

**Clarion County Career Center
Joint Operating Committee
August 22, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on August 22, 2022 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Chris Boozer, Heidi Byers, Jill Foys, Todd MacBeth, Lisa Norbert, Jameen Stump, Dwayne VanTassel, Braxton White, Brenda Brinker (Union SD substitute for John Creese) and Diane Page (A-C Valley substitute for Corey Sherman).

Members absent: Jim Beary, Mitchell Blose, John Creese, James Shaftic, Gary Sproul, and Corey Sherman.

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

Public Comment Period:

Bob Moore from Venango Technology Center attended the meeting to observe as part of his Director's curriculum. No other members of the public were present.

Committee Reports:

No committee meeting was held prior to the regular meeting.

Agenda:

On a motion by Braxton White seconded by Dwayne VanTassel with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the August 22, 2022 meeting with an amended committee meeting change for September under Announcements.

Minutes Approved:

On a motion by Todd MacBeth, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes, with revision, of the July 25, 2022 regular meeting and the August 10, 2022 special meeting.

Financial Reports Approved:

On a motion by Braxton White, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for August, 2022, the Activity report for August, 2022 and the Treasurer's report for July, 2022.

Executive Session:

No executive session was held.

Other Business:

Traci discussed requests for use of school mental health and safety & security grant funds. Traci stated she is trying to get this grant wrapped up. This grant is \$70,000 for each one of those (school mental health and safety & security) and you must meet the specific tiers, tier 1 before moving to tiers 2 and 3, unless you have a legitimate reason why you are unable to meet the prior tiers. She began talking about the safety portion and told the group she is sitting with \$37,554.00 with things she knows the costs involved. School Safety Summit through Centers for Safe Schools for Traci to attend this year and next year; to upgrade all the existing analog (24) cameras to IP and the current IP (16) cameras to a newer version in addition to an updated NVR. Traci stated that she intends to utilize the Safety & Mental Health grant to accomplish the camera upgrade instead of using the \$13,000 from the ARP ESSER grant for the upgrade, allowing for the full ARP grant to be used for HVAC upgrades. Also covered in this grant will be the fifteen (15) two-way communication radios which

were approved at the July, 2022 JOC meeting for each of the programs to have for emergency use, door numbers and installation of the updated/upgraded security system. Some other things Traci is waiting to get some prices back on are classroom signs/flags that would allow identification of the rooms when you could look down that hall in an emergency. Traci also talked to the staff during the in-service today about the plans for these grants and someone had suggested having the 3M security film or the metal screening over the windows in all of our classrooms. Also included is switching out some of the hardware on our doors. Our doors have the looped handles which are not an appropriate door hardware anymore. Also, adding the secure visitor entrance to our existing security system. These additional items will help increase the grant to achieve the \$70,000. Traci opened up the discussion to the JOC members of their thoughts on what we should look at or include in this grant. The grant opened on August 1st and is due August 31st. Dwayne VanTassel suggested to get pricing on bollards to stop a vehicle from approaching the front of the building and also trimming the trees to stop any possible access to the roof. The more difficult part as a career center is the mental health portion of the grant. For the \$70,000 available grant, Traci has \$26,800. Some of the things being looked at is a comprehensive mental health professional development package provided by Centers for Safe Schools for \$10,000 which would provide eight different professional development modules. Traci would be able to pick whichever eight modules she feels are appropriate from their entire package (i.e. trauma informed; SEL; mental health; bullying prevention). There has also been discussion on an MTSS (multi-tiered system of supports for students), this would allow us to purchase a platform to help us implement this and to educate the staff on how to use MTSS; that in the grant is about \$13,200. Part of Act 44 is having the behavioral health climate assessment, which is the other part of the assessment that is supposed to be done with the RVAT from the PA State Police. Traci is still waiting on quotes from a couple other things from some of the mental health consultants that she has been talking with. Traci stated this part of the grant is difficult for us as a CTC because we do not have a part-time psychologist or a guidance counselor, which is what many of the sending schools are using this money for. The staff did not have any suggestions for this part of the grant. Traci encouraged the JOC members to provide her with their suggestions for this part of the grant. One of the members asked if the staff had ID/badges they wear, and Traci stated that yes, all staff have photo ID badges that are worn each day in the school. Jameen Stump provided Traci with a contact she knows (Vantage Educational Services) is a person who is engaged in assisting with mental health in the area. Another member inquired if we had reached out to the IU for any services. Traci stated she was told by the Centers for Safe Schools that the IU was doing a climate assessment and if they couldn't do it, then Traci would be given a price for that. When Traci was in the SAC meeting on Friday, they were talking about this and did not offer up anything they (the IU) would be able to assist with. Traci asked Joe Carrico for his comments. He mentioned a telemedicine setup could be done in order to provide students with access for counseling during the school day. He just cautioned to not get locked into a program in which the cost then has to be absorbed by the school after the grant ends. Dwayne VanTassel stated this type of setup would need possible construction for a sound proof room, etc. Traci said instead of looking at telemedicine equipment, possibly purchasing a few computers that could be set up by the career center technology person for that purpose. Dwayne VanTassel asked where we were at with the female restroom or locker room for the non-traditional students. Traci stated she hoped that is something we could do during the upcoming summer. Dwayne stated he thought this was something that would be for the students' mental stability to have a secure place to change their clothes. Traci has data from those students that was something which was bothering them. If this would be included in the grant and approved, it would utilize the remaining grant funds.

Personnel:

On a motion by Braxton White, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve hiring Bridget O'Brien as the mentor for Kathy Burkhardt, the newly hired Cosmetology Styling Academy Instructor, at a rate of \$400/year.

Travel:

No travel items were presented.

Policy

On a motion by Todd MacBeth, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve second reading of Policy 101 – Mission Statement; **B.** Approve first reading of Policy 204 - Attendance.

Considerations:

On a motion by Brenda Brinker, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the substitute list for the 22/23 school year.

On a motion by Jameen Stump, seconded by Chris Boozer, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Student handbook and Staff Operational guide for the 22/23 school year.

On a motion by Braxton White, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve 21/22 school year budget transfers. *A revised copy of the 21/22 budget transfers were emailed to the JOC members during the day on 8/22/22 and also paper copies were provided at the meeting. Traci explained the Business Manager recommended that instead of paying Amos Rudolph the \$6,880 and the money from the advertising for the RFPs out of the building & grounds account for the secure vestibule, to leave the money in that account. She would take the \$6,880 from general funds, along with the advertising costs for the RFPs. This action would leave approximately \$52,000 in the building and grounds account, to have some monies if there were an incident/emergency. Traci felt this is a worthwhile suggestion to maintain as much money in the building and grounds funds for use in the event of an unexpected expenditure.*

On a motion by Todd MacBeth, seconded by Brenda Brinker, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve (retroactively) of a change order request from Meadville Plate Glass Co. in the amount of (\$600.00) credit for changes to door hardware.

On a motion by Brenda Brinker, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve (retroactively) of a change order request from Meadville Plate Glass Co. in the amount of \$1,500.00 for the removal of glass tint from existing entrance glass.

On a motion by Braxton White, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve quote from Rabe for \$3,569.00 to repair five (5) unit ventilators and re-insulate the walk-in freezer pipes.

Due to a lack of motion, no action was taken on item **G.** Approve quote from ____ for \$_____ for semi-annual preventative maintenance contract. *Traci is to request further detailed information from the companies who submitted quotes to present at the next meeting.*

On a motion by Todd MacBeth, seconded by Lisa Norbert, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve to surplus three (3) cosmetology manicure tables to the highest bidder, **I.** Approve to surplus a two-chair section and two (2) individual chairs to the highest bidder; **J.** Approve to dispose of two (2) cosmetology hair dryers; **K.** Approve to dispose of one (1) wooden desk.

On a motion by Todd MacBeth, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to L.** Approve an RFP for security camera/system upgrade.

Old Business:

Traci discussed – merit compensation for a maintenance/custodian employee. She stated after reviewing the contract, there are not any provisions to give him any additional monetary compensation. She also stated to use caution in not setting a precedent by this type of action. Traci stated she has done something for him personally which he was very appreciative of receiving.

The JOC members passed along their appreciation to Carl "Quick" Kahle for all his efforts during the summer months in preparing the school while the other maintenance staff member was out on leave.

Director's Report – Traci Wildeson:

Just a couple recaps from the Director's Report on Friday:

- The lead testing of the water all came back within normal limits. There are a couple that are a little bit higher than last year. Traci plans on retesting them, but none of the results came close to requiring reporting or not using the water sources.
- Secure visitor entrance: all the work is done. However, they put in a Ring doorbell for a security system, which is not acceptable. Traci told them it needed to be a security camera and intercom. The company is covering the cost of this change. The 3M bullet-resistant film is on all of the glass at the front of the vestibule and entrance. We are waiting on the attachment system, which can be installed after 30-45 days after the film is applied. This will be put in on October 11-14th.
- Novum Designs came in and finished all the signage in the halls and front entrance. Traci encouraged the members to take some time to look around at the changes. She is looking forward to seeing the students' reaction to the updates to the building.
- All of the inspections have been done. We are still waiting for the boiler inspection.
- There are three bay doors that need to be repaired and these repairs will be done shortly.
- PA State Police used our facility to conduct an active shooter training for approximately twenty-five SWAT officers last week. They were very appreciative of being able to use our building. This positive relationship building has allowed us to have two troopers to come in and conduct training at our staff in-service. The PSP also spoke to Traci about possibly having the Construction students build them a house for their training.
- Traci is working with Clarion County Economic Development to get flyers sent out, to invite commissioners, local politicians, sending school administrators and counselors, and local businesses to come tour our building and attend an event to build partnerships for workforce in our counties and surrounding counties on November 29th. This will help to build our Adult Education and Cooperative Education programs.
- Previously approved to surplus the lift in Automotive – and it was sold last week. And one of the two hospital beds also were sold.

Superintendent of Record – Joseph Carrico

- Dr. Carrico stated the school looked tremendous. The front door area really ‘pops’ with the decals.
- German American Chamber model – the goal is to see what opportunities there are, especially with the pre-apprenticeships.

Announcements

- Committee: Strategic Planning, 9/26/22, 6pm (postponed from 8/22/22) Personnel–cancelled for 9/26/22
- Regular JOC meeting for September, 2022: 9/26/22, 7pm

Adjournment

On a motion by Dwayne VanTassel seconded by Chris Boozer, 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