

**Clarion County Career Center
Joint Operating Committee
Minutes
March 26, 2018**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on March 26, 2018 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Linda Ferringer, Jill Foys, Hugh Henry, Bob McGinnis, William Reddinger, Terry Rush, James Shaftic, and Lee Stewart. Members Todd Bauer, Roger Powell, Jameen Stump, Dwayne VanTassel and Adam Vogle and 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 William Reddinger, seconded by James Shaftic with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the March 26, 2018 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Jim Beary, seconded by Hugh Henry, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the February 26, 2018 meeting.

Financial Reports Approved:

On a motion by Jill Foys, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for March, 2018, the Activity report for February, 2018 and the Treasurer's report for February, 2018.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Dina Unger as a substitute Instructor for the remainder of the 17-18 school year at a rate of \$85/day, pending receipt of all clearances; approve Tiffani Edinger to be added to the IU6 Guest Teacher list, to be contacted as a substitute Instructor.

Travel:

No travel items were presented.

Policy

On a motion by Bob McGinnis, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to review Policy 249 – Bullying/Cyberbullying (Safe Schools reporting requires this policy to be reviewed and updated, if necessary, every 3 years.) No changes/revisions were made to the policy.

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 fall Occupational Advisory Committee (OAC) minutes for each program.

On a motion by Lee Stewart, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to **B.** approve the 18-19 CCCC school calendar.

(Mr. Atwood expressed his thanks for the cooperation of the Superintendents in working on the 18-19 school calendar.)

On a motion by William Reddinger, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to **C.** approve the 2018-2019 Career Center Operating Budget as presented.

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to **D.** approve Adult Education, in collaboration with Guardian Eldercare, to facilitate a CNA (Certified Nursing Assistant) class to begin the week of March 19, 2018 for 4 weeks, from 8:00 a.m. to 4:00 p.m., Monday – Friday; **E.** approve Chris Richardson to conduct an EMR (Emergency Medical Responder) class for Colony Homes employees on June 1, 4 & 5, 2018, when Cosmetology students will be attending summer school in the building; **F.** selection of a revised date for the May Joint Operating Committee meeting. (The scheduled date of Tuesday, May 22, 2018 is the new date for the CCCC Senior Recognition program.) The new meeting date was scheduled for Thursday, May 24, 2018 at 7:00 p.m.; **G.** accepted donation of a

2006 Cadillac DTS from GM (General Motors) for the achievements of the two Automotive students who participated in the Automotive Technology competitions at CCAC. (VIN # 1G6KD57YX6U100116); **H.** approve the trade in of 50 Automotive Technology red toolboxes to Snap-On for a credit of \$100 per toolbox. (*Mr. Atwood displayed the old toolbox version and the new, large toolbox fitted with all the necessary tools for the board members to see. Multiple students will work out of six shared toolboxes, with Mr. Geer reviewing the contents of the box at the end of the class to ensure the tools have all been returned. This eliminates the need for the individual toolboxes.*)

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to **I.** approve contract between Clarion County Career Center and Red Horizon Technologies, LLC for a phone system upgrade, at a cost of \$8,275.00, which will be paid in the 2018-19 school year.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to **J.** approve the purchase of a Multiquip EM90SE Mortar Mixer at a cost of \$3,169.00, paid with supplemental equipment grant funds.

On a motion by Jim Beary, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to **K.** approve the Criminal History Record Information (CHRI) procedures.

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.

- Completed formal observation: Randy Shook/Culinary Arts & Hospitality
 - Mr. Shook was demonstrating pie making. He discussed various methods and provided a vocabulary review sheet. He referenced the sheet frequently. There was imbedded math with the recipes as well.
- Completed formal observation (2nd observation): Dan Emings/Construction
 - Mr. Emings taught linear feet using a T-chart from the PDE website. There was good integration of math concepts. This skill will be used in the completion of the modular.
- Community Contacts:
 - Made contact with Cindy Nellis with the SBDC (Small Business Development Center of Clarion University). We are coordinating schedules to meet and discuss potential partnerships.
- Building & Grounds: Heating and air conditioning unit- we discovered that the architect was the Foreman Group from Zelienople. I have attempted to make contact and am waiting for a return call. Permission to scrap Dodge will be requested next month- it is beyond repair. We could try to sell it but will probably get just as much to scrap. Even parting out doesn't seem to be an option at this point.

- Sign Update: 50 letters for sign donations have been mailed. The Fryburg Sportsman Club donated \$500. A thank you letter was sent. The total donations are at \$5,050.00.
- Director Training and Meetings: Attended the Western Region PACTA meeting on March 23rd at Parkway West CTC. Attended the 3rd meeting of the New Director Academy on March 7th. The final meeting will be on April 17th.
- Additional Happenings: Safety Committee held Fire Extinguisher Training on March 20th and then debriefed. We have some ideas for improvement including getting local fire departments involved and teaching first year students with refreshers for second and third year students. An articulation agreement between CCCC and UTI is completed for Diesel and Automotive. The date of the Senior Recognition Ceremony has been changed to May 22nd due to a conflict with Clarion Area's graduation ceremony. I confirmed that there is no conflict with any district. We received notice that we will be receiving a refund from Paint Township of approximately \$1900. There was a mistake with the hydrant tax billing.

Superintendent of Record – Steve Young

- The architect has our school plans and they can give us recommendations on the heating and air conditioning system.
- Kane Security to give us a quote on screens for any exterior glass door areas. It not a bullet-proof screen but it would make it very difficult to break the glass. They will come out and do a sample screen for review. Steve would like to write the Safe Schools grant to cover the cost of the screens.

Mrs. Skelley asked the board members to review their May calendars to confirm Thursday, May 24th as the new date for the May JOC meeting. She also asked the members to take a look at the Culinary cakes display, which shows the design and decorating skills of the students. The large display window was revamped and they were encouraged to stop and look at it on their way out of the building. They were also told about the two week Food Drive that was held at CCCC using borrowed shopping carts from Walmart. The food donations were dispersed between three local food pantries. One Career Center student, whose family has some financial difficulties, will be given the supplies needed for an Easter dinner using donated funds from staff members.

Adjournment

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:43 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary