

**Clarion County Career Center
Joint Operating Committee
September 27, 2021 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on September 27, 2021 at 7:01 p.m. by Joseph Billotte, Chairperson. Members present and in-person were: Jim Beary, Joseph Billotte, John Creese, Linda Ferringer, Jill Foys, Donald Nair, Corey Sherman, Jameen Stump and Dwayne VanTassel.

Members absent: Corry Bish, Todd MacBeth, James Shaftic, Tressa Smith and Braxton White.

Administration present and in-person were: Traci Wildeson, Director, Joseph Carrico, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

Public Comment Period:

No public was present.

Committee Reports:

The Personnel Committee meeting was cancelled at the 8/23/21 JOC regular meeting. No committee updates were presented.

Agenda:

On a motion by Jill Foys, seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the September 27, 2021 meeting.

Minutes Approved:

On a motion by Donald Nair, seconded by Corey Sherman, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the August 23, 2021 regular meeting.

Financial Reports Approved:

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for September, 2021, the Activity report for September, 2021 and the Treasurer's report for August, 2021.

Other Business:

No Other Business was discussed.

Executive Session:

Personnel items were discussed during Executive Session.

Personnel:

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve hiring Stefanie Schimp as a part time Instructional Aide at a rate of \$12.00/hr. effective September 27, 2021, with an increase of \$.25/hr. after 90 days probation, pending receipt of all required clearances. (There are no benefits with this position.)

On a motion by Jim Beary, seconded by Linda Ferringer, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve adding Stefanie Schimp to the substitute list for 2021-22.

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve adding Jared Buzard to the IU6 Guest Teacher list for 2021-22.

On a motion by Jim Beary, seconded by Linda Ferringer, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve Becky Kriebel as a custodial substitute for 2021-2022, at a rate of \$10.50/hr.

Travel:

On a motion by Jim Beary, seconded by Corey Sherman, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Ben Black, Construction Technology Instructor, Frank Magagnotti, Cooperative Education Instructor and Georgie Skinner, Instructional Aide, to accompany Construction students to Colony Homes, Shippenville, PA on October 19, 2021, during the morning and afternoon sessions, following the face covering order. The students will be transported by Rich Bobbert (Union bus driver), at a cost of \$40.00 (\$20 paid by CCCC and \$20 paid by student funds).

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Frank Magagnotti, Adult Education Coordinator, to attend the 2021 Fall Workshop for CTE Adult Continuing Education Coordinators in State College, PA on October 21-22, 2021 at an approximate cost of \$425.00 (\$99.00 hotel plus hotel tax; \$27.00 meals; \$200.00 registration; gas for IU6 van).

Policy

On a motion by Jim Beary, seconded by Corey Sherman, with all members voting in the affirmative, **IT WAS RESOLVED to A. through J.** Approve second readings of the following policies:

- A. Policy 108 – Adoption of Textbooks
- B. Policy 610 – Purchases Subject to Bid/Quotation
- C. Policy 236.1 – Threat Assessment
- D. Policy 146.1 – Trauma-Informed Approach
- E. Policy 218.1 – Weapons
- F. Policy 218.2 – Terroristic Threats
- G. Policy 247 – Hazing
- H. Policy 249 – Bullying/Cyberbullying
- I. Policy 252 – Dating Violence
- J. Policy 805 – Emergency Preparedness and Response

Considerations:

On a motion by Jill Foys, seconded by Jameen Stump, with all members voting in the affirmative, *Mr. VanTassel approved motion "as presented" with additional statement by Traci Wildeson, IT WAS RESOLVED to A. Approve starting the construction of the 2021-2022 modular home with funds from the Modular Home reserve account. (Prior to the vote, Traci Wildeson stated the start of the home will depend on the material costs and ability to obtain supplies to determine if it is feasible to build the home this school year. If the costs are too high, it will result in the home's minimum selling cost to be too high. If this occurs, the Construction program will hold off on starting the modular home and work on other projects.)*

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the purchase of a DestroyIt 2604 shredder, at a cost of \$1,799.00 from MBM Corporation (McCleary's Business Machines).

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the recycle of surplus technology supplies to Universal Waste Solutions. *(Dwayne VanTassel inquired if there could be a negative cost involved, where the school would have to pay to dispose of the surplus. Traci Wildeson indicated there would not be a cost to the school, but a reimbursement from the company.)*

On a motion by Jim Beary, seconded by Linda Ferringer, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve 2021-2022 Occupational Advisory Committee (OAC) members for each of the Career Center programs.

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve the agility work plan between PennDOT and the Clarion County Career Center.

On a motion by Jim Beary, seconded by Corey Sherman, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve closing the PSDLAF current banking account and move funds to another financial institution to lower costs of banking service fees.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to G.** 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 2021 PSBA elections as follows: *(based on vote tally, ballot was cast for **highlighted** names)*

President elect: **Sabrina Backer** or David Schaap

Vice President: **Allison Mathis**

PSBA Insurance Trust Trustee: **Nathan Mains, Richard Frerichs, William LaCoff**

Forum Steering Committee: **Jennifer Davidson, Deana Lancenese, Bethanne Zeigler, Jaime Lynn Zimerofsky**

Old Business:

No old business was discussed.

Director of Technical Education Report – Traci Wildeson, Director

Mrs. Wildeson provided the following report to the group:

- Director's Reports have been sent to the members to keep the group informed of the school activities.
- Our asbestos management plans have been reviewed by AGX out of Pittsburgh, with no fee involved for the school. The company reported back that all records look good and they recommend the following to occur: keep asbestos records on file for the life of the school, designate an asbestos program manager – which will be Shane Wolbert, and annual notification requirements per AHERA guidelines. The asbestos notice has been added to the Staff handbook, it was already in the Student handbook. There is wiring encased in one of the pieces of equipment in the kitchen which has asbestos. It is not considered building equipment per AHERA guidelines.
- Lead testing results – all water testing came back without any areas of concern.
- Josh Fontenot – CS Technologies technology support is doing an excellent job. He is here in the building from 7:30am – 12 Noon each day. There were staff concerns about the change in support, but it is working well with no issues.
- Still waiting to hear about the claim submitted to CM Regent for the two heat pumps and the HVAC issues that were found when we did the changeover to Standard Air. When the new system was put in they found a lot of problems they felt were caused by electric brown-outs.
- Additional repairs needed are in Cosmetology -a wall unit heat coil needs replaced; lobby wall unit is not working, but at this point we will wait to see if the new secure visitor entrance might impact that unit.
- The removal of Fire School items has been finalized and the agreement has been signed to end the relationship.
- Financial audit was completed last week. Tina Bauer, Business Manager did a great job, and there were no issues or findings in the audit that needed corrected. Reconciliation numbers have been sent to the sending schools at this time.
- There are 15 students out on Co-op, with an additional 7 students are getting ready to go out on Co-op.
- Adult Ed. – had to cancel Phlebotomy and Pharmacy Tech classes due to no enrollments; PA Inspection has 12 students registered; Cake Decorating has 6 students; there are 5 Welding classes scheduled with no enrollments at this time – unsure if these classes will run at this time.
- COVID – the Career Center is 100% compliant with the face covering order.
- Traci wanted to schedule a work session with the JOC members to discuss the Articles of Agreement, make changes to them and decide what will be done with the subsidy money, with implementation for the 2022-23 school year. *After some group discussion, it was decided to cancel the Facilities Committee on October 25th, move up the October regular JOC meeting to 6:00pm and conduct the work session afterwards.*

Superintendent of Record – Joseph Carrico

- Dr. Carrico stated that Traci deserves a tremendous pat on the back for being able to get the driveway repaired. She is doing a great job.
- Dr. Carrico also commended Traci and her group for keeping the masking mandate requirements consistent with the students and parents, even with the varied approaches at the sending schools.
- He stated it is nice to see the school under Traci's steady leadership.

Announcements

- Committee: Facilities/Building & Grounds, Monday, 10/25/21, 6pm is *cancelled*.
- Regular JOC meeting for October, 2021: 10/25/21, ~~7pm~~ **TIME CHANGED: Regular JOC meeting will start at 6:00pm.**
- **Work Session to follow regular meeting** for the purpose of discussing articles of agreements.

Adjournment

On a motion by Jill Foys seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:53 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary