their partial program.
- BC3 is still interested in using one our classrooms for Mechatronics and any other post-secondary programming. Traci continues to work with them.
- There are approximately 110 new student applications for the next school year.
- Traci conducted a Perkins Stakeholders meeting last Thursday, 2/23/2023. The meeting went very well and she received a lot of great feedback from the meeting, including interest about how we can partner with businesses.
- Traci has been talking to Knox Law about changing solicitors. She will bring information to the JOC members at the next meeting.
- With Paula being out, Traci has been covering her IEPs, enrollment and the planning for events we have coming up.
- Traci invited the group to attend the National Technical Honor Society at Keystone High School on March 30, 2023 at 6pm and our Senior Recognition program which will be held on May 18, 2023 at Cornerstone Church in Shippenville from 6-8pm. The senior program will not be able to be a sit-down dinner due to the number of anticipated people. Cornerstone has been very accommodating with the planning. Hors D'oeuvres will be made available prior to the program in the lobby area of the church. The Senior Recognition committee, under the leadership of Bridget O'Brien and Kelly Flick were able to secure \$2,800 in donations from the community.

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

- Dr. Carrico credited Traci on her work with the German American Chamber and the potential Mechatronics program, which is like a niche program and provides a great opportunity for students. Traci has 4 or 5 students who are already interested in this program.
- He agreed with having different solicitors do a presentation to the JOC to help with the decision of changing solicitor firms.
- Dr. Carrico said he wanted to gently nudge and encourage the group who will be working on Traci's contract to move forward with the process. Her current contract is through June 30, 2023.

*Jill Foys stated the committee will get together to review the contract and will plan on bringing a new contract to the JOC next month.*

*Linda Maze spoke on Traci's behalf to tell the JOC as a fourteen-year employee, she has seen multiple administrators come and go at the school, and she wanted the group to know how Traci works tirelessly and constantly for the students, staff and school. Linda wanted to commend Traci on all her hard work on everything from grants to student issues to personnel situations, to driving things like Spirit Week last week. The week definitely was fun for the students & staff and increased the moral of the school. Linda stated that as Traci's employee, she feels she is stellar. Jill Foys agreed that Traci is doing a great job. Dwayne VanTassel added that the steady hand at the helm has not gone unnoticed.*

*Gary Sproul inquired if the school calendar for next year has been looked at yet. Traci stated four schools have already approved their 2023-24 calendars. The process of determining the calendar is made with the sending school Superintendents each year. The students' start date for next year is Wednesday, August 23, 2023, with the staff having two days of In Service on August 21 & 22, 2023.*

***Announcements***

- Committee: Finance (if necessary), 3/27/23, 6pm
- Regular JOC meeting for March, 2023: 3/27/23, 7pm

***Adjournment***

On a motion by Dwayne VanTassel seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Linda Maze  
J.O.C. Secretary