

**Clarion County Career Center  
Joint Operating Committee  
June 26, 2023 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on June 26, 2023 at 7:00 p.m. by Jim Beary, Vice-Chairperson. Members present were: Jim Beary, Rick Best, Chris Boozer, Dave Estadt, Brady Feicht, Todd MacBeth, Donald Nair, Gary Sproul, and Dwayne VanTassel.

Members absent: Heidi Byers, Jill Foys, Jeff Shirey, Jameen Stump, and Terry Sweeney, (Lisa Norbert is temporarily being replaced by Terry Sweeney.)

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

***Public Comment Period:***

No public was present.

***Committee Reports:***

The Facilities/Buildings & Grounds committee met prior to the regular meeting. Traci Wildeson reviewed the topics discussed during the committee meeting.

***Agenda:***

On a motion by Todd MacBeth seconded by Dave Estadt with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the June 26, 2023 meeting.

***Minutes Approved:***

On a motion by Rick Best seconded by Dave Estadt, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the May 22, 2023 regular meeting.

***Financial Reports Approved:***

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

***Executive Session:***

An Executive Session was held to discuss Legal, Personnel, Safety Report (Act 44) items and the Director's Evaluation.

***Personnel:***

On a motion by Donald Nair, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve hiring Heather Leadbetter as an Allied Health long term substitute Instructor, at a rate \$240/day for three days a week, and hiring Ashley Black as an Allied Health long term substitute Instructor, at a rate of \$160/day for two days a week, starting August 21, 2023, pending receipt of all required clearances. This position does not include benefits.

On a motion by Donald Nair, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the back pay to employee #0002 from November 30, 2018 to February 7, 2023, to comply with the arbitrator's award.

***Other/New Business:***

No Other or New Business items were presented.

**Travel:**

On a motion by Donald Nair, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Traci Wildeson to attend the PACTA Summer Leadership Conference, July 25-27, 2023 at the Penn Stater Conference Center in State College at a cost of \$250.00 for registration.

**Policy**

On a motion by Dwayne VanTassel to take items A. through C. as one vote, with Rick Best making that motion, seconded by Todd MacBeth, and all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the first reading of Policy 800-Records Management, first reading of Policy 830-Security of Computerized Personal Information/Breach Notification; first reading of Policy 830.1-Data Governance.

**Considerations:**

On a motion by Dwayne VanTassel, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve updated Supplemental Equipment expenditures, as presented.

On a motion by Todd MacBeth, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the Perkins 23/24 expenditures, as presented

On a motion by Rick Best, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve to scrap old/non-functioning vehicles from the Automotive Technology program to the highest bid. If no bids are received, vehicles will be taken to the scrap yard for recycling. 1. 1990's Ford F150; 2. 1990's Chevy Cavalier; 3. 1990's GMC Sonoma frame; 4. 1990's Ford Escort; 5. 1990's Chevy S-10; 6. 1990's Saturn.

On a motion by Donald Nair, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve Brooks & Rhoads to audit the 2022-23 school year, in an amount not to exceed approximately \$16,000.00.

On a motion by Donald Nair, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Appoint the following depository for the 2023-24 school year: Farmers National Bank, Clarion, PA.

On a motion by Todd MacBeth, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve Tina Bauer as the sub caller, at a rate of \$500/year beginning July 1, 2023.

On a motion by Gary Sproul, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve Jameen Stump as the Treasurer for the 2023-24 school year.

On a motion by Donald Nair, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve Dr. Janice Kenneson of Independence Health System (Butler Health System) Primary Care as the physician of record for the 2023-24 school year, with a retainer of \$150.00.

On a motion by Todd MacBeth, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Approve the 2023-24 Health & Safety Plan.

On a motion by Donald Nair, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to J.** Approve the contract with Church Towne Gas & Welding for industrial gas.

On a motion by Todd MacBeth, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to K.** Approve July, 2023 Stakeholder Committee list.

On a motion by Brady Feicht, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to L.** Approve CM Regent as insurance carrier (general liability umbrella) for July 1, 2023 – June 30, 2024 at a cost of \$33,870.00.

On a motion by Gary Sproul, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to M.** Approve Encova as Workers Compensation Insurance carrier for July 1, 2023 – June 30, 2024 at a cost of \$11,654.00.

On a motion by Brady Feicht, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to N.** Approve purchase of 12 (twelve) Master keys from Hardware Specialties at an amount of \$216.00.

On a motion by Donald Nair, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED to O.** Approve cancelling the July 24, 2023 and authorizing the Business Manager to pay the July bills, if meeting is cancelled.

***Old Business:***

No Old Business was discussed.

***Director's Report – Traci Wildeson:***

- Traci brought the group's attention to the Career Center newsletter in their packet and encouraged them to review the contents on the student and school activities. She stated that the newsletter is done by Linda Maze and that she does a fantastic job twice a year with it. The newsletter is posted on the CCCC website and Facebook, along with being provided to the staff, PAC and JOC members. The newsletter was also mailed to the senior students.
- Working on:
  - the PSBA Policy review to update all our policies
  - professional development for the Fall
  - setting up MTSS
  - getting all grant expenditures ordered and paid for
- Enrollment for 23/24 is currently at 373. We budgeted for 360, however we anticipate changes to enrollment up through the first week or two of the school year. The higher our enrollment numbers are, the lower the sending school tuition will be.
- Traci's initiatives and some areas for focus this year:
  - To get out into the community more and establish connections and partnerships.
  - Continuing to improve NOCTI scores. We were at 84% Competent and Advanced this year, which was a huge increase from the last two years. We had four programs that were 100% who scored Competent or Advanced.
  - Construction of the female locker room this year.
  - Traci wrote a plan to establish a Student Mentor program for the new students to assist them in their transition to classes here at the Career Center.
  - Increase non-traditional enrollment.
  - Increase and change our professional development opportunities, to be individualized to each Instructor as opposed to the entire faculty.

- Adding some mental health services to the Career Center.
- Lastly, she expressed her thanks and gratitude to Dr. Carrico for his support and efforts during the last three years serving as the Superintendent of Record.

***Superintendent of Record – Joseph Carrico***

- Dr. Carrico commended Traci for all her efforts and stated she has accomplished a job well done.
- He also expressed his gratitude to the JOC members for volunteering their time and efforts assisting to build and support the school.
- He stated it has been a good three years, and that Dr. McDeavitt will come on board and continue to support Traci and be deeply invested in the progress of the school.

*Gary Sproul asked about the enrollment numbers for 23/24 for Culinary Arts. Traci stated current enrollment shows 18 students in the morning and 13 students in the afternoon. Gary also inquired if we have a policy on students using the restroom of the gender of their birth. Traci stated we currently do not have that type of policy, but that that the Career Center has successfully accommodated students in the past by using a private bathroom.*

*Rick Best inquired if there would be a paint booth added to the Automotive program. Traci stated that Strategic Planning Committee has been discussing adding and/or changing programs. One possibility would be expanding Welding, due to the high volume of students who are on the wait list for that program. Also, some discussion has been held on changing Auto to Auto Body and adding HVAC & Electrical. It was asked if maybe a semester of Auto could be on Auto Body Repair. Traci indicated that this would not be possible due to the Dept. of Education's CIP code assignments to a program and Auto Body having its own CIP code.*

***Announcements***

- Committee: Finance, (if necessary), 7/24/23, 6pm
- Regular JOC meeting for July, 2023 (if needed): 7/24/23, 7pm

***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 7:53 p.m.

Respectfully submitted,

Linda Maze  
J.O.C. Secretary