

**Clarion County Career Center
Joint Operating Committee
Minutes
August 28, 2017**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on August 28, 2017 at 7:24 p.m. by Hugh Henry. Members present were: Jim Beary, Jill Foys, Hugh Henry, Bob McGinnis, Terry Rush, James Shaftic, Lee Stewart, Jameen Stump and Dwayne VanTassel. Members Todd Bauer, Brian Hartle, Melissa Ford, Donald Nair and William Reddinger were absent.

Administration present were: Kirk Atwood, Director of Career and Technical Education, Steve Young, Chief School Administrator and Linda Skelley, Board Secretary/Confidential Secretary.

Steve Young asked Ann Stanonis-Manes, Practical Nursing Coordinator, to present the current enrollment for the new Practical Nursing classes and the projected financial expenditures and revenue figures to the JOC members.

On a motion by Jill Foys, seconded by Terry Rush with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the August 28, 2017 meeting.

Public Comment Period:

No visitors were present at the meeting.

Minutes Approved:

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the July 24, 2017 meeting.

Financial Reports Approved:

On a motion by Bob McGinnis, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for August, 2017, the Activity report for July, 2017 and the Treasurer's report for July, 2017.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve hiring Todd MacBeth as the Interim Director, at a rate of \$300/day, effective 8/25/17 through 9/25/17, with no benefits; approve the transfer of 30 sick days for Kirk Atwood, Director; accept the resignation of Susan Walters as the Health, Safety & Attendance Officer, effective September 6, 2017; approve posting/advertising for the Health, Safety & Attendance Officer position; approve Tina Bauer as the sub-caller at rate of \$500/year beginning July 1, 2017; approve Eric Rising as an Adult Education Instructor at a rate of \$26/hour.

Travel:

On a motion by Terry Rush, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Kirk Atwood, Director, to attend the PACTA New Director Academy in New Cumberland, PA on October 3-4, 2017 with an approximate cost of \$939.00.

Policy

No policies were discussed at the meeting.

Considerations:

On a motion by Lee Stewart, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the Student Expectations Handbook and the Staff Operational Guide for 2017-2018; approve the Guest Teacher Consortium Board Resolution between Clarion County Career Center and Riverview Intermediate Unit 6; discussion and vote for 2017-2018 PSBA Officers; approve the Agreement between Clarion County Career Center Adult Education and UPMC; approve the Memorandum of Understanding between the Clarion County Career Center and the Technical Assistance Program (TAP).; approve Kirk Atwood, Director as the authorized person to sign electronic agreements through PA Department of Education.; approve Lincoln Investments as an authorized provider for the 403B plan; approve disposal of old editions of Allied Health Science textbooks; approve Guardian Eldercare to conduct a Certified Nurse Aide (CNA) course beginning on September 5, 2017 at the Career Center; approve the 17-18 Occupational Advisory Committee (OAC) members for each of the programs.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve 2017 Affordable Care Act Employer Reporting agreement between the Clarion County Career Center and The Reschini Group; approve pursuing local business donations to purchase a new digital sign for the school entrance.

Old Business:

- No old business was discussed.

Director of Technical Education Report – Kirk Atwood

- Kirk introduced himself to the JOC members
- Stated he was on-site for the first day of In Service today
- Plans to be on-site for the first student day, Wednesday, 8/30/17
- Will be at school in his position full-time on Monday, 9/25/17

Chief School Administrator – Steve Young

- Stated there are four empty classrooms so there is room to grow and add additional programs
- Asked for members to consider holding an auction for surplus equipment after Kirk has an opportunity to review equipment (with sending schools offered first bid). Grant funded purchases will need to be reviewed to make sure the school follows appropriate guidelines for disposal of equipment.
- Offered a recommendation of expanding the length of time for the Chief School Administrator role to three years instead of two. JOC members suggested the topic be taken to the PAC group for discussion.

Adjournment

On a motion by James Shaftic, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:08 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary