

**Clarion County Career Center
Joint Operating Committee
Minutes
September 23, 2019**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on September 23, 2019 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Susan Marron, Bob McGinnis, Donald Nair, Terry Rush, James Shaftic, and Braxton White.

Members: Hugh Henry, Terry Leadbetter, Lee Stewart, Dwayne VanTassel 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 Donald Nair, seconded by Bob McGinnis with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the September 23, 2019 meeting, as amended.

Public Comment Period:

Two members of the public and four instructors were present. Dan Emings spoke to the board about his situation with the Praxis test. Chris Richardson, Association President and Randy Shook, Association Vice-President spoke to the board and relayed their thoughts on Dan's situation.

Minutes Approved:

Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the August 26, 2019 meeting.

Financial Reports Approved:

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

Executive Session:

An executive session was held.

Personnel:

On a motion by James Shaftic, seconded by Jill Foys, with all members, with the exception of Donald Nair, voting in the affirmative, **IT WAS RESOLVED** to item A. Approve MOU (Memorandum of Understanding) between Clarion County Career Center and Daniel Emings, Construction Technology Instructor, *for the remainder of the 2019-20 school year. (amended during the meeting)*

On a motion by Jim Beary, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to item B. Approve Troy Geer as an Automotive Technology Long-term Substitute under an 01-Certificate (as opposed to the 04-Certificate granted in the past two years).

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item C. Approve 12.5 additional work hours be paid (\$26/hour per Professional Education Association MOU) above the supplemental technology agreement to Walter Slywczuk for technology work completed.

On a motion by James Shaftic, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to item D. Practical Nursing Motion:

Motion by Jim Beary seconded by Jill Foys, on recommendation of the Interim Administrative Director and the Superintendent of Record, to take the following personnel actions as a result of the actions taken by the Board of Directors of the Joint Operating Committee on August 26, 2019 wherein they voted to approve the elimination of the Part-Time Practical Nursing Program at the Career Center effective October 18, 2019.

Whereas, the Board of Directors, at its official regular meeting on August 26, 2019 took action to approve the following motion:

Motion by Bob McGinnis seconded by Jim Beary, 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 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
- Elaine Hook
- Linda Clymer

Whereas, this action resulted in the furlough of four (4) part-time instructors under the Part-Time program effective October 18, 2019.

Whereas, the closing of the program has resulted in an operational assessment that several other positions are no longer necessary to carry out the needs of the program and the following action is to be taken:

1. Upon the recommendation of the Administrative Director and Superintendent of Record, to conform with standards of reorganization and based on standards of economy and efficiency, to eliminate the following positions as a result of the vote to eliminate the part-time Practical Nursing Program effective August 26, 2019. This action will result in the elimination of the following position in, and involving, the part-time Practical Nursing Program:

This action will result in the furlough of one (1) full-time secretarial position. The individual currently in this position is:

- Ms. Tammy Delp

Ms. Delp shall remain in the secretarial position up to and shortly after the closing of the LPN Program on October 18, 2019 in order to finalize and/or complete any necessary duties associated with closing out the Practical Nursing Program. At the completion of those duties, Ms. Delp, if she so chooses, may exercise her rights under the terms of the collective bargaining agreement to bump and/or realign into another position identified by the administration for which she is qualified to perform said duties.

In the event that Ms. Delp elects to exercise her right to bump and/or realign to a position within the Central Office responsible for payroll and personnel, the least senior individual shall be impacted. At the present time, the individual who is tentatively identified as impacted by such a move is Ms. Lisa Carroll. To that end, Ms. Carroll would be furloughed effective upon the completion date of Ms. Delp's secretarial responsibility within the part-time Practical Nursing Program if Ms. Delp elects to bump/realign.

To that end, the Superintendent of Record and/or Administrative Director are hereby directed to:

- A. Notify Ms. Delp of this action and afford her the opportunity to bump and/or realign into another position; and
- B. If Ms. Delp chooses to bump into another position, to notify Ms. Lisa Carroll that as a result alteration/curtailment and bumping and realignment under the terms of the collective bargaining agreement, that her position is eliminated effective upon the dates outlined with the body of this Motion or when Ms. Delp realigns into the position.

As a result of the above-original Motion being passed by the Joint Operating Committee on August 26, 2019, the action likewise impacts the position of Faculty Assistant within the part-time Practical Nursing Program. The individual occupying that position is Ms. Brenda Switzer. Ms. Switzer has already been notified of the possibility of this action and has been informed that she is receiving two (2) weeks' notice by the Administrative

Director of the potential elimination of her position.

The purpose of this Motion is to confirm that upon the recommendation of the Administrative Director and Superintendent of Record, to conform with standards of reorganization and based on standards of economy and efficiency, to eliminate the following positions as a result of the vote to eliminate the part-time Practical Nursing Program effective August 26, 2019. This action will result in the elimination of the following position in, and involving, the Part-Time Practical Nursing Program: One (1) full-time Faculty Assistant position within the Practical Nursing Program. The affected individual is Ms. Brenda Switzer.

To that end, the Superintendent of Record and/or Administrative Director are hereby directed to eliminate the position of Faculty Assistant effective October 18, 2019.

2. Upon the recommendation of the Administrative Director and Superintendent of Record, to conform with standards of reorganization and based on standards of economy and efficiency, to eliminate the following positions as a result of the vote to eliminate the part-time Practical Nursing Program effective August 26, 2019, it is determined the Career Center no longer needs to maintain the position of one (1) part-time Custodian and, therefore, the position of one (1) part-time Custodian is eliminated for the reasons of economy and efficiency effective October 18, 2019. The affected individual is:

- Mr. Scott Radaker

To that end, the Superintendent of Record and/or Administrative Director are hereby directed to notify the impacted individual.

Mr. Radaker shall remain in the part-time Custodian position up to and shortly after the closing of the LPN Program on October 18, 2019 in order to finalize and/or complete any necessary duties associated with closing out the Practical Nursing Program. At the completion of those duties, Mr. Radaker, if he so chooses, may exercise his rights under the terms of the collective bargaining agreement to bump and/or realign into another position identified by the administration for which he is qualified to perform said duties.

In the event that Mr. Radaker elects to exercise his right to bump and/or realign to a position within the secondary school responsible for part-time custodial work, the least senior individual shall be impacted. At the present time, the individual who is tentatively identified as impacted by such a move is Ms. Jennifer Delucia. To that end, Ms. Delucia would be furloughed effective upon the completion date of Mr. Radaker's custodial responsibility within the part-time Practical Nursing Program if Mr. Radaker elects to bump/realign.

To that end, the Superintendent of Record and/or Administrative Director are hereby directed to:

- A. Notify Mr. Radaker of this action and afford him the opportunity to bump and/or realign into another position; and
- B. If Mr. Radaker chooses to bump into another position, to notify Ms. Jennifer Delucia that as a result alteration/curtailment and bumping and realignment under the terms of the collective bargaining agreement, that her position is eliminated effective upon the dates outlined with the body of this Motion or when Mr. Radaker realigns into the position.

Be it further resolved the 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 appropriate individual and the Pennsylvania Department of Education.

Travel:

No travel requests were presented.

Policy

No policy items were presented.

Considerations:

On a motion by Bob McGinnis, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to A. Approve the 2019-2020 Occupational Advisory Committee (OAC) members for each of the programs.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to B. Approve agreement between the Clarion County Career Center and the Reschini Group, (approval to continue annually until agreement terminated by one of the parties).

On a motion by Jill Foys, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to item C. Approve to advertise for bids on a used diesel truck, for use in student learning and training in the Diesel Technology program, at a cost not to exceed \$45,000 using Perkins funds.

On a motion by James Shaftic, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to item D. Approve expenses for Carol Clark, Practical

Nursing Instructor, and Alista Dotterer, Practical Nursing student, to attend the Nightingale Awards of Pennsylvania Scholarship Banquet in Harrisburg, PA on November 8, 2019. (Approximate costs: 2 hotel rooms - \$139/night plus tax; Carol Clark banquet/meal - \$175.00; Advertising honoring Alista in program - \$250; Mileage - \$228.52).

On a motion by Bob McGinnis, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to item E. Approve adding MetLife as an approved 403B vendor.

On a motion by James Shaftic, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to item F. Approve Diesel Technology fundraiser to sell Marianna's Hoagies and Pizzas.

On a motion by James Shaftic, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to item G. Approve Cosmetology Styling Academy fundraiser to sell Yankee Candles.

On a motion by Bob McGinnis, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to item H. Authorize Linda Skelley as JOC Board Secretary, to electronically cast a ballot on behalf of the JOC representing the committee's choice of candidates for the 2020 PSBA elections as follows:

President elect: Art Levinowitz; Vice President: David Hein; Advisor: Sabrina Backer;
Insurance Trust Trustee: (3 year term) Kathy Swope, Mark B. Miller
School Board Secretaries Forum Steering Committee: (2 year term) 4 incumbents:
Bethanne Zeigler, Crystal Mance, Jaime Lynn Zimerofsky, Jennifer Davidson

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to item I. Approve technology purchase of Office Pro Plus Academic, at a cost of \$788.75 annually.

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to item J. Approve purchase of IDMaker software at a cost of \$879.00.

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item K. Grant permission to Director to approve fundraisers ongoing.
(added/amended during meeting)

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:

August 27 – Paula Davis and I attended the Comprehensive Plan training at PaTTAN. Based on the Career Center not beginning this plan last year, we were advised to complete the new template coming out in January. We can use a word document to prepare our information until January and enter into the new system. The deadline for submission is March, 2020.

August 29-September 3 – I visited each classroom to discuss the mission and purpose of the Career Center, expectations, rules and regulations, and introduce myself to each class.

August 28 – Dr. Rupert and I met to discuss full-time graduation, staffing needs for the part-time program, and the progress for each part-time student moving forward.

September 3 – Dr. Rupert and I met to continue discussions on the PN program. She will complete the paperwork for ACEN regarding our not needing an accreditation, paperwork for the state involving our closing the program, and the cost of our student to attend the gala for the Nightingale Award. I sent letters to ACEN and the State Board of Nursing indicating the vote to close our PN program at Clarion.

September 5 – Met with Bud Reinsel to discuss maintenance. We plan to meet each Wednesday to keep informed regarding events for the week, proactive maintenance, and any needs.

September 9 – Contacted the attendance staff at each sending school to discuss cooperation and communication in verifying student attendance this year. The hope is to avoid the excessive days absence some students had last year.

September 10-September 13 – Individual teacher meetings were held from 8:00-8:25 in the morning and 2:55-3:20 in the afternoon. Topics included unit and lesson plans, OAC membership, articulation agreements, industry credentials earned in each program, etc.

September 11 – Met with Bud Reinsel to cover maintenance. Topics of discussion were bids for outside lighting with the safety grant, repairs to the main entrance door that is not locking correctly, tearing down the shed in front of the school, and the schedule for Shane and Bud for completing maintenance needs. There were other minor issues we discussed.

September 12, 19 – Paula and I began preliminary work on the Comprehensive Plan. This is due by the end of March, 2020.

September 18 – School was cancelled today due to a police issue nearby. We originally started out with a delay, but with the uncertainty of a capture of a suspect by the police, school was cancelled. We will look at the schedule for a possible make-up day.

September 18 – Dr. Rupert and I met to continue our on-going discussions on concluding the

LPN program. Students are still on track to graduate on

September 19 – Weekly maintenance meeting. Re-visited the agenda items from the previous week to check on progress. There were a few minor issues discussed within the meeting.

September 20 – Paula and I attended a webinar regarding the Comprehensive Needs Assessment requirement as part of the new Perkins V grant. All schools are required to do this needs assessment and will be able to use these webinars as a guide to complete the project.

Next week: On September 24, Debra Cullen will be in the school to meet with instructors on a literacy professional development activity called "Literacy in the Workplace." I will be attending a short meeting at the Crawford County Career and Tech Center on September 25 to listen to a presentation on "The Importance of Starting a Pre-Apprentice Program" at your school. There is a follow-up webinar on Monday, September 30. Crawford County is currently using this program and is willing to share their process. Paula and I will continue work on the Comprehensive Plan on September 26. On September 26, our CTDSL rep, Neil Donovan, will be in the building during the morning to meet with me. September 26 and 27 will be out Pre-NOCTI testing days.

On-going – I have been attempting to get to each school district in the afternoon and evening to see students from the Career Center who participates in their school activities. This has been an enjoyable experience.

Superintendent of Record – David McDeavitt

- The Clarion County Joint Taskforce continues to meet; conducted a table top exercise with the seven county schools and local law enforcement agencies; continued discussion will take place on reunification plans at a meeting in October.
- Working on PTDC grant to secure funding for additional cameras and securing doors

Adjournment

On a motion by Jill Foys, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:29 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary