

**Clarion County Career Center
Joint Operating Committee
January 25, 2021 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on January 25, 2021 at 7:00 p.m. by Joseph Billotte, Chairperson.

Members present and in-person were: Jim Beary, Joseph Billotte, Todd MacBeth and Donald Nair.

Members present and attending virtually via Zoom were: Linda Ferringer, Jill Foys, Corey Sherman, Tressa Smith, Jameen Stump, Dwayne VanTassel and Braxton White.

Members absent: Corry Bish, John Creese and James Shaftic.

Administration present and in-person were: Traci Wildeson, Director and Linda Skelley, Board Secretary/Confidential Secretary. Joseph Carrico, Superintendent of Record was present and attended virtually via Zoom. (IT support for Zoom was provided in-person by Walt Slywczuk, Computer Networking Instructor.)

Public Comment Period:

Ryan Pugh from the Clarion News attended the meeting virtually via Zoom but provided no comments.

Committee Reports:

No committee reports were discussed.

Agenda:

On a motion by Jill Foys, seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the January 25, 2021 meeting with the amendment of moving the Executive Session to the end of the meeting.

Minutes Approved:

On a motion by Jim Beary, seconded by Linda Ferringer, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the December 22, 2020 reorganization meeting and December 22, 2020 regular meeting.

Financial Reports Approved:

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for January, 2021, the Activity report for January, 2021 and the Treasurer's report for December, 2020.

Other Business:

After discussion regarding the return to full 5 day instruction occurred, a motion was made by Dwayne VanTassel, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to approve a return to full 5 day in-person instruction at a date set by CCCC administration with consideration of sending school districts' administration.

Executive Session:

Due to items needing discussed prior to the vote on the Personnel agenda items, Executive Session was moved to prior to the Personnel section from the end of the meeting.

Personnel:

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Permission to advertise for a Computer Networking Instructor substitute.

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Permission to advertise (retroactively) for a Custodial/Maintenance full-time position.

On a motion by Todd MacBeth, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve hiring Shane Wolbert for the Lead Custodial/Maintenance position, at a rate of \$16.00/hr., effective February 2, 2021, with an increase of \$.25/hr. after 90 days probation.

On a motion by Jim Beary, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve FMLA leave request for employee #001.

Travel:

No travel items were presented.

Policy

No policy items were presented.

Considerations:

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Brooks & Rhoads 19-20 school year audit report.

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve revised 2021 JOC meeting schedule.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the Induction Plan.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Randy Callen from SMI and Pat Kahle from Zacherl Motors as business members on the Perkins Stakeholders Committee.

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.
- Eleven HVAC repairs are completed.
- Hole in the roof (was not leaking) was repaired.
- Pending repairs: Auto classroom HVAC broke and needs coil replacement; fire alarm pull station in Culinary is not functioning and needs tied into Fire Alarm system; Fire Alarm system is outdated and no companies work on them, found someone to upgrade system which will allow service to be done on it going forward; Welding needs improvement to ventilation system; upgrade & repair security cameras throughout the building. There are funds in current budget to cover these repairs but if these repair costs are taken out of the fund balance, we will need to replace monies in fund balance for future building & grounds projects.
- Future projects: roof being evaluated in the spring – may need work done; driveway & parking lot repair (the Agility agreement with PennDOT may help us trade services for some of this); more secure entrance for visitors; upgrade to HVAC software which is antiquated; Auto and Diesel need new lockers in their locker rooms.
- Time to update the appearance of the school so it does not look like it did when it was built in 1976: work on exterior lighting; sandblast the bricks on outside of building. Do not want to put off projects because the longer they are put off, the higher the price tag will be to repair.
- Jill Foys asked if the Welding ventilation system was adequate to have our students in there now. Traci responded that the system is drawing the air, it just needs to be better. Luton's Plumbing came in and tested to see how much it was drawing up. Combustion Services looked at the return of the air, the negative and positive pressure and air exchange is function properly. At the Welding OAC meeting it was recommended to bring the extender arms down over top of the plate where they are working.
- Dwayne VanTassel suggested with all these capital projects going on, Traci needs to discuss with the superintendents to create a building & grounds fund and start getting some solid quotes on these and have the sending schools share the cost of these upgrades. Traci agreed that funds need to be earmarked for these projects.
- Traci said that January is School Directors Appreciation month and she expressed her thanks and appreciation to the board members for their time and service to our school and our students. It is refreshing to see them want us to be successful and be willing to help us get there. She recognized that some of the JOC have many years of service, Jim Beary with 21 years and Dwayne VanTassel with close to 8 years.
- Jill Foys mentioned that in reviewing the OAC minutes: when the OAC members vote to purchase equipment that going forward this is cleaned up to be they are 'making a recommendation' to purchase equipment. Traci will make sure to discuss this with the Instructors at next month's Professional Development.

Superintendent of Record – Joseph Carrico

- Dr. Carrico reiterated what Traci said about the dedication it takes the board members to

make the tech center successful. The board's efforts are truly appreciated.

- He also commended Traci, who he said has stepped in and quickly developed her administrative team of Paula, Tina and Linda and developed the rapport with her faculty, especially this year with COVID. He stated that he really wanted to give her a strong pat on the back for the great job she has done. He appreciates her leadership here at the Career Center.

Linda Skelley directed the board members attention to the flyer included in their packet on the 2020 Virtual Visit. She told them this virtual presentation allows parents and students, who could not attend the Fall Open House and 9th Grade Tour Day in person, to see the school and learn about what the programs have to offer. She encouraged the members to take the time to watch the presentation.

Announcements

- Regular JOC meeting for February: Monday, 2/22/21, 7pm
- Committee: Facilities, Monday, 2/22/21, 6pm
- Committee: Finance , 3/22/21, 6pm

Adjournment

On a motion by Dwayne VanTassel seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:59 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary