

**Clarion County Career Center  
Joint Operating Committee  
Minutes  
February 26, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on February 26, 2018 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Todd Bauer, Jim Beary, Jill Foys, Hugh Henry, Bob McGinnis, Roger Powell, Terry Rush, James Shaftic and Dwayne VanTassel. Members Linda Ferringer, William Reddinger, Lee Stewart, Jameen Stump and Adam Vogle and were absent.

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

On a motion by Roger Powell, seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the February 26, 2018 meeting with the following amendments: Personnel - Item A. Approve hiring Kim Dechant as a Career Coach to be paid by the TANF grant. The Career Center will only be responsible for the taxes was moved to Considerations as Item E. (NOTE: Kim Dechant will be paid as a contractor through grant monies and will not be considered an employee of the Career Center, therefore there will be no taxes.) Also added an item under Considerations - Item F. Approve purchase of an air compressor from Air Compressors Direct for \$7,399.99.

***Public Comment Period:***

No members of the public were present.

***Minutes Approved:***

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the January 22, 2018 meeting.

***Financial Reports Approved:***

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

***Executive Session:***

An executive session was held to discuss personnel issues.

***Personnel:***

Due to agenda being amended, no personnel items were voted upon.

***Travel:***

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to **A.** Approve Frank Magagnotti and Kelly Schrecengost as chaperones and Erin Wadding, Nurse to accompany approximately 15 students to attend the ROVA Leadership Camp on April 22-23, 2018. The camp will be held at the Camp Nazareth Retreat and Conference Center in Mercer, PA. The cost of the trip will be paid by the Clarion Rotary, with the exception of fuel for the two vans; **B.** Approve Barbara Bartley to accompany 4 students to the HOSA State Leadership Conference in Lancaster, PA on March 7-9, 2018 at an approximate cost of \$1,700; **C.** Approve Dan Emings, Construction Instructor to accompany 36 students on February 28, 2018 to Showcase Homes in Shippenville at an approximate cost of less than \$100.00.

***Policy***

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to conduct the second reading of policy 823 – Naloxone.

*Mr. Atwood informed the board members that at the February 19th In Service, all the Career Center employees completed an online training on Naloxone and certificates were placed in the employee personnel files.*

***Considerations:***

On a motion by James Shaftic, seconded by Roger Powell, with all members voting in the affirmative, **IT WAS RESOLVED** to **A.** award the bid for purchase of a fork lift using the 2017-18 Perkins funds to Trupar America for a Clark forklift at a cost of \$38,621.91 which is COSTARS pricing.

On a motion by Bob McGinnis, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to **B.** approve the Actuarial Services Agreement (GASB45) with SilverStone Group, Inc. at a cost not to exceed \$2200.

On a motion by Jim Beary, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to **C.** approve the Agreement of Affiliation between Clarion County Career Center Practical Nursing and Penn Highlands Healthcare (Brookville Hospital).

On a motion by James Shaftic, seconded by Jill Foy, with all members voting in the affirmative, **IT WAS RESOLVED** to **D.** approve the return of unused Snap On Tools back to Snap On and receive credit value towards the purchase of new tools in the future.

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to E. approve hiring Kim Dechant as a Career Coach to be paid by the TANF grant. There will be no taxes paid by the Career Center due to this Career Coach position being a contracted service.

On a motion by Bob McGinnis, seconded by Roger Powell, with all members voting in the affirmative, **IT WAS RESOLVED** to F. approve the purchase of an air compressor from Air Compressor Direct for \$7,399.99.

***Old Business:***

No old business was discussed.

***Director of Technical Education Report – Kirk Atwood***

Mr. Atwood reviewed the contents of his Director's Report activities.

- Completed formal observation: Chris Richardson/Police Science
  - Mr. Richardson was teaching target shooting during a crisis situation with first year students. He had excellent use of technology followed by a hands-on component.
- Completed formal observation: Brad Hoover/Welding & Fabrication
  - Mr. Hoover taught welding symbols to first year students. They were in the classroom and learned the symbols together before taking a brief assessment on the lesson.
- Completed formal observation: Bridget O'Brien/Cosmetology Styling Academy
  - Mrs. O'Brien taught second year students about hair removal. She had a great grasp of resources available to her utilizing PowerPoint, videos for demonstration purposes and a very high level of student engagement.
- Community Contacts:
  - Brian Ellenberger, Dave McDeavitt and several staff members from A-C Valley. Toured ACV facility and started the process for Cooperative Education placements.
  - Met with Ken Swartfager, Shawn Algoe and Steve Young and toured the Swartfager Welding facility to discuss how the Career Center can better meet the needs of this and other county businesses.
- Building & Grounds: Received estimate from Bloom to fix controls of HVAC unit. Salt spreader has been fixed. Will be seeking permission to scrap Dodge – it is beyond repair and even parting it out does not seem to be an option at this point.
- Sign Update: 50 letters for sign donations have been mailed. To date we have received \$4,550 in donations.
- Additional Happenings: Safety Committee has scheduled Fire Extinguisher Training for March 20<sup>th</sup>. Allied Health completed binders on the Respiratory System

as group projects and Mr. Atwood had a binder available for the board to review. The Allied Health students were so engaged in the project they requested it to become an individual project in the future. An articulation agreement between CCCC and UTI is pending for Diesel and Automotive. The Construction program completed a bus shelter for Clarion-Limestone. All materials were donated by Clarion Builders Supply. On February 24<sup>th</sup>, Mrs. O'Brien, Mrs. Burkhardt and Mrs. Sayers along with 22 Cosmetology students volunteered at a day spa event for the Mrs. Claus Club of Knox performing facials, manicures and pedicure services. The day spa event was to honor cancer survivors and a guest. Approximately 40 people were provided services at the event.

*Superintendent of Record – Steve Young*

- Had two K-9 units come into the school to do a drug search and also completed a lockdown procedure during the search. Nothing was found during the morning session. Sometime during the remainder of the year an attempt will be made to conduct a search during the afternoon session, based on the State Police K-9 unit availability.
- Mr. Young asked the group if they wanted arrangements made for an architect to come and make a recommendation on what is needed for the HVAC controls upgrades. An architect name will be brought to the group at the next meeting.

*Adjournment*

On a motion by Dwayne VanTassel, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:54 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary