

**Clarion County Career Center  
Joint Operating Committee  
Minutes  
September 25, 2017**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on September 25, 2017 at 7:01 p.m. by Hugh Henry. Members present were: Jim Beary, Melissa Ford, Jill Foys, Brian Hartle, Hugh Henry, Bob McGinnis, Donald Nair, Terry Rush, James Shaftic, Lee Stewart, Jameen Stump and Dwayne VanTassel. Members Todd Bauer and William Reddinger 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 Terry Rush, seconded by Jill Foys with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the September 25, 2017 meeting.

***Public Comment Period:***

No visitors were present at the meeting.

***Minutes Approved:***

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the August 28, 2017 meeting.

***Financial Reports Approved:***

On a motion by Terry Rush, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for September, 2017, the Activity report for August, 2017 and the Treasurer's report for August, 2017.

***Executive Session:***

An executive session was held to discuss personnel issues.

***Personnel:***

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve hiring Lara Wagner as the Health, Safety & Attendance Officer at a rate of \$15.50/hour with a \$.25 increase after a 90 day probationary period, pending receipt of all clearances.

***Travel:***

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Randy Shook, Culinary Arts Instructor and Tonya Horne, Instructional Aide to accompany Culinary students to Braddock Community Oven on October 26, 2017 at a cost of approximately \$195.00 (1/2 of transportation/bus cost) from the general fund. Student Congress will pay the remaining cost; approve Brent Johnson, Automotive Technology Instructor, to attend PA Dept. of Education (PDE) - Program of Study Statewide Task List Revision Workshop in State College, PA on November 1-2, 2017. The school will receive reimbursement for substitute teacher costs. Travel expenses will be reimbursed including overnight accommodations, mileage and tolls. There will be **NO** cost to the Career Center for participation in this workshop; approve Ann Stanonis-Manes, Practical Nursing Coordinator, to attend PA Association of Practical Nursing Administrators State Conference in Lewisburg, PA on October 19-20, 2017. There will be no cost to the Practical Nursing program due to Mrs. Manes paying for the conference out of her personal funds.

*Dwayne VanTassel inquired about coverage for the programs when the instructor is scheduled out of the building on travel. Mr. Young responded that the agreement the Career Center entered into with the Riverview Intermediate Unit #6 Guest Teacher program has allowed these guest teachers to come in and substitute for the Instructors. Establishing a sub list will be one of Kirk Atwood's goals. So far this year, there has only been one instance of using an Instructional Aide to substitute for an Instructor.*

***Policy***

No policies were discussed at the meeting.

***Considerations:***

On a motion by Lee Stewart, seconded by James Shaftic, with members Jim Beary, Melissa Ford, Jill Foys, Brian Hartle, Hugh Henry, Bob McGinnis, Terry Rush, James Shaftic, Lee Stewart, Jameen Stump and Dwayne VanTassel voting in the affirmative and Donald Nair voting in the negative, **IT WAS RESOLVED** to authorize Linda Skelley as JOC Board Secretary, to electronically cast a ballot on behalf of the JOC representing the committee's choice of candidates for the 2017-2018 PSBA elections as follows:

President elect: David Hutchinson  
Vice President: Eric Wolfgang  
Treasurer: Mike Gossert  
At Large Representative: Clythera Hornung  
Insurance Trust Trustee: Marianne Neel

***Old Business:***

- James Shaftic inquired as to the number of students who enrolled and began the new Practical Nursing class. Mr. Young responded the presentation at the August J.O.C. meeting by Ann Stanonis-Manes, Practical Nursing Coordinator, she was hoping to have 20 students for the full-time class. The full-time class began on 9/11/17 with 18 students. The part-time class is still testing potential students and the projected number could be as high as 30 students.

***Director of Technical Education Report – Kirk Atwood***

- Monday, 9/25/17, in his Director position full-time
- Provided members with a copy of the 16-17 NOCTI scores with special recognition to Computer Networking and Welding for 100% of students who tested scoring Advanced.
- Community contact with Kurtis Bell from Servicemaster by Bell to potentially become a Cooperative Education employer and to discuss with Dan Emings, Construction Instructor the skills students are learning for possible job openings.
- Upcoming staff trainings: Dan Emings-OSHA: PPE, Fork Trucks and Fall Protection – SBDC; Kirk Atwood – IUP College and Career Readiness Workshop – Dr. Dale Hart, PDE, BCTE
- Articulation agreement: in the process for an articulation agreement with Triangle Tech for Carpentry and Electrical has begun (Welding already has an agreement in place.)
- Bonus good news: new Director Academy registration fee (\$435) is waived due to our school's participation in the TAP program

***Superintendent of Record – Steve Young***

- Review will be done on best practices for the handling/use of school credit cards
- Should know next month if the school will receive the Safe Schools grant
- The school has never applied for the e-rate – which is a grant for infrastructure as it relates to communications to improve wireless access especially for the Practical Nursing building.
- Electronic school sign: starting with a letter to Northwest to determine if they are

interested in covering the cost of the sign and have their logo underneath the sign; if they are not interested then will solicit other local businesses (approximate cost \$26,000)

- Start to generate the list for an auction of surplus equipment next summer; sending schools have first opportunity for equipment; Kirk relayed that item purchased with Perkins funds and under a \$5000 value can be disposed of without having to return funds
- Todd MacBeth did an excellent job during his time as the Interim Director
- Dwayne VanTassel inquired about last month's discussion on extending the term of the Superintendent of Record. Steve Young responded that the P.A.C. Superintendent group did not want any change to what is in writing, but if at the end of a two year term the current Superintendent is interested in extending the term for another year, they were not opposed to the idea.

### *Adjournment*

On a motion by Dwayne VanTassel, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary