

**Clarion County Career Center  
Joint Operating Committee  
June 23, 2025 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on June 23, 2025 at 7:00 p.m. by Abby Simcheck, Vice-Chairperson.

Members present were: Rick Best, Heidi Byers, Lianna Empfield, Brady Feicht, David Lewis, Chris Mogus, Abby Simcheck, and Terry Sweeney.

Members absent: Kevin Johnson, Jason McMillen, Jeffrey Powell, Erica Niznik, Gary Sproul, Todd MacBeth

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:***

No report given.

***Agenda:***

On a motion by Rick Best seconded by Terry Sweeney with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the June 23, 2025 meeting.

***Minutes Approved:***

Upon review and approval of the minutes from the May 28, 2025 board meeting, the following correction was noted and entered into the official record. **Consideration Approvals, Item #4:** A vendor was inadvertently omitted from the original minutes. The corrected item shall read:

- On a motion by Brady Feicht, seconded by Chris Mogus with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agreement between Interstate Maintenance and Clarion County Career Center for a part-time custodian in the amount of \$2,705.04 per month if unable to hire a part-time custodian.

On a motion by Terry Sweeney to correct the minutes, seconded by Chris Mogus with all members voting in affirmative, **IT WAS RESOLVED** to approve the corrected minutes of the June 23, 2025.

***Financial Reports Approved:***

On a motion by Rick Best, seconded by Dave Lewis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for June 2025, the Activity report for May 2025, the Treasurer's report for May 2025, and Student Activities Account Summary for June 2025.

***Other/New Business:***

Discussion took place concerning renewal of the \$200,000 CD at the end of June 2025. Traci recommended cashing the CD at the end of the month and using the funds to pay the vendors until the reimbursement for the \$1.5 million Public School Improvement Grant comes is received. Once the reimbursements are received, Karen Hughes will research options to reinvest the money into another CD.

***Executive Session:***

On a motion by Terry Sweeny, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Personnel items and the Safety Report (Act 44) at 7:06 pm.

On a motion by Terry Sweeny, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED** to exit the Executive Session to discuss Personnel items and the Safety Report (Act 44) at 7:28 pm.

***Personnel:***

On a motion by Brady Feicht, seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the Building & Grounds Supervisor job description.

On a motion by Brady Feicht, seconded Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED** to approve posting for a Building & Grounds Supervisor.

On a motion by Brady Feicht, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED** to approve paying Karen Hughes to be the sub caller, at a rate of \$500/year, beginning July 1, 2025.

***Travel:***

On a motion by Chris Mogus, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Kevin Burkhardt to attend Cyber EDCON25 in Chicago, Illinois, June 16-18, 2025, at an approximate cost of \$200 for gas. *\*Mr. Burkhardt secured a grant for the cost of registration and lodging.*

On a motion by Terry Sweeny, second by Chris Mogus, will all members voting in the affirmative, **IT WAS RESOLVED** to approve Traci Wildeson to attend to attend the PACTA Summer Leadership Conference, July 30-August 1, 2025 at the Penn Stater Conference Center in State College at a cost of \$854 for registration and lodging; Bridget O'Brien to attend the Fall CTE Adult Education Workshop at the Penn Stater Hotel on October 2-3, 2025 at an approximate cost of \$404; and Bridget O'Brien to attend the PCEA Conference at the Penn Stater Hotel on October 16-17, 2025 at an approximate cost of \$449.

***Policy***

On a motion by Brady Feicht, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to approve A.** second reading of Policy #718 – Service Animals in Schools; **B.** second reading of Policy #321 Political Activities; **C.** second reading of Policy #322 Gifts.

On a motion by Terry Sweeny, second by David Lewis, will all members voting in the affirmative, **IT WAS RESOLVED**, to approve **D.** first reading of Policy #323 Tobacco & Vaping Products; **E.** first reading of Policy #324 Personnel Files; **F.** first reading of Policy #325 Dress and Grooming; **G.** first reading of Policy #326 Complaint Process; **H.** first reading of Policy #328 Compensation Plans/Salary Schedules; **I.** first reading of Policy #330 Overtime.

***Considerations:***

On a motion by Rick Best, seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED to approve** the spring OAC minutes.

On a motion by Brady Feicht, second by Terry Sweeny, with all members voting affirmative, **IT WAS RESOLVED** to approve the Student and Staff Handbooks for the 2025/2026 school year.

On a motion by Rick Best, second by David Lewis, voting affirmative, **IT WAS RESOLVED** to approve the recycling of various technology equipment to UpCycle at no cost.

On a motion by Terry Sweeny, second by Chris Mogus, with all members voting affirmative, **IT WAS RESOLVED** to approve selling the old/nonfunctioning 1993 Ford Taurus to the scrapyard.

On a motion by Terry Sweeny, second by David Lewis, with all members voting affirmative, **IT WAS RESOLVED** to approve to scrap old/broken lockers from Diesel Technology.

On a motion by Terry Sweeny, second by Chris Mogus, with all members voting affirmative, **IT WAS RESOLVED** to approve the 2025/2026 Perkins Expenditures; authorization of the Business Manager to pay the July bills if the July JOC meeting is cancelled; Dr. Janice Kenneson of Independence Health System Primary Care as the physician of record for the 2025-26 school year, with a retainer of \$200.00; and Brooks & Rhoads to audit the 2024/2025 financials in an amount not to exceed \$15,000.

On a motion by Terry Sweeny, second by Brady Feicht, with all members voting affirmative, **IT WAS RESOLVED** to approve Rick Best as the Treasurer for the 2025/2026 school year. *Rick Best abstained from the vote.*

On a motion by Terry Sweeny, second by Chris Mogus, with all members voting affirmative, **IT WAS RESOLVED** to approve the deposit of \$1,333.40 from recycling into the Building & Grounds fund balance.

Traci Wildeson explained the general liability/umbrella policy and worker's compensation insurance quote options for July 1, 2025-June 2025.

On a motion by Rick Best, second by Brady Feicht, with all members voting affirmative, **IT WAS RESOLVED** to approve Encova as the Worker's Compensation Insurance carrier for July 1, 2025 - June 30, 2026 at a cost of \$7,368.00; and Utica as the insurance carrier (general liability/umbrella) for July 1, 2025 - June 30, 2026 at a cost of \$49,867.00.

***Old Business:***

None

***Director's Report – Traci Wildeson:***

- Sunnie Bracken – Receptionist, started on June 16, 2025.
- Welding & Fabrication Instructor – five applicants, will interview three and schedule hands-on test with industry professionals
- Allied Health Science Instructor – advertise Long Term Substitutes for start of 25-26 school year for a 3-month term
- Instructional Aid – seven applicants, will schedule interviews with four

- Part-time Custodian – twelve applicants received, will schedule interviews with five
- 25 -26 enrollment – 379 students
  - 185 AM session & 194 PM session
- Building & grounds
  - Roof Replacement
    - Replacement has finished; working on finish work on the curbs and cementing
    - Next step will be the flood coat and application of the gravel
    - Metal finishers will complete the extender and trim on perimeter of entire school.
- HVAC Replacement
  - All ceiling units installed
  - Wall units in place with exception of two
    - Working on plumbing
- Summer cleaning/new school year preparation is underway
- Computer Networking
  - Dual enrollment with LindenPoint Cybersecurity
    - Four students enrolled
    - Three transferrable college credits
    - One industry certification available each year of Junior and Senior year
      - CompTIA Network + and Security +
    - \$600/student paid for using Perkin 25/26 funds
- Program Highlights
  - Cooperative Education
    - Two students continuing co-op over the summer
    - One additional student to start in July at PennDot-Clarion

***Superintendent of Record – Michael Hall***

- State budget – mass transit and Medicaid are priority focus so education should not be an issue

***Announcements***

- Committee: None
- Regular JOC meeting for July, 2054 **Monday 7/28/25, 7pm**

***Adjournment***

On a motion by Terry Sweeney seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED** to move into an executive session followed by adjournment at 7:51 p.m.

Respectfully submitted,



Carol Bell

J.O.C. Secretary