

**Clarion County Career Center
Joint Operating Committee
Minutes
January 28, 2019**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on January 28, 2019 at 7:00 p.m. by Jim Beary, Vice-Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Hugh Henry, Terry Leadbetter, Bob McGinnis, Donald Nair, Lee Stewart, Dwayne VanTassel and Braxton White.

Members Susan Marron, Terry Rush, James Shaftic and Adam Vogle were absent.

Administration present were: Todd MacBeth, Interim Director, Steve Young, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

The following amendments were made to the agenda: Due to personal reasons, Chris Richardson was not available to update the group on Adult Education; under X. Travel – amended item A. changed verbiage from ‘another employee’ to ‘two employees’ for the PA State SkillsUSA Leadership Conference; item B. the approximate cost was changed from ‘\$2,603’ to ‘\$3,308’; under XII. Considerations - added to approve re-opening the advertising of the Director position for 2 additional weeks.

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 January 28, 2019 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the December 19, 2018 meeting.

Financial Reports Approved:

On a motion by Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for January, 2019, the Activity report for December, 2018 and the Treasurer’s report for December, 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 item A.** Approve the Lead-Custodial Maintenance job description.

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to item B.** Approve hiring Brad Hoover, Welding Instructor as mentor for the Automotive Technology long-term substitute Instructor, Troy Geer, at \$200/year (pro-rated for ½ year).

Travel:

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Randy Shook, SkillsUSA Advisor and two employees to accompany two students to the PA State SkillsUSA Leadership Conference in Hershey, PA on April 10-12, 2019 at an approximate cost of \$2,000. *(Prior to the meeting Hugh Henry inquired what account this trip was being paid through, after verifying previous years he was informed it was being paid through general funds.)*

On a motion by Linda Ferringer, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Traci Wildeson to accompany 6 students to HOSA State Leadership Conference on April 2-5, 2019 in King of Prussia, PA at an approximate cost of \$3,308. This will be paid through general funds.

Policy

No policy items were presented.

Considerations:

On a motion by Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Adult Education, in collaboration with Guardian Eldercare, to facilitate a CNA (Certified Nursing Assistant) class to begin the week of February 25, 2019 for 4 weeks, from 7:30 a.m. to 4:00 p.m., Monday – Friday. (NOTE: The class start date of January 28, 2019 was changed by Guardian Eldercare after the board approval via email was received on 1/11/19.)

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, with the exception of Hugh Henry who was out of the room at the time of the vote, **IT WAS RESOLVED to B.** Approve purchase of an additional T20HRC Commercial Treadmill for Police Science at a cost of \$2,499.00 using Perkins funds.

On a motion by Lee Stewart, seconded by Linda Ferringer, with all members voting in the affirmative, with the exception of Hugh Henry who was out of the room at the time of the vote, **IT WAS RESOLVED to C.** Approve purchase of two full electric beds with mattress from Pocket Nurse Medical Supplies for Education & Simulation at a cost of \$2,138.50 using Perkins funds.

Jill Foys inquired if Costars lists are being reviewed prior to making these purchases. Todd MacBeth informed the group that he and Tina Bauer, Business Manager, met last week with Melissa Becker from the Northwest Commission. Melissa provided a tutorial on Costars to the two of them. Todd believes Tina had been using Costars correctly, but she now has a pretty strong grasp on its use.

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

1G1JC1440P7133057	- 1993 Chevrolet Cavalier
264WSJ6Y1285404	- 2000 Buick Century
2B3HD5690WH101663	- 1998 Dodge Intrepid

On a motion by Jill Foys, seconded by Linda Ferringer, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve to re-open advertising for the Director position for two additional weeks. (*item H. was voted on prior to Addendum items E. – G.*)

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve verbiage change in Staff Operational handbook in the Live Work-Auto Technology and Diesel Technology section.

On a motion by Lee Stewart, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve the purchase of a Maytag washer and dryer for Allied Health Science at a cost of \$1,838, using Perkins funds.

Dwayne VanTassel questioned the washer size of 4.5 cubic ft. versus the dryer's 7.3 cubic ft. capacity. Todd MacBeth discussed the research done on the units and the space limitations where they will be located. He believes the units will be sufficient for the needs of the program.

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve the 2017-2018 audit report prepared by Brooks & Rhoads as presented.

Old Business:

No old business was discussed.

Director of Technical Education Report – Todd MacBeth

Todd MacBeth provided the following report to the group:

January 7

The trial run for the Safe to Say Something initiative came to both Mr. MacBeth and Mrs. Davis. Both offices responded and were notified that our submissions had been successful and accepted.

January 7

Nursing Program students met with Mrs. Stanonis-Manes regarding changes to her grading system.

January 8

Ken Swartfager of Swartfager Welding donated 4 bins of scrap metal for use in the welding shop. Much of it was high quality material which is of great benefit to the students. *(A thank you letter was mailed to Swartfager Welding on 1/29/19.)*

January 10

The Career Center contacted Wayne Wright of Colony Homes to determine whose land the current Career Center sign is located on. He indicated that it is on their property and gave permission to replace it with a new sign when one is purchased. I asked him if he needed to put that in writing for the Career Center and he noted that we are just replacing an existing sign on a very similar sized footprint. Therefore he felt it unnecessary to put it in writing.

January 11

Approximately twelve students from Keystone Smiles toured the Career Center. Mrs. Davis provided an informational presentation at each of the programs.

January 16

Welding instructor Mr. Hoover accompanied an A- C Valley student to the Welding competition at the Steamfitters Technical Center in Harmony, PA.

GOLD – 1st Place (eligible to participate in the State level SkillsUSA competition)

Jonathan Sherwin	A-C Valley	Welding
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January 18

Mr. Magagnotti and Mr. Shook accompanied 17 students to the Skills USA competition in New Castle. The following students were awarded medals:

GOLD – 1st Place (eligible to participate in the State level SkillsUSA competition)

Ian Jordan	A-C Valley	Diesel Technology
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SILVER – 2nd Place

Lainey Stockdill	Union	First Aid/CPR (Police Science)
Jason Smith	Redbank Valley	Criminal Justice
Olivia Milliron	Union	Esthetics (Cosmetology)
Torrie Sayers	Redbank Valley	Esthetics model

BRONZE – 3rd Place

Adam Stephens	Clarion-Limestone	
Taylor King	Redbank Valley	Crime Scene (Team competition)
Bethany Shaffer	Redbank Valley	

January 21

All CCCC teachers and instructional aides participated in CPR training. The training was coordinated by Mr. Richardson with testing for proficiency being done by Mrs. Wildeson.

January 22

Clarion County Career Center conducted two “Shelter In Place” practice drills. Emergency Management, Superintendents, High School Principals and parents were notified in advance that this was just a practice drill.

Superintendent of Record – Steve Young

- Steve Young told the group that Todd MacBeth is doing more than maintaining, he is moving us forward by completing Instructor evaluations and other necessary things. He is doing a good job as Interim Director and is what we are looking for in a Director. We appreciate having him here.
- The state auditors have completed a multiple year audit will be coming next week to conduct their exit interview.

Mrs. Skelley reviewed with the board the Student News handout they had received: Student of the 2nd Quarter – one morning and one afternoon student per program are selected by the Instructors for learning their required skills, leadership and outstanding efforts in their programs. She also expressed her appreciation for Todd MacBeth's efforts as the Interim Director. January is School Board Recognition month and Mrs. Skelley expressed appreciation for all the time and effort the members provide when serving on the Joint Operating Committee. A group photo was taken of the members present at the meeting. The photo was shared on the Career Center Facebook page expressing the school's thanks for these members and their efforts.

Adjournment

On a motion by Dwayne VanTassel, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:47 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary