

**Clarion County Career Center
Joint Operating Committee
Minutes
December 19, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on December 19, 2018 at 7:05 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Hugh Henry (arrival to meeting at 7:38 p.m.), Terry Leadbetter, Susan Marron, Terry Rush, Lee Stewart, Dwayne VanTassel and Braxton White. Members Bob McGinnis, Donald Nair, James Shaftic and Adam Vogle were absent.

Administration present were: Todd MacBeth, Interim Director, Steve Young, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary. Kirk Atwood, Director of Career and Technical Education did not attend due to a personal family issue.

The following amendments were made to the agenda: under Personnel, added: A. Approve Troy Geer, Automotive Technology long-term substitute an increase to Voc. I - Step 2 as listed in the Professional Educational Association contract. Under Considerations, added: L. Approve purchase of additional phones for system expansion of the new phone system at a cost not to exceed \$2000.

On a motion by Jill Foys, seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the December 19, 2018 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the November 19, 2018 meeting.

Financial Reports Approved:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for December, 2018, the Activity report for November, 2018 and the Treasurer's report for November, 2018.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by Jim Beary, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to item A. Approve Troy Geer, Automotive Technology long-term substitute an increase to Voc. I - Step 2 as listed in the Professional Educational Association contract.

Travel:

On a motion by Lee Stewart, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to A. Approve Randy Shook, SkillsUSA Advisor, Frank Magagnotti, Contest Chair and one additional female staff member to chaperone approximately 18 students to the SkillsUSA District X competition at New Castle School of Trades on January 21, 2019, at an approximate cost of \$800. This will be paid through general funds.

Policy

No policy items were presented.

Considerations:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, with the exception of Hugh Henry who arrived at 7:38 p.m. **IT WAS RESOLVED** to A. Approve the Installation/Services Agreement between Kourt Security Partners, LLC d/b/a Select Security and the Clarion County Career Center for installation and monitoring of a Burglar System for an initial term of three years with monitoring service automatically renewing for successive one year terms unless cancelled by either party.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, with the exception of Hugh Henry who arrived at 7:38 p.m. **IT WAS RESOLVED** to B. Approve purchase of a Series 2000 Starter Trainer for Diesel Technology using Competitive Equipment grant funds.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, with the exception of Hugh Henry who arrived at 7:38 p.m., **IT WAS RESOLVED** to C. Approve the Preventative Maintenance Service Agreement between Combustion Service & Equipment Company and the Clarion County Career Center for a period of five years and from year-to-year thereafter until terminated by either party.

On a motion by Lee Stewart, seconded by Jill Foys, with all members voting in the affirmative, with the exception of Hugh Henry who arrived at 7:38 p.m. **IT WAS RESOLVED to D.** Approve clinical agreement between Clarion County Career Center – Nurse Aide program and Shippenville Healthcare and Rehabilitation Center.

On a motion by Jim Beary, seconded by Braxton White, with all members voting in the affirmative, with the exception of Hugh Henry who arrived at 7:38 p.m. **IT WAS RESOLVED to E.** Provide permission to advertise for bids for an electronic school sign.

On a motion by Jill Foys, seconded by Lee Stewart, with all members voting in the affirmative, including Hugh Henry from this point forward in the meeting, **IT WAS RESOLVED to F.** Approve the Facilities Use application for Anderson Equipment on January 8, 2019.

On a motion by Lee Stewart, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve purchase of 15 – HP ProDesk 600 Pro G4 Small Form Factor PCs using Perkins funds at a cost of \$14,955.00.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve the Occupational Advisory Committee (OAC) Fall, 2018 meeting minutes for each of the programs.

Jill Foys stated she has a concern with the amount of participation in the OAC meetings. The fall meetings were all done on the same day for efficiency, but she recommended the meetings be scheduled when it is convenient for the advisory council members. Meaningful curriculum changes will come from these meetings. Braxton White added that at Triangle Tech, his place of employment, the meetings are much more successful by scheduling them at convenient times for the OAC members. JOC members discussed the need for better engagement efforts with the local industry leaders who are members of the OAC. Frank Magagnotti, Cooperative Education Instructor will be asked to meet with the JOC to discuss the communication and feedback methods used with the Co-op employers. Steve Young stated he would like Chris Richardson, Adult Education Coordinator, to attend the JOC meeting to provide an update on the status and future plans of the adult education classes.

On a motion by Jim Beary, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Approve purchase of a T10HRC Commercial Treadmill for Police Science at a cost of \$2,499.00 using Perkins Funds.

On a motion by Lee Stewart, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to J.** Approve a change in the verbiage in the 2018-19 Student Handbook for eligibility criteria for the National Technical Honor Society (more

definitive explanation pertaining to student attendance and disciplinary record). Verbiage was amended during the meeting in relation to attendance. "A review will be made of each qualified student's attendance record. The NTHS committee will evaluate the student's attendance regarding the number of days missed and the number of times tardy, *with a target of 95% or better.*"

On a motion by Dwayne VanTassel, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED to K.** Approve starting construction of 18-19/19-20 modular home (2 year completion) with funds from the modular home reserve account.

On a motion by Lee Stewart, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to L.** Approve purchase of additional phones for system expansion of the new phone system at a cost not to exceed \$2000.

Old Business:

No old business was discussed.

Director of Technical Education Report – Kirk Atwood

Mr. Atwood was unable to attend the meeting. Todd MacBeth, who will begin the role of Interim Director as of 12/20/18, was in attendance.

Superintendent of Record – Steve Young

- Steve Young informed the group that there were 12 applicants for the Director position. The superintendents will conduct first interviews on January 10th to narrow the field of candidates. Second interviews will be scheduled in the evening for the following week and can include JOC members who are available.
- Steve also said there is need to address some issues with the driveway lane into the school which is showing signs of wear and tear. The tar and chip done by PennDOT was done a number of years ago.
- Todd MacBeth will be coming in on Thursday and Friday to work with Kirk to help with the transition of his role as the Interim Director.
 - Todd thanked the group for bringing him back as the Interim Director and provided the group with a brief summary of his background and experience.

Mrs. Skelley reviewed with the board the Student News handouts they had received: the Director's List detailing students who achieved being named to the Career Center Honor Roll and their home school's Honor Roll or Principal's List. The group was informed about the Coins for a Cure donation amount of \$6,241.34 (7 year total: \$24,681.29) announced at student assemblies on 11/28/18 and were asked to commend their students for this outstanding effort. The gingerbread house in the lobby was decorated by Culinary Arts students. The Christmas tree in the lobby was decorated by the students with shop related items. They were also told about the staff members contributing cash donations in lieu of giving gifts to each other. The funds were donated to a local woman who is fighting cancer whose granddaughter attends CCCC.

Adjournment

On a motion by Jill Foys, seconded by Hugh Henry, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary