

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

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on May 24, 2018 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Bob McGinnis, Donald Nair, Roger Powell, James Shaftic, Terry Rush, Lee Stewart and Dwayne VanTassel. Members Todd Bauer, Hugh Henry, Leah Rapp and Adam Vogle were absent.

NOTE: Redbank Valley board member William Reddinger was changed by the school to Donald Nair as their district representative to the Career Center.

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 Donald Nair, seconded by Jill Foys with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the May 24, 2018 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Bob McGinnis, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the April 23, 2018 meeting.

Financial Reports Approved:

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

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by Donald Nair, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to accept the resignation, with regret, of Brent Schlosser, Computer Networking Instructor, effective June 30, 2018.

On a motion by Jill Foys, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to accept the resignation, with regret, of Barbara Bartley, Allied Health Science Instructor, effective May 18, 2018.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Barbara Bartley to be added to the substitute list.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve hiring Traci Wildeson as the Allied Health Science Instructor. Salary will be at Step 13 and will remain at Step 13 for the 2018-2019 school year. Sick days will be pro-rated based on the time employed during the 2017-2018 school year, with 3.5 sick days being provided.

On a motion by James Shaftic, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED** to approve hiring Kelly Schrecengost as a Temporary Custodian during the summer break at a rate of \$10.50/hour.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the job description of Director of Student Services position (*with changes: Venango Training & Development Inc changed to Title I and WIA changed to WIOA*).

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the contract for Director of Student Services.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the MOU (Memorandum of Understanding) between the Clarion County Career Center Joint Operating Committee and the Clarion County Career Center Education Association (*with verbiage changes: compensatory time changed to flex time*).

On a motion by Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve hiring up to four current students under Youth Program Services grant beginning June 4, 2018 at a rate of \$10.25/hour (120 hours per student).

Travel:

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Kirk Atwood, Director, to attend the 2018 PACTA Summer Leadership Conference to be held in State College on July 25-27, 2018. Approximate cost will be \$608.00 (Registration: \$225; Hotel room: \$260; Meals: \$35; Mileage: \$88).

Policy

No policy items were presented.

Considerations:

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to **A.** give permission for the sale of a Hunter System Tire Balancer – Model 800 and a Hunter Tire Changer – TC325.

On a motion by Jill Foys, seconded by Roger Powell, with all members voting in the affirmative, **IT WAS RESOLVED** to **B.** Provide permission to scrap the vehicles listed below:

1G1JC1245V7123401 -1997 Chevrolet Cavalier (green)

1G1NE52J1Y6249161 -2000 Chevrolet Malibu

1G1JC5245X7248702 - 1999 Chevrolet Cavalier (white)

4G2JB3272VB206314 - 1997 Pontiac Sunfire (red)

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to **C.** approve the agreement between Donna Hoffman (contractor) and the Clarion County Career Center (*with changes: June 30th of each year changed to June 30, 2019*).

On a motion by Dwayne VanTassel, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to **D.** approve Keystone School District to pay off their portion of the General Obligation Note, Series of 2008 (Bond).

After a recap of the Practical Nursing program by Ann Stanonis-Manes after the Superintendent Report segment of the meeting, the following consideration was added to the agenda:

On a motion by Bob McGinnis, seconded by James Shaftic, with Donald Nair voting no and all other members voting in the affirmative, **IT WAS RESOLVED** to **D.** approve increasing the Practical Nursing tuition from \$13,500 to \$14,000 beginning with the next new class.

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.

- Student Information System: Mr. Atwood, Mrs. Skelley and Ms. Wadding watched a demo of the PowerSchool Operating system. Mr. Atwood, Mrs. Skelley and Mrs. Davis participated in a Demo of CSIU. Both systems have the potential to save CCCC time, effort and money through reducing duplicated work over the current dual system of CSIU and Jupiter. CSIU has implemented a Program of Study Task List tracking component that can be very beneficial.

- Sign Update: We have mailed about 50 letters for sign donations. Zacherl Motors sent \$50. Clarion Laminates sent \$100. Thank you letters were sent. Our total so far is \$5,250.
- Director Training and Meetings: Mr. Atwood and Mrs. Davis attended the MTSS boot camp at PATTAN.
- Community Contacts: Met with Barry Fillman and a contingent from Jeff Tech regarding simulators.
- Additional Happenings: The 339 Review was completed on 4/27/18 and Mr. Atwood shared a copy of the results with the board members. The technical honor society inducted 17 new members on 4/27/18. Next year, we will be rejoining the National Technical Honor Society for the first time since 2000. This will provide more opportunities for our selected students. The Senior Recognition Program was held on Tuesday, May 22, 2018 at Clarion Area High School's auditorium. Guest included Mr. Algoe and Mr. Wagner from Keystone, Mrs. Weinlein from North Clarion, Mr. Schlosser from Union, Mr. Kimmel from Clarion Area and Mr. Aaron from C-L. We also welcomed Commissioners Heasley and Brosius as well as a representative from Rep. Oberlander's Office. A special thank you to our JOC members, Mr. Rush and Mr. VanTassel for helping with the presentation of certificates. Honors cords were provided to Technical Honor Society members, SkillsUSA District winners and HOSA state winners.
- Tenure: Mr. Dan Emings has completed his third year with six satisfactory observations and has now earned tenure. Congratulations Mr. Emings.
- End of Year Events: Tomorrow, CCCC is hosting its senior picnic. Next Tuesday are the shop parties for underclassmen. As an FYI, Clarion Area is finished as of today. They are providing a bus for students tomorrow and next week.
- Interviews: Applications for the Computer Networking Instructor position have been received. Mrs. McCleary has agreed to sit in on the interviews. She is to let me know a date that works for her in the next week or so. Applications for the Construction position are still coming in. Considering using some of our Perkins Funding to fund part time secretary for the new Director of Student Services.
- Letter of Intent Signing Day: This first time event was held on May 11, 2018 where seniors who have been offered employment in their field of study signed letters of intent with their new employers. The event will be expanded next year to include the media to cover the event.
- Summer Auction: Spoke to each of the three auction companies discussed at April's meeting. Their commission is pretty much the same, with Beichner being the company who had the most experience with institutional auctions. Our recommendation would be to go with them to handle the auction.

- 2018-19 BUDGET BALLOT RESULTS

SCHOOL	YES	NO	ABSENT
A-C Valley	8	0	1
Clarion Area	1	7	
Clarion-Limestone	7	0	2
Keystone	9	0	
North Clarion	8	0	1
Redbank Valley	9	0	
Union	8	0	
TOTALS	50	7	4

Superintendent of Record – Steve Young

- HVAC system –unsuccessful in reaching the Foreman Group. We will have to figure out how to move forward.
- There are two areas that are at a critical situation with the HVAC (leaking) in Computer Networking and Construction. May need to look at getting repairs to these two areas for now.
- To overhaul the entire system, the cost would warrant putting the job out for bid and more than likely the process would go into next year before it could be completed.

Mrs. Ann Stanonis-Manes, who is the supervisor of Practical Nursing, presented an overview of the status of the Practical Nursing program. After the overview and board discussion, an additional Consideration was added to the meeting agenda to approve an increase to the PN tuition rate (see XII. Considerations, item E).

Adjournment

On a motion by Dwayne VanTassel, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:27 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary