

**Clarion County Career Center
Joint Operating Committee
September 22, 2025 Minutes - APPROVED**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on September 22, 2025 at 7:04 p.m. by Todd MacBeth, Chairperson.

Members present were: Rick Best, Brady Feicht, Jason McMillen, Chris Mogus, Jeffrey Powell, Gary Sproul, Todd MacBeth and Terry Sweeney.

Members absent: Heidi Byers, Lianna Emphield, Kevin Johnson, David Lewis, Erica Niznik, and Abby Simcheck

Administration present were: Traci Wildeson, Director, Michael Hall, Superintendent of Record and Carol Bell, Board Secretary/Confidential Administrative Assistant.

Community members present: None

Public Comment Period:

No public comments were made.

Committee Reports:

None

Agenda:

On a motion by Brady Feicht seconded by Chris Mogus with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the September 22, 2025 meeting.

Minutes Approved:

On a motion by Gary Sproul, seconded by Brady Feicht with all members voting in affirmative, **IT WAS RESOLVED** to approve the minutes of the August 25, 2025.

Financial Reports Approved:

On a motion by Rick Best, seconded by Terry Sweeny, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for September 2025, the Activity report for August 2025, and the Treasurer's report for August 2025.

Other/New Business:

None

Executive Session:

None

Personnel:

On a motion by Brady Feicht, seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED** to approve **A.** the granting of tenure to Kathy Burkhardt.; **B.** the granting of tenure to Kevin Burkhardt.

Travel:

None

Policy

On a motion by Rick Best, seconded by Jason McMillen, with all members voting in the affirmative, **IT WAS RESOLVED to** approve A. first reading of Policy #626 Federal Fiscal Compliance; **B.** first reading of Policy #626 Attachment: Administration of Federal Funds; **C.** first reading of Policy #626 Attachment: Allowability of Costs; **D.** first reading of Policy #626 Attachment: Procurement; **E.** first reading of Policy #626 Attachment: Cash Management; **F.** first reading of Policy #626 Attachment: Grant Subrecipient Monitoring Procedures; **G.** first reading of Policy #626.1 Travel Reimbursement - Federal Programs; **H.** first reading of Policy #827 Conflict of Interest; **I.** first reading of Policy #331 Job Related Expenses; **J.** first reading of Policy #332 Working Periods.

Considerations:

On a motion by Brady Feicht, second by Jeffrey Powell, will members voting in affirmation, **IT WAS RESOLVED to** approve **A.** the 24/25 school year budget transfers.

On a motion by Brady Feicht, second by Rick Best, will members voting in affirmation, **IT WAS RESOLVED to** approve **B.** the 25/26 Occupational Advisory Committee Members.

On a motion by Terry Sweeny, second by Rick Best, will members voting in affirmation, **IT WAS RESOLVED to** approve **C.** Construction Technology to begin construction of a modular with funds from the modular home reserve account.

Old Business:

Traci provided the group with an update relating to opening a line of credit. It is not needed at this time.

Director's Report – Traci Wildeson:

- All positions are filled at this time.
- 25 -26 enrollment – 369 students (181 AM session & 188 PM session)
- Building & Grounds
 - Roof Replacement Project Complete
 - HVAC Replacement Complete
 - Computer Networking Economizer on hold – Stallion Mechanical will be scheduled to complete work
- Program Highlights
 - Cooperative Education
 - Nine students participating in the co-op program
 - Five (5) WF, Four (4) Construction Technology
 - Ten (10) additional in interview process or waiting for paperwork to be returned
 - Adult Education
 - PA Inspection Class – September 22, 23, 25, 29 & 30
 - Partnered with local Dealerships to offer to their staff
- Three (3) Audits Upcoming
 - Perkins Grant – Not scheduled yet
 - Civil Rights – October 21-22, 2025 – anticipate recommendations for facility upgrades to meet ADA guidelines
 - Nurse Aide Program – all requested documents have been submitted to PDE
- Budget

- Not received Perkins funding due to State Budget not being passed
 - Staff has been asked to hold off on non-essential purchases
- Exterior door lock will be replaced at a cost of \$1215

Superintendent of Record – Michael Hall

- State Budget still not passed
- Representative Bashline visit and meeting with the superintendents, school board presidents, and business managers
 - Supporting education of our youth and the need to look at how schools are funded
 - Receiving indications that the state budget may be passed soon
 - Penn State is hosting “The Fair Summit: Futures of AI in Rural Education”
 - Plans to continue to meet annually with local school officials

Announcements

- Committee: Building & Grounds, **Monday. 10/27/2025 6 p.m.**
- Regular JOC meeting for September 2025 **Monday 10/27/25, 7 p.m.**

Adjournment

On a motion by Brady Feicht seconded by Terry Sweeney, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn at 7:30 p.m.

Respectfully submitted,

Carol Bell
J.O.C. Secretary