

**Clarion County Career Center
Joint Operating Committee
Minutes
June 22, 2020**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on June 22, 2020 at 7:00 p.m. by Braxton White, Chairperson. Members present were: Jim Beary, Joseph Billotte, Linda Ferringer, Jill Foys, Todd MacBeth, Donald Nair (arrived at 7:09pm), James Shaftic, Corey Sherman, Jameen Stump, Dwayne VanTassel and Braxton White.

Member Change: Shelly Atzeni from Union resigned as a Career Center JOC member. John Creese was appointed to replace her and was in attendance at the meeting.

Members: Corry Bish and Tressa Smith were absent.

Administration present were: Doug Mays, Interim Director, David McDeavitt, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

Traci Wildeson – Allied Health Science Instructor and Director candidate was present during the meeting, with the exception of Executive Session.

Executive Session:

An executive session was held and included discussion on School Safety and Security Planning (Act 44) by Doug Mays.

On a motion by Jill Foys, seconded by James Shaftic with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the June 22, 2020 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Jill Foys, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the May 19, 2020 meeting.

Financial Reports Approved:

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for June, 2020, the Activity report for May, 2020 and the Treasurer's report for May, 2020.

Personnel:

On a motion by James Shaftic, seconded by Todd MacBeth, with members J. Beary, J. Billotte, L. Ferringer, J. Foys, T. MacBeth, J. Shaftic, C. Sherman, J. Stump, D. VanTassel, B. White voting in the affirmative, D. Nair voting in the negative and J. Creese who abstained, **IT WAS RESOLVED** to item A. Approve hiring Traci Wildeson as the Director of Career and Technical Education from 7/1/2020 to 6/30/2023, at a starting salary of \$77,000, as per contract.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to item B.** Approve Tina Bauer as the sub-caller at a rate of \$500/year beginning July 1, 2020.

On a motion by James Shaftic, seconded by Todd MacBeth, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to item C.** Approve Eric R. Young to be added to the substitute list.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to item D.** Accept, with regret, the resignation of David McDeavitt as Superintendent of Record, effective June 30, 2020.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to item E.** Approve Joseph Carrico, Clarion Area Superintendent, as the Career Center Superintendent of Record beginning July 1, 2020 for a two year term, at a rate of \$3,500 per year.

On a motion by Todd MacBeth, seconded by Jill Foys, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to item F.** Approve advertising (internal posting only–contractual) for an Adult Education Coordinator.

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to item G.** Approve a one-year extension of collective bargaining between the Clarion County Career Center Joint Operating Committee and the Clarion County Career Center Education Association, which includes a wage freeze for the 2020-2021 school year, through June 30, 2021.

On a motion by Jim Beary, seconded by Dwayne VanTassel, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to item H.** Approve a one-year extension of collective bargaining between the Clarion County Career Center Joint Operating Committee and the Clarion County Career Center Educational Support Personnel Association, which includes a wage freeze for the 2020-2021 school year, through June 30, 2021; **item I.** Approve the one year extension Addendum for the Confidential Administrative Assistant/Secretary contract, which includes a wage freeze for the 2020-2021 school year, and will continue until June 30, 2021; **item J.** Approve the one year extension Addendum for the Business Manager contract, which includes a wage freeze for the 2020-2021 school year, and will continue until June 30, 2021; **item K.** Approve the one year extension Addendum for the Director of Student Services contract, which includes a wage freeze for the 2020-2021 school year, and will continue until June 30, 2023.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to item L. Permission to interview and approve hiring for the part-time Custodian position, at a rate of \$10.50/hr. with a \$.25 increase after a 90 day probationary period, pending receipt of all clearances. This position offers no benefits.

On a motion by James Shaftic, seconded by Todd MacBeth, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to item M. Permission to advertise for a part-time summer Custodian position.

Travel:

No travel items were presented.

Policy

No Policy items were presented.

Considerations:

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to A. Appoint Brooks & Rhoads to audit the 2019-2020 school year in an amount not to exceed \$15,000. (*Jill Foys inquired as to how often this service is put out for RFP. This inquiry was relayed to Tina Bauer, Business Manager for next year.*)

On a motion by Jim Beary, seconded by Joseph Billotte, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to B. Appoint Dr. Janice Kenneson of Marianne Family Practice as physician of record for the 2020-2021 school year, with a retainer of \$150.

On a motion by Jill Foys, seconded by Joseph Billotte, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to C. Appoint Beard Legal Group as solicitor for the 2020-2021 school year, at an hourly rate of \$135/hr. and specialized services rate of \$165/hr. (Donald Nair stated that this item should require a roll call vote. A roll call vote was taken prior to the Director's Report.)

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to D. Approve the 2020-2021 Perkins Grant expenditure list.

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to E. Approve the purchase of a Savin IM C3000 copier.

On a motion by James Shaftic, seconded by Jameen Stump, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **F**. Approve the Indiana County Technology Center (ICTC) lease agreement for use of the former Practical Nursing building, contingent upon ICTC approval at their 6/23/20 meeting.

On a motion by James Shaftic, seconded by Joseph Billotte, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **G**. Approve Jill Foys as Treasurer for the 2020-2021 school year.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **H**. Appoint the following depositories for the 2020-2021 school year: PA School District Liquid Asset Fund (including CD placement program) and Northwest Savings Bank, Clarion, PA.

On a motion by Jill Foys, seconded by Joseph Billotte, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **I**. Approve Adult Education, in collaboration with Guardian Eldercare, to conduct CNA (Certified Nursing Assistant) classes with tentative start date of July 1, 2020 or July 8, 2020 for 4 weeks each, from 7:30 a.m. to 4:00 p.m. Monday-Friday.

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **J**. Approve Traci Wildeson as the Pandemic Coordinator.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **K**. Approve the Pandemic Committee members list.

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **L**. Approve the Phased School Reopening Plan for Health & Safety.

Item **M**. Approve agreement between Clarion County Career Center and Guardian Eldercare was struck from the agenda. *(The agreement had not been received from Guardian in time for the meeting.)*

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED** to **N**. Approve establishing a standing committee on Strategic Planning, in accordance with Policy 005, which shall be made up of the following positions: 5-7 JOC members, including JOC Chairperson (to be appointed by the JOC Chairperson in accordance with Policy 005); Director of Career & Technical Education; Superintendent of Record.

On a motion by James Shaftic, seconded by Linda Ferringer, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to O.** Approve establishing a standing committee on Facilities, in accordance with Policy 005, which shall be made up of the following positions: 3 JOC members, (to be appointed by the JOC Chairperson in accordance with Policy 005); JOC Chairperson; Director of Career & Technical Education; Superintendent of Record; Lead Maintenance.

On a motion by James Shaftic, seconded by Todd MacBeth, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to P.** Approve establishing a standing committee on Finance, in accordance with Policy 005, which shall be made up of the following positions: 3 JOC members, (to be appointed by the JOC Chairperson in accordance with Policy 005); JOC Chairperson; Director of Career & Technical Education; Superintendent of Record; Business Manager.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, with the exception of John Creese who abstained, **IT WAS RESOLVED to N.** Approve establishing a standing committee on Personnel, in accordance with Policy 005, which shall be made up of the following positions: 3 JOC members, (to be appointed by the JOC Chairperson in accordance with Policy 005); JOC Chairperson; Director of Career & Technical Education; Superintendent of Record.

Old Business:

No Old Business was presented.

Director of Technical Education Report – Doug Mays, Interim Director

Mr. Mays provided the following report to the group:

- Weekly Director's Reports have been sent to the members and also included with the JOC meeting packet to keep the group informed of the school activities.
- The modular home is still 2-4 weeks away from completion, as per Dan Emings. Dan also told Mr. Mays the home could be inspected even though it is not completed. Costs and expenses were discussed and the possibility of getting a document written to do an "AS IS" sale. There is someone interested in purchasing the home.
- Group discussion took place on completing a modular home in Construction Technology in one year vs. a two year time frame.
- Mr. Mays recommended the substitute pay rate be reviewed and possibly increased for the next school year.
- Mr. Mays expressed his thanks at being given the opportunity to work at the Career Center as Interim Director in the last year. He also wished Mrs. Wildeson good luck in assuming her role as the Director.

Incoming Director – Traci Wildeson

- Mrs. Wildeson reported she and Mr. Mays met with Jeff Smathers and Ted Tharan regarding the empty space in the PN building for possible use for a County Health department. This building use is in early stages of discussion.

Superintendent of Record – David McDeavitt

- Mr. McDeavitt reported to the group of attending a meeting at the IU6 on June 16 with Clarion County Superintendents, along with Mr. Mays and Mrs. Wildeson. They discussed with Jeff Smathers and Denny Logue about the return of students back to school and their concerns. The county does not have a department of health. He encouraged the group to reach out to the Commissioners about the importance of having county support as schools come back in session. The superintendents are going to write a letter of support requesting the Commissioners reestablish that program.
- Mr. McDeavitt expressed his thanks to Doug Mays for his work during the last year as Interim Director.
- Mr. McDeavitt also expressed his appreciation for the work done by Linda Skelley.
- Mr. McDeavitt also thanked the JOC group for their time and efforts at the Career Center.

Jameen Stump asked if there was a job description for the Superintendent of Record. There appears to be no record of a job description for this role. Mrs. Wildeson made note of this and will look to have one created. The rotation of the sending school superintendents was discussed by the group. Jameen suggested that 'how' (the method) the rotation occurs should be documented.

Linda Skelley, JOC Board Secretary informed the group:

- *The Senior Recognition "Drive By" event was held Wednesday, May 27, 2020. 70 out of 79 seniors attended the "drive-by" event to the front of the school where all the teaching staff were spaced along the front sidewalk. Students stopped their cars by their Instructor and were given any certificates, awards, prizes and a small gift. Signs were placed along the school drive listing all top seniors and awards winners. Students were permitted to come to the school during the next week and pick up their signs for display in their own yards. All state restrictions and social distancing guidelines were followed.*
- *The Clarion Fire & Hose Company #1 brought their ladder truck and displayed an American flag for the attendees to see as they entered the school drive. A card was sent to the Fire Company representatives thanking them for their time and participation in the event.*
- *A Senior Recognition video was produced including award presentations, videos of seniors (taken prior to the school closure) and photos/videos from the Senior Recognition evening event. The video was posted on YouTube and the link was shared on the school Facebook page and in an email to staff and JOC members.*
- *Additional video messages from staff were also produced during the school closure to reach out to the students and maintain contact with them, as was possible. These links were also shared via the same methods.*

Adjournment

On a motion by Jill Foys, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:46 p.m.

2020-2021 CCCC Budget Voting Results

Sending School	Total Members	YES	NO	ABSENT
A-C Valley	9	9	0	--
Clarion Area	9	6	0	3
Clarion-Limestone	9	9	0	--
Keystone	9	0	8	1
North Clarion	9	9	0	--
Redbank Valley	9	1	8	--
Union	9	9	0	--
TOTALS	63	43	16	4
Minimum votes needed to pass Budget		42		

Respectfully submitted,

Linda Skelley
 J.O.C. Secretary