

**Clarion County Career Center
Joint Operating Committee
August 23, 2021 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on August 23, 2021 at 7:00 p.m. by Joseph Billotte, Chairperson. Members present and in-person were: Jim Beary, Joseph Billotte, Linda Ferringer, Jill Foys, Todd MacBeth, Corey Sherman, Dwayne VanTassel and Braxton White.

Members absent: Corry Bish, John Creese, Donald Nair, James Shaftic, Tressa Smith and Jameen Stump.

Administration present and in-person were: Traci Wildeson, Director and Linda Skelley, Board Secretary/Confidential Secretary. Joseph Carrico, Superintendent of Record was not in attendance.

Public Comment Period:

No public was present.

Committee Reports:

The Strategic Planning Committee met this evening.
Jill Foys provided an update to the group.

Agenda:

On a motion by Jill Foys, seconded by Braxton White with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the August 23, 2021 meeting.

Minutes Approved:

On a motion by Jim Beary, seconded by Corey Sherman, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the July 26, 2021 regular meeting.

Financial Reports Approved:

On a motion by Jill Foys, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for August, 2021, the Activity report for August, 2021 and the Treasurer's report for July, 2021.

Other Business:

No Other Business was discussed.

Executive Session:

Personnel items were discussed during Executive Session.

Personnel:

On a motion by Jill Foys, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the resignation/retirement, with regret, of Nancy Campbell-full time Instructional Assistant, effective August 27, 2021. *Jill Foys added to the motion "with regret and appreciation".*

On a motion by Braxton White, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve (retroactively) to advertise for a part-time Instructional Assistant.

On a motion by Jim Beary, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approval to hire one (1) part-time Instructional Assistant, pending receipt of all clearances.

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the substitute list and IU6 Guest Teacher list for 2021-2022 school year.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve Lori Rupp and Stacy Corle as Adult Education Instructors for the Phlebotomy course.

Travel:

No travel items were presented.

Policy

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

First reading of Policy 108 – Adoption of Textbooks

First reading of Policy 610 – Purchases Subject to Bid/Quotation

First reading of Policy 236.1 – Threat Assessment

First reading of Policy 146.1 – Trauma-Informed Approach

First reading of Policy 218.1 – Weapons

First reading of Policy 218.2 – Terroristic Threats

First reading of Policy 247 – Hazing

First reading of Policy 249 – Bullying/Cyberbullying

First reading of Policy 252 – Dating Violence

First reading of Policy 805 – Emergency Preparedness and Response

Considerations:

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve 2020-21 Budget Transfers.

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the Student handbook and Staff Operational Guide for the 2021-2022 school year.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve MOU between Clarion County Career Center and the Technical Assistance Program (TAP).

On a motion by Linda Ferringer, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Permission to surplus 5 (five) Invacare beds and 2 (two) Hillrom beds by selling to the highest bidder or by donation to a Clarion County school district.

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.
- Today was the first day of In Service and the return of school staff members. All the In Service activities went well.
- This school year, all professional development is being offered online, with established deadlines, and can be done with a flexible time frame by staff.
- The students' first day is Wednesday, with the exception of Redbank Valley who is scheduled to start on Thursday. Redbank is offering a bus for students who want to attend the Career Center on Wednesday.
- Current enrollment is at 373, with 4 new applications received today. We lost approximately 20 students today, due to the students being kept back at their home schools or due to them moving out of the area. More changes will occur during this first week of school. Some students who were on the wait lists will be able to be moved into their program choice. Currently about 1/3 of the enrollment are special population students.
- HVAC upgrades are almost finished. During the first week of September the boiler will be upgraded and changed over. All the controls and thermostats are in and Standard Air will be in tomorrow to do some tweaking and adjustments to ensure things are running smoothly.
- COVID – the Clarion County schools are following similar mitigation this school year. Clarion County is currently in the substantial range and the surrounding counties are in high.
- JOC email addresses, which are assigned by the school, have to be posted on the school

website. Linda will send a test email to members to ensure they can access them as necessary. This is a new Sunshine Law addition.

- The Career Center website is now under the control of Traci and Linda to update it as needed. We are hoping to make the website more user-friendly this year.
- There was information included on the Director's report regarding the Kronospan partnership. This partnership is being worked on diligently to get established, by both Traci and the Kronospan representatives.
- PennDOT is supposed to talk with Traci this week about the roadwork and agility contract.

Superintendent of Record – Joseph Carrico

- Dr. Carrico was not in attendance. No report was presented.

There was a brief discussion on the need for a Personnel committee meeting next month and the purpose for this group. Traci was not sure what the intent of this committee was because it was established before she was in the Director position. Some of the members commented that these individuals could be involved in the employee interview process. Traci stated she would send out meeting invites to the Personnel committee members for the upcoming interviews that are scheduled.

Announcements

- Committee: Personnel, Monday, 9/27/21, 6pm is **cancelled**.
- Regular JOC meeting for September, 2021: 9/27/21, 7pm

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 7:48 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary