

**Clarion County Career Center  
Joint Operating Committee  
April 25, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on April 25, 2022 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Mitchell Blose, Chris Boozer, Heidi Byers, Jill Foys, Todd MacBeth, James Shaftic, Jameen Stump, Gary Sproul, Dwayne VanTassel, and Braxton White.

Members absent: John Creese, Lisa Norbert, and Corey Sherman.

Administration present were: Traci Wildeson, Director and Joseph Carrico, Superintendent of Record and Linda Skelley, Board Secretary/ Confidential Secretary.

***Public Comment Period:***

Ryan Pugh from The Clarion News attended the meeting.

***Committee Reports:***

Jill Foys presented an update on the Strategic Planning committee meeting, which was held prior to the regular meeting.

***Agenda:***

On a motion by James Shaftic seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the April 25, 2022 meeting.

***Minutes Approved:***

On a motion by Gary Sproul, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the March 28, 2022 regular meeting and the April 7, 2022 special meeting.

***Financial Reports Approved:***

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for Arpil, 2022, the Activity report for April, 2022 and the Treasurer's report for March, 2022.

***Executive Session:***

On a motion by Braxton White, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Personnel items.

***Other Business:***

No other business was presented.

***Personnel:***

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the Cooperative Education Coordinator job description.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the Part-time Adult Education Coordinator job description.

On a motion by James Shaftic, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the resignation of Walter Slywczuk, Computer Networking Instructor, effective May 27, 2022. *The JOC members thanked him for his time at the school.*

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve advertising for a Computer Networking Instructor for the start of the 2022-23 school year.

***Travel:***

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Kelly Flick, Instructor, to accompany one (1) Allied Health student to the HOSA International Leadership Conference in Nashville, TN on June 21-26, 2022, with Jane LaVan as a Chaperone, at an approximate cost of \$3,000.00.

On a motion by Braxton White, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Tim LaVan and Scott Flick to attend the HOSA International Leadership Conference in Nashville, TN on June 21-26, 2022. All associated costs to be paid by these individuals.

On a motion by Braxton White, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve Kelly Flick, Instructor, to attend the IUP Health Occupations Professional Development Workshop on May 13, 2022. No cost is associated with this workshop.

***Policy***

No policy presented.

***Considerations:***

On a motion by Todd MacBeth, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the Vehicle Use Agreement.

On a motion by James Shaftic, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Cosmetology to conduct three weeks of summer school from May 31 - June 17, 2022. The Cosmetology Instructor will be paid at her per diem and the Cosmetology Instructional Aide will be paid at her current hourly rate.

On a motion by Jim Beary, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the New Student Orientation/Parent Night to be held on May 24, 2022 at 5:30pm.

On a motion by James Shaftic, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Permission to surplus one (1) vehicle lift from Automotive program by selling to the highest bidder or by donation to a Clarion County school district. *Dr. Carrico provided a website to Mrs. Wildeson where the vehicle lift can be posted to solicit bids: municibid.com.*

**Old Business:**

The Articles of Agreement update and discussion.

*Traci Wildeson stated the vote to approve the new Articles of Agreement failed. We will stay with the current articles as they stand, which does not include any language regarding vocational reimbursement.*

- *Per discussion with PA Dept. of Education, the JOC has the authority over any budgetary decisions. We will move forward with a yearly budgetary decision regarding the vocational reimbursement made by the Joint Operating Committee.*

**Director of Technical Education Report – Traci Wildeson, Director**

Mrs. Wildeson provided the following report to the group:

- Director's Reports have been sent to the members to keep the group informed of the school activities.
- NOCTI testing is finished, with the exception of two students who will be testing in Computer Networking.
- The Job Fair will be held this Friday, March 29<sup>th</sup>. There have been 19 companies who have submitted an RSVP to participate in the event. These employers cover all our programs with the exception of Cosmetology.
- All members are invited to the Senior Recognition event being held at Keystone High School on 5/18/2022 at 6pm. Traci expressed her thanks for Keystone allowing the Career Center to use their facility.
- Secure Vestibule: we are moving forward with some final contract language talk between the solicitor and the architect.
- 2022-23 Budget: 5 sending schools and 38 school board directors approved the budget, so at this point the budget has passed. There are still two school who will be voting on the budget in May.
- Keystone Education Council: Traci has been talking with them about starting a dual enrollment program with CCAC. It is a welding certificate program where the students will receive 18 credits with CCAC. It is a 24-week program, 3 nights per week. It will be grant funded, so students who are recommended by the teacher to go into the program will receive free, full tuition of \$6,500 for the program. The other nice thing is any adult who wants to go through the program with CCAC will be eligible for Pell and other grants, which we cannot do on our own. CCAC will pay for all of the materials and they will give the Career Center rental monies, so it will be all profit for us to run this program. Traci has spoken to Jeff Courson, Welding Instructor, about teaching these classes. Jeff will be deciding about taking on this commitment of teaching 3 nights/week for 24 weeks. The Instructor salary is paid by CCAC. Traci will know this summer if the grant monies are received by CCAC so the program can be done. Other CTCs do this type of program successfully and make a nice profit for the Adult Ed. portion of their budget. If this works out well, there are other programs with dual enrollment offered by CCAC we can look at in the future.
- Painting school hallways: Traci has been talking with some painters about painting the school hallways to brighten and refresh those areas and make the school look appealing when students walk into the building. The hallways have not been painted in many years. A survey was done with the staff to provide their input on the colors of paint. The consensus was to use the school colors of light grey and burgundy. More details will be brought to the JOC next month.

*Superintendent of Record – Joseph Carrico*

- The National Technical Honor Society ceremony was well received. JOC Chairperson, Jill Foy was the keynote speaker and JOC members, Todd MacBeth and Dwayne VanTassel were also in attendance at the event.
- Superintendent meetings included discussion on some Summer items, including shared services between the county schools.
- We are doing some planning for the summer and fall.

*Announcements*

- Committee: Personnel, Monday, 5/23/22, 6:00pm.
- Regular JOC meeting for May, 2022: 5/23/22, 7:00pm

*Adjournment*

On a motion by Dwayne VanTassel seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary