

**Clarion County Career Center
Joint Operating Committee
Minutes
August 27, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on August 27, 2018 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Jill Foys, Hugh Henry, Susan Marron, Bob McGinnis, Roger Powell, James Shaftic, Terry Rush, Lee Stewart, Dwayne VanTassel and Adam Vogle. Members Todd Bauer, Linda Ferringer and Donald Nair were absent.

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 Bob McGinnis, seconded by Jill Foys with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the August 27, 2018 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the June 25, 2018 and August 7, 2018 meeting.

Financial Reports Approved:

On a motion by James Shaftic, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for July, 2018 and August, 2018, the Activity report for June and July, 2018 and the Treasurer's report for June and July, 2018.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to TABLE item A.** Approve hiring _____, for the Lead Custodial Maintenance position, at a rate of ____/hr. with a \$.25 increase after a 90 day probationary period, pending receipt of all clearances.

On a motion by James Shaftic, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve hiring Randy Shook, Culinary Arts Instructor as the mentor for the newly hired Computer Networking Instructor, Walter Slywczuk, at a rate of \$400/year.

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve hiring Dan Emings, Construction Technology Instructor as Mentor for the newly hired Construction Technology/Building Trades Instructor, Benjamin Black, at a rate of \$400/year.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to item D.** Approve Tina Bauer as the Substitute caller at a rate of \$500/year beginning July 1, 2018.

On a motion by Lee Stewart, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve 2018-2019 substitute list; **F.** Approve the Riverview Intermediate Unit #6 Guest Teacher list for 2018-2019; **G.** Appoint Kirk Atwood, Director, as the School Safety and Security Coordinator for the Clarion County Career Center.

On a motion by Jill Foys, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve Terry Clark, Diesel Instructor, as an Adult Education Instructor at a rate of \$26.00/hr.

On a motion by Bob McGinnis, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Accept the resignation of Joyce Colwell, part-time Custodian effective September 10, 2018; **J.** Approve advertising for a part-time Custodian.

On a motion by Lee Stewart, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to K.** Approve Wendy Heeter as an Adult Education Instructor at a rate of \$26/hour.

On a motion by Dwayne VanTassel, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to L.** Approve to re-advertise for the Lead Custodial Maintenance position.

Travel:

On a motion by Jim Beary, seconded by Adam Vogle, with all members voting in the affirmative, **IT WAS RESOLVED** to **A.** Approve Dan Emings, Construction Technology Instructor, and a chaperone to accompany Construction students to visit Allegheny Building Components, Pennwest Homes and Universal Forest in early October, 2018. Expenses will be covered by a grant from NWIRC; **B.** Approve Frank Magagnotti, Cooperative Education Instructor, to attend the 2018 Cooperative Education Conference in State College, PA on October 16-17, 2018 at a cost of \$384.00. (\$145.39 hotel; \$15.00 meals; \$235.00 registration); **C.** Approve Tina Bauer, Business Manager, to attend the Workshop for CTE Business Administrators in State College, PA on September 20-21, 2018 at a cost of \$458.67 (\$106.28 mileage; \$145.39 hotel; \$27.00 meals; \$180.00 registration).

Policy

No policy items were presented.

Considerations:

On a motion by James Shaftic, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to **A.** Approve Jill Foy as the JOC Treasurer for the 2018-2019 school year.

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to **B.** Appoint Brooks & Rhoads to audit the 2017-2018 school year at a cost of \$14,000; **C.** Appoint Dr. Janice Kenneson of Marianne Family Practice as Physician of Record for 18-19 school year at \$150.00; **D.** Appoint Beard Legal Group as solicitor for 18-19 school year at an hourly rate of \$130/hour and \$160/hour for specialized services.

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to **E.** Appoint the following depositories for 2018-2019 school year: 1. PA School District Liquid Asset Fund (including CD placement program) 2. Northwest Savings Bank, Clarion, PA; **F.** Approve 2018-19 Student Handbook and Staff Operational Guide; **G.** Approve agreement between Jefferson County-Dubois Vocational Technical School and Clarion County Career Center for the transfer of a Firearms Training Simulator and firearms to CCCC for a CDL Simulator and Trailer to Jeff-Tech; **H.** Approval of the PlanCon Part K: Project Refinancing document from the PA Department of Education. (Amended amount for Keystone School District bond payoff which was previously approved.)

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Approve the MOU (Memorandum of Understanding) for the TAP (Technical Assistance Program) Activities for the 2018-2019 school year.

On a motion by James Shaftic, seconded by Roger Powell, with all members voting in the affirmative, **IT WAS RESOLVED to J.** Approve the Riverview Intermediate Unit #6 Guest Teacher Consortium Board Resolution; **K.** Permission to dispose of obsolete Nurse Aide workbooks and textbooks.

Old Business:

One of the members asked about an update on the Practical Nursing program. Kirk Atwood said Mrs. Stanonis-Manes will provide an update at the September meeting. Hugh Henry asked about the results of the auction. Kirk stated that in the minutes from the last meeting, \$27,892.00 was the final profit after all costs were subtracted. Steve Young stated that the superintendents were going to provide their thoughts on how to utilize the money, possibly use some towards the electronic sign. Steve said possibly the Practical Nursing program could contribute towards the sign because he feels the electronic sign would help promote Adult Education classes. Steve also stated another possible use could be building improvements. The recommendations from the superintendents will be brought to the board.

Jill Foys commented about Adult Education if there is a connection between the JOC and Adult Education classes: What are the other opportunities are there to generate revenue, what are we doing now and what are those things we can do? What's the role of this body (JOC) to participate with Adult Ed. and brainstorm ideas. Further discussion about Adult Education occurred between the members. Kirk stated that he would like to look back and see what enrollments were when the Adult Education Coordinator position was a full time and when did the enrollments start to drop off.

Kirk met with an IU5 representative about running a class in our building in the evenings. In addition to offering GED classes, they would like to create a bridge-type program where they would run a class to assist future Practical Nursing students with their academics. This program could also benefit those taking the ASVAB test.

Jill Foys also spoke about a grant the IU5 and IU6 received for "Teachers in the Workplace" program. IU6 is actively looking for businesses who would be interested bringing teachers into their workplace to gather those skills necessary for entry level or advanced positions. They would then go back and integrate those skills into a curriculum. Jill will forward Kirk further details on this program.

Director of Technical Education Report – Kirk Atwood

Mr. Atwood reviewed the contents of his Director's Report activities.

- First In Service Day: Today, 8/27/18, was the first In Service for 2018-2019. Staff started the process of Curriculum Mapping and worked on Learning Targets. Lois Richardson conducted training on increasing the efficacy of OACs.
- Director Trainings: Mr. Atwood attended the PACTA Summer Leadership Conference in State College in July. This included general sessions on topics such as Data Informed Decision Making and break out topics such as best practices related to NOCTI and Collective Bargaining.
- Building and Grounds: Representatives from Carrier toured the building on Thursday, 8/23/18. They are putting together a quote for the controls system which is expected to cost less than initially expected.
- Phone System Update: We are waiting for some updates from the phone carrier before the official installation can begin. Mr. Slywczuk is continuing to be involved in every step of the process. We are now tentatively scheduled for ALF Day, Friday, October 5th.
- Community Contacts: Trooper Wilson stopped in regarding the State Police M.O.U. He is also going to be forwarding us the contact information for a risk and vulnerability assessment.

Superintendent of Record – Steve Young

- Steve Young had no additional comments than what was discussed during the Old Business section.

Adjournment

On a motion by Dwayne VanTassel, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary