

**Clarion County Career Center
Joint Operating Committee
May 22, 2023 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on May 22, 2023 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Rick Best, Chris Boozer, Heidi Byers, Jill Foys, Todd MacBeth, Donald Nair, Jeff Shirey, Jameen Stump, and Terry Sweeney, (Lisa Norbert is temporarily being replaced by Terry Sweeney.)

Members absent: Dave Estadt, Brady Feicht, Gary Sproul, and Dwayne VanTassel.

Administration present were: Traci Wildeson, Director, and Linda Maze, Board Secretary/ Confidential Secretary. Dr. Joseph Carrico, Superintendent of Record arrived at 7:10 p.m.

Public Comment Period:

No public was present.

Committee Reports:

The Personnel committee meeting was cancelled.

Agenda:

On a motion by Rick Best seconded by Jeff Shirey with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the May 22, 2023 meeting.

Minutes Approved:

On a motion by Todd MacBeth seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the April 24, 2023 regular meeting.

Financial Reports Approved:

On a motion by Donald Nair, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for May, 2023, the Activity report for May, 2023 and the Treasurer's report for April, 2023.

Executive Session:

On a motion by Jim Beary, seconded by Terry Sweeney, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Legal and Personnel items.

Personnel:

On a motion by Jim Beary, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve advertising for an Allied Health long term substitute Instructor, at a rate dependent on experience, from approximately 8/21/23 through 12/11/23. There will be no benefits with this substitute position.

Other/New Business:

No Other or New Business items were presented.

Travel:

No travel items were presented.

Policy

On a motion by Donald Nair, seconded by Terry Sweeney, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the second reading of Policy 201 – Admission of Students, second reading of Policy 202-Eligibility of Nonresident Students; second reading of Policy 212-Reporting Student Progress.

Considerations:

No motion was made on item A. Approve the purchase of two (2) hospital beds at a cost of \$6515.34 using the additional awarded supplemental equipment grant funds. *Traci indicated she will bring this item to the board next month.*

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the payment of the RFP advertisements for the duct painting in the amount of \$2705.69 from the Building & Grounds fund.

On a motion by Rick Best, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the resolution to adopt the Clarion County 2023 Hazard Mitigation Plan.

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the Spring, 2023 OAC meeting minutes.

On a motion by Jameen Stump, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve the Riverview Intermediate Unit #6 Guest Teacher Consortium Board Resolution.

On a motion by Jameen Stump, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve the Agility Work Plan between Clarion County Career Center and PennDOT, as presented.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve disposing of fifteen (15) Modern Automotive Technology textbooks (ISBN #1-56637-610-6) and one (1) Modern Automotive Technology Workbook (ISBN #1-56637-611-4); **H.** Approve disposing of eighteen (18) Hartman's Nursing Assistant Care-Long term Care textbooks, 4th Edition (ISBN #978-1-60425-074-9); **I.** Approve disposing of nineteen (19) Hartman's Nursing Assistant Care-Long term Care Workbooks, 4th Edition (ISBN #978-1-60425-075-6).

On a motion by Donald Nair, seconded by Jameen Stump, with members J. Beary, R. Best, T. MacBeth, D. Nair, J. Shirey, J. Stump and J. Foys voting in the affirmative, members C. Boozer, H. Byers and T. Sweeney voting in the negative, **IT WAS RESOLVED to J.** Approve Knox Law as the solicitor for the 2023/2024 school year.

Old Business:

No Old Business was discussed.

Director's Report – Traci Wildeson:

- Traci included a drawing of the proposed female locker room for the members to view. Traci is working with Amos Rudolph to come up with a print and plan for the female students to have their own locker room instead of using the public restroom. There will be 56 lockers in the new locker room. There will not be any sinks or toilets in the new locker room. The students can use the existing restrooms located in the building.
- Traci highlighted some items on the Director's Report.
 - Still working to satisfy the mental health & safety grant; the cameras installation will occur sometime between May 30th and the end of June; she is coordinating with the outside agencies to cover the mental health portion of the grant; the supplemental equipment grant award came in higher than what was asked for – the extra items the funds will be used for will be presented at

next month's meeting;

- Kronospan skill.ED funds – still working to get those funds transferred from Germany
- CDC grant – starting to purchase those items that were included in that grant, also working with Clarion Psych to cover the portion of the grant which is to include having representatives provide mental health services for students at the school once or twice a month.
- Still waiting to hear if the school is awarded the Stop the Bleed grant to purchase two cabinets of Stop the Bleed kits/supplies.
- As per discussion with the Superintendents, Traci is no longer going to pursue the DOJ COPS grant due to the time process to register for the grant (over 6 hours). Traci is the only person who completes the grant writing, so the group felt her efforts could be better utilized with the Safe Schools grant.
- Traci will also be applying for the Perkins 23/24 grant which is due June 15, 2023.
- Seven students went to the ROVA Leadership Conference accompanied by Mrs. O'Brien and Mr. Black. The students enjoyed their trip and will be speaking at an upcoming Rotary meeting about their experience.
- Traci informed the members that Kelly Flick, Allied Health Instructor, without any formal direction, petitioned Penn West Clarion regarding student admission to the nursing program and requested that not having a chemistry class should not prevent a student from being accepted into the nursing program. This petition was successfully approved by Admission at the university.
- Five Allied Health students successfully passed the National Healthcare Associations' Patient Care Technician certification exam with a 100% pass rate.
- Recruitment – there are currently 370 students enrolled. There will be possible changes over the summer and at the start of the school year, which is very common each year.
- Thank you to the Superintendents, Principals, board members who attended the Senior Recognition program last week. Everyone was pleased with the format and the new venue. This program is very important to the students.
- Traci highlighted the results of the NOCTI testing. All testing has been completed with 84% of the students achieving Advanced or Competent. Auto, Police Science, Cosmetology and Diesel had 100% of students achieving Advanced or Competent. Diesel went from 33% in 2022 to 100% in 2023. NOCTI is our end of program assessment.
- Buildings & Grounds – the front entrance alternate attachment system is almost complete and the new wrap for the glass has been ordered
- Cooperative Education finished up the school year with 27 students out on Co-op, including 2 students who are in the pre-apprenticeship program with Kronospan.
- Bridget O'Brien is going to work this summer to allow 3 of the Co-op students who are juniors, to continue working for their employers. The work they are doing requires them to be in a Co-op program and if Bridget would not be able to support these students throughout the summer, the students would not be able to continue at their workplaces.
- Traci cannot say enough about the Career Center staff's dedication to our students.
- Received the Narcan box from Armstrong Drug & Alcohol. It is located in the Nurse office. Brandy Girt, school Nurse, Kelly Flick, Allied Health Instructor and Traci are all completing the required Narcan training through both Department of Health and Armstrong Drug & Alcohol.

Superintendent of Record – Joseph Carrico

- Dr. Carrico reiterated that the Senior program was very affirming and took a lot of work to complete the program. The kids looked great and it was professionally done.
- Traci, Dr. Carrico and Dr. McDeavitt will be sitting down together to discuss the transition of the Superintendent of Record position.

- PSSA and Keystone testing are state driven. NOCTI is a national test, so the 84% Advanced and Competent rate is outstanding.
- German American Chamber is the pre-apprenticeship program and Traci has done a nice job partnering to help put that together with Kronospan.
- Next steps will be to look at expanding and adding programs. Example – how the Welding program always has a wait list. We will be looking at our capacity and see what programs can be offered to provide to the students.

Announcements

- Committee: Facilities/Buildings & Grounds, 6/26/23, 6pm
- Regular JOC meeting for June, 2023: 6/26/23, 7pm

Adjournment

On a motion by Donald Nair seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:39 p.m.

Respectfully submitted,

Linda Maze
J.O.C. Secretary