

**Clarion County Career Center
Joint Operating Committee
September 26, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on September 26, 2022 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Mitchell Blose, Chris Boozer, Heidi Byers, Jill Foys, Todd MacBeth, Lisa Norbert, Gary Sproul, Jameen Stump, and Dwayne VanTassel. New member: Jeff Shirey arrived at 7:21 p.m. Jeff is replacing Union representative John Creese, who has resigned from the JOC.

Members absent: James Shaftic, Corey Sherman, and Braxton White.

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

Public Comment Period:

Tyler Hopper from Hopper Corp. attended the meeting to observe the opening of the security system upgrade bids. No other members of the public were present.

Committee Reports:

Jill Foys discussed the Strategic Planning committee meeting, which was held prior to the regular meeting and attended by Jill Foys and Traci Wildeson.

Agenda:

On a motion by Jim Beary seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the September 26, 2022 meeting.

Minutes Approved:

On a motion by Jim Beary seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes, with revision, of the August 22, 2022 regular meeting.

Financial Reports Approved:

On a motion by Jameen Stump, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for September, 2022, the Activity report for September, 2022 and the Treasurer's report for August, 2022.

Executive Session:

On a motion by Jameen Stump, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Personnel items.

Other/New Business:

Traci opened three (3) sealed bids for the security system upgrade. 1. Security 101 – Pittsburgh, PA \$144,791.77; 2. 2Krew – Kittanning, PA \$78,350.00; 3. Hopper Corp. – Distant, PA \$64,900.00 (Tyler Hopper was present at the meeting and provided some details and answered questions from Traci Wildeson and the JOC members.) Traci suggested the JOC wait until next month to allow a review process of all the bids.

Personnel:

No Personnel items were presented.

Travel:

No travel items were presented.

Policy

On a motion by Todd MacBeth, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve second reading of Policy 204 – Attendance; first reading of Policy 236.1 – Threat Assessment; first reading of Policy 805 – Emergency Preparedness and Response including Safe2Say Something procedures; first reading of Policy 805.2 – School Security Personnel.

Considerations:

On a motion by Jameen Stump, seconded by Lisa Norbert, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve change to 22/23 school calendar as follows: 3/21/23 Snow Make-up Day; 5/25/23 Student Last Day; 5/26/23 In-Service.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Karen Farkas to be added to the substitute list for 22/23 school year.

On a motion by Jameen Stump, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the Riverview Intermediate Unit 6 Guest Teacher Consortium agreement.

On a motion by Jameen Stump, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve MOU for School Health Services.

On a motion by Jameen Stump, seconded by Jim Beary, with members J. Beary, H. Byers, T. MacBeth, L. Norbert, J. Shirey, G. Sproul, J. Stump, D. VanTassel and J. Foyes voting in the affirmative, and members M. Blose and C. Boozer voting in the negative, **IT WAS RESOLVED to E.** Approve quote from RABE for \$15,660.00 for semi-annual preventative maintenance contract.

Tabled until next month's regular meeting item **F.** Approve proposal bid from ___ for \$___ for security system upgrade. *Due to the sealed bids being opened at the beginning of the meeting, tabling this item was done in order to allow the JOC members and Traci Wildeson time for a thorough review of the three bid proposals.*

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve, retroactively, payment of \$87,635.70 to Whalen Contracting, Inc. for 90% of total approved contract sum for the secure visitor entrance, paid from the Building & Grounds fund.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve quote from Hardware Specialties for \$3,772.75 for door lock and key replacements.

No action taken on motion **to L.** Approve RFP for HVAC unit replacements. *Traci will be having some further discussion with Sitelogiq about this project.*

On a motion by Jameen Stump, seconded by Lisa Norbert, with members J. Beary, M. Blose, H. Byers, T. MacBeth, L. Norbert, J. Shirey, J. Stump, D. VanTassel and J. Foys voting in the affirmative, and members C. Boozer and G. Sproul voting in the negative, **IT WAS RESOLVED to J.** Approve quote from Novum Designs for \$1,073.00 for hanging room identification signs.

On a motion by Jameen Stump, seconded by Jim Beary, with members J. Beary, M. Blose, T. MacBeth, L. Norbert, J. Shirey, G. Sproul, J. Stump, D. VanTassel and J. Foys voting in the affirmative, and member C. Boozer voting in the negative, **IT WAS RESOLVED to K.** Approve quote from Brinks Home Security for \$2,872.87 to replace the Fire Panel at the former Practical Nursing building. *(H. Byers had stepped out of the room during the roll call vote.)*

On a motion by Jim Beary, seconded by Jameen Stump, with members J. Beary, M. Blose, C. Boozer, H. Byers, L. Norbert, J. Shirey, G. Sproul, J. Stump, D. VanTassel and J. Foys voting in the affirmative, and member T. MacBeth voting as opposed, **IT WAS RESOLVED to L.** 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 2023 PSBA elections as follows: President elect: Michael Gossert; Vice President: Allison Mathis; PSBA Insurance Trust Trustee: Seat 1 Kathy K. Swope; Seat 2: Robert M. Marcus.

Old Business:

Gary Sproul asked about the budget, does the staff have a point where they are cut off and cannot order any supplies? At Clarion-Limestone, their teachers are not permitted to place orders for anything after February 1st unless it is an emergency. Traci stated that we do not have a cutoff. All purchases over \$100 have to be pre-approved by her or the Business Manager all year long and the accounts are monitored every single month when purchases are requested. Gary Sproul also mentioned about the enrollment numbers and stated that we are down about forty students from last year. Traci stated that we ended last year with 315 students and we are currently at 344 students. Gary said we started the year at 381 students last year and at 344 this year. He asked if this was overall due to the districts dropping enrollment. Traci stated that she is aware that the enrollment at the sending districts is also lower. We have had some students who withdrew, some were held back for academics due to not passing last year, some moved out of the district, and two students were withdrawn due an IEP team decision. It is normal to have a little 'ebb and flow' in the enrollment numbers at the beginning of each year. Gary inquired if next year it is possible to balance the numbers more closely for the AM and PM sessions to have some of the sending schools switch to the opposite session time. Traci stated if the districts are willing to do that, yes, we always look at that at the beginning of each school year. This type of scheduling change is not Traci's decision, but the decisions of the sending districts. Gary stated the projected enrollment for Clarion County schools is set to drop another 5-7% in the next three years. Traci is tracking the reasons for our enrollment dropping starting with this year's numbers. Because another item which has affected enrollment is the students who are enrolled in cyber programs but not coming to the Career Center.

Mitchell Blose asked the timeframe we are looking at for Sitelogiq to do the proposed HVAC work. Traci stated it would possibly by summer or maybe winter, depending on when equipment could be obtained.

Director's Report – Traci Wildeson:

- Every two weeks she sends out a Director's Report to the JOC emails. She encouraged the members who may be experiencing issues with those emails, to let her know so she can assist them.
- Cooperative Education is going very well with Bridget O'Brien in that position. She has 12 students out on Co-op, with another 8 students she is working on getting out. Bridget and Traci are planning on-site visits together to the employers in November/December. Traci stated that Bridget is making great connections with the employers.

Superintendent of Record – Joseph Carrico

- Dr. Carrico stated to revisit the conversation regarding enrollment numbers, there has been a concerted effort on the part of Traci and the superintendents to reshape/refine/redefine the type of a student who is coming here. Our mindset, collectively, is that this is an \$8000 annual scholarship for the student to learn how to become a skilled craftsperson. Traci has spearheaded some of this around attendance and students who are missing many days. This is why some of the enrollment numbers may seem lower, because the districts are pulling back some students because of attendance, grades and behavior. Dr. Carrico stated with the focus on these items, he feels we will see an uptick in the attendance numbers. With Traci's leadership, the focus on attendance, grades and behavior is going on behind the scenes and is revamping the whole perceptual landscape of the tech center and what it represents in 2022.
- German American Chamber model – reminded the group that this will not compete for the Career Center students. If a program is offered here, that would not be offered with these apprenticeship programs.

Announcements

- Committee: Facilities, 10/24/22, 6pm
- Regular JOC meeting for October, 2022: 10/24/22, 7pm

Adjournment

On a motion by Dwayne VanTassel seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary