

**Clarion County Career Center
Joint Operating Committee
Minutes
November 20, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on November 20, 2018 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Hugh Henry, Bob McGinnis, James Shaftic, Terry Rush and Lee Stewart. Members Todd Bauer, Susan Marron, Donald Nair, Roger Powell, Dwayne VanTassel and Adam Vogle 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 Lee Stewart, seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the November 20, 2018 meeting. The following amendments were made prior to the agenda being approved: under Personnel, added: D. Approve Troy Geer, Automotive long-term substitute for a 2% salary increase; under Travel, added: B. Approve Troy Geer and four students to attend the CCAC Automotive competition in Oakdale on December 13, 2018; under Considerations, removed item E. approve Option 2 on the Mechanical Engineering Proposal, pending results of an on-site visit by Combustion Services.

Ann Stanonis-Manes, Practical Nursing Coordinator, provided the board with an update on the Practical Nursing program, including the enrollment numbers for both the full time and part time classes, State Board pass rate and an IV Therapy course to be offered.

Public Comment Period:

No members of the public were present.

Minutes Approved:

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

Financial Reports Approved:

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

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by James Shaftic, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to item A.** Accept, with regret, the resignation of Kirk Atwood as the Director of Career and Technical Education, effective December 21, 2018.

On a motion by Lee Stewart, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to item B.** Approve advertising for the Director of Career & Technical Education position.

On a motion by Lee Stewart, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to item C.** Approve Troy Geer, Automotive long-term substitute, for a 2% salary increase.

On a motion by Jill Foys, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to item D.** Approve hiring Todd MacBeth as the Interim Director, at a rate of \$300/day, effective December 20, 2018.

Travel:

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Terry Clark, Diesel Instructor, Dan Emings, Construction Instructor and Kelly Schrecengost, Instructional Aide to accompany approximately 30 Diesel and Construction students to Haddad's in Pittsburgh. The approximate cost for transportation is \$192.50.

On a motion by James Shaftic, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Troy Geer and four students to attend the CCAC Automotive competition in Oakdale, PA on December 13, 2018.

Policy

No policy items were presented.

Considerations:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the Burg System proposal from Select Security to tie in monitoring of the existing fire system.

On a motion by Jim Beary, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the Burglar System proposal from Select

Security to install a DMP XR150 DNL-G alarm kit system in the main school building.

On a motion by James Shaftic, seconded by Lee Stewart, with all members voting in the affirmative, with the exception of Hugh Henry who abstained, **IT WAS RESOLVED** to C. Approve agreement with Cleveland Brothers for generator maintenance.

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to D. Approve entering into Agreements of Affiliation with the following Practical Nursing facilities: Penn Highlands-Brookville; Clarion Hospital; Clarview Nursing & Rehabilitation Center; Jefferson Manor Health Center; Arthur Clifton McKinley Health Center at Laurelbrooke Landing; Guardian ElderCare at Shippenville.

Item E. was removed from the agenda prior to it being approved (E. approve Option 2 on the Mechanical Engineering Proposal, pending results of an on-site visit by Combustion Services.)

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to F. Approve purchase of Zeus Intelligent Diagnostics Workstation from SnapOn using supplemental equipment grant funds and remainder of SnapOn credit.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to G. Approve purchase of Maytag Commercial top load washer and electric dryer from Kahle's Kitchens for the Cosmetology program using Perkins Funds.

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.

- Classroom Happenings: Mr. Atwood has begun the process of scheduling formal observations. There should be three completed in the next several weeks.
- Tours/Open House: Ninth grade tours took place today, 11/20/18. Students from all seven districts attended. Student helpers were chosen by their Instructors to assist with presentations. Student Services and Co-op were provided with a "stop" on the tour where every student was provided with a packet of information on all of the programs as well as an application and direction for enrollment. Also, all 9th grade visits were completed by Mrs. Davis prior to this year's open house which was held

on November 8th. Attendance was up over 30% from last year. Representative Oberlander attended Open House as did several of our board members.

- Director Training/Meetings: IUP – Curriculum Mapping for Career and Technical Education on 11/9/18. Mandatory Perkins meeting in State College on 11/14/18.
- Student Success: Some Skills Competitions have been held. Registration has begun for District Competitions on January 18th at New Castle School of Trades. Welding competition will be held on January 16th at the Steamfitters in Zelienople.
- Additional Happenings: The first round of Supplemental Equipment Grant money has come in. There will likely be another amount coming in the spring.
- Kirk thanked the members for accepting his resignation and the opportunity to work at the Career Center during the past year.

Superintendent of Record – Steve Young

- Steve Young did not have anything additional to add to the meeting.

Mrs. Skelley reviewed with the board the Student News handouts they had received: a Construction student who earned his Eagle Scout award, the flag ceremony performed by Police Science students, Student of the Quarter, First Nine Week Honor Roll. It was pointed out the home school abbreviation appears after the student names on the list so the board members are able to identify how many of their students appear. The group was also informed about the Coins for a Cure campaign with the total donation amount (which is being kept 'under wraps') planned to be announced at student assemblies on Wednesday, 11/28/18. They were also told about the staff members working as a team to provide the supplies for two Thanksgiving dinners, which were donated to two Career Center student families. There is an Angel Tree running in the office, which the Career Center staff members are participating in again this year.

Adjournment

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary