

**Clarion County Career Center
Joint Operating Committee
Minutes
September 24, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on September 24, 2018 at 6:58 p.m. by Terry Rush, Chairperson. Members present were: Todd Bauer, Jim Beary, Hugh Henry, Bob McGinnis, Roger Powell, Terry Rush, Lee Stewart and Dwayne VanTassel. Members Linda Ferringer, Jill Foys, Susan Marron, Donald Nair, James Shaftic and Adam Vogle were absent.

Administration present were: Kirk Atwood, Director of Career and Technical Education, Steve Young, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

On a motion by Jim Beary, seconded by Bob McGinnis with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the September 24, 2018 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the August 27, 2018 meeting.

Financial Reports Approved:

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for September, 2018, the Activity report for August, 2018 and the Treasurer's report for August, 2018.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to item A.** Approve hiring Paul Reinsel, for the Lead Custodial Maintenance position, at a rate of \$15.75/hr. with a \$.25 increase after a 90 day probationary period, pending receipt of all clearances. This is a full-time position with full benefits. Insurance benefits effective date will depend on the first date of employment.

On a motion by Lee Stewart, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve hiring James McGiffin, for the part-time Custodian position, at a rate of \$8.50/hr. with a \$.25 increase after a 90 day probationary period, pending receipt of all clearances. This position offers no benefits.

Mr. McGiffin declined the part-time Custodian position when he was contacted by Kirk Atwood on September 25, 2018.

On a motion by Lee Stewart, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve Devin Shaffer as a substitute custodian, effective 9/1/18.

Travel:

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Traci Wildeson, Allied Health Instructor, to attend the Strategies: Educational Excellence for Health Care Providers and Educators conference in State College, PA on November 1, 2018 at an approximate cost of \$434.60. (Registration \$315.00, mileage \$119.60).

Policy

No policy items were presented.

Considerations:

On a motion by Jim Beary, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the 2018-2019 Occupational Advisory Committee (OAC) members for each of the programs; **B.** 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 2019 PSBA elections as follows: President-elect:

Eric Wolfgang, Vice President: Art Levinowitz, Insurance Trust Trustee: William S. LaCoff, Dr. Richard Frerichs, Nathan Mains, School Board Secretaries Forum Steering Committee (1 year term) 3 incumbents: Brian Feich, Lorraine Rocco, Bethanne Zeigler (2 year term) 2 incumbents: Peter Bard, Anita Kaseman, Denise LaPera, Pupil Transportation Forum Steering Committee (1 year term) 3 incumbents: Christopher Brown, Alline Smith, Randy S. Williams, Sr., Jo Anne Yarnall. (2 year term) 2 incumbents: Michael Kiehl, Jim Pearson. C. Approve Facilities Use Request from the Intermediate Unit #5 (IU5) to conduct evening Adult Education classes. Classes will be conducted on Tuesday, Wednesday and Thursdays through June 28, 2019. D. Approve Amos Rudolph, architect, to oversee the school HVAC project. F. Approve the following program fundraisers: Construction Technology-Daffins Candy; Diesel Technology-Marianna Hoagies.

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to E. Approve the Safety Inspector Certification Training Program Performance Agreement between the Commonwealth of Pennsylvania, acting through the Department of Transportation (PennDOT) and the Clarion County Career Center.

Old Business:

No old business was discussed.

Director of Technical Education Report – Kirk Atwood

Mr. Atwood reviewed the contents of his Director's Report activities.

- **Building and Grounds:** Mr. Black and Mr. Emings are looking into the possibility of using students within their curriculum to do certain projects around the building. These include redoing cement sidewalk slabs and potentially creating a stone wall within the lobby.
- **Classroom Happenings:** Mr. Atwood completed walkthrough observations for Mr. Clark in Diesel Technology and Mrs. Wildeson in Allied Health. The two focuses of walkthroughs for the first nine weeks are Learning Targets and Student Safety Equipment. Both instructors had targets displayed and all students were adhering to safety guidelines.
- **Grant Submissions:** The Supplemental Equipment Grant has been submitted. The Competitive Equipment grant is waiting on a letter from the workforce development board and will be submitted as soon as that is received and uploaded.
- **Building Changes:** Because of the changes in our programs and adult education offerings we have rearranged several of the classrooms that were being utilized for

those things. The former IT room is now Mr. Black's classroom and is being outfitted with simulation areas. The CNA classes that were formerly held in that room are being located to room 103. Title II classes are in room 103 (in the evening).

Superintendent of Record – Steve Young

- Steve Young said the superintendents discussed updating to the electronic school sign. The group would like to have three bids for the sign; currently there is one from Sekula out of DuBois. Also the sign regulations for the township will need to be verified. Ann Stanonis-Manes, Practical Nursing Coordinator, will be invited to attend next month's meeting to provide an update on the PN program to the JOC.

Adjournment

On a motion by Lee Stewart, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:24 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary