

**Clarion County Career Center
Joint Operating Committee
Minutes
December 19, 2017**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on December 19, 2017 at 7:06 p.m. by Terry Rush, Chairperson. Members present were: Todd Bauer, Jim Beary, Linda Ferringer, Jill Foys, Hugh Henry, Bob McGinnis, Roger Powell, William Reddinger, Terry Rush, Lee Stewart and Dwayne VanTassel. Members James Shaftic, Jameen Stump 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 Dwayne VanTassel, seconded by Lee Stewart with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the December 19, 2017 meeting.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Lee Stewart, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the November 21, 2017 meeting.

Financial Reports Approved:

On a motion by Jim Beary, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for December, 2017, the Activity report for November, 2017 and the Treasurer's report for November, 2017.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve a motion to terminate Employee #0002 for the reasons outlined in the Statement of Charges.

On a motion by Jim Beary, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the resignation for the purpose of retirement for Connie Bauer, School Counselor effective August 15, 2018.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Kathy Burkhardt for the position of Cosmetology Instructional Aide.

Travel:

On a motion by Bill Reddinger, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Brad Hoover, Welding Instructor and one chaperone to accompany one welding student to Zelienople, PA for the welding District X SkillsUSA competition on January 8, 2018 at an approximate cost of \$50. This will be paid through general funds; approve Randy Shook, SkillsUSA Advisor and a chaperone to accompany approximately 18 students to New Castle School of Trades to District X SkillsUSA competition on January 12, 2018 at an approximate cost of \$780. This will be paid through general funds.

Policy

No policies were discussed at the meeting.

Considerations:

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve a Facility Use request from Anderson Equipment on January 8, 2018 for 7 hours use of a classroom and a meal provided by Culinary Arts at an approximate charge of \$350.; approve to solicit bids for a reciprocating single and two-stage compressor; approve to solicit bids for a fork lift to be used for student certification in the Construction and Welding programs; approve the revised agreement between Clarion County Career Center Practical Nursing and Guardian ElderCare at Shippenville, LLC, dba Shippenville Healthcare and Rehabilitation Center; approve the Professional Employee Supervision Plan.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to table Item F – extend the pricing contract between Direct Energy Business, LLC and Clarion County Career Center for an additional two years, in order to lock in

rates (current contract expires December, 2020 and the extension would take the contract to December, 2020.) This will allow the Director to conduct further research on the pricing.

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 of Terry Clark in Diesel Technology
- Completed a walkthrough observation in Computer Networking
- Technology support in the building with Computer Networking: completed 23 student tech tickets and 24 requests not in the ticket system
- Student techs have also been updating and scanning Windows and malware software on all staff computers which is helping students get real-world experience. Students are very professional when they are out in the building working on their tickets.
- Clarion Area and A-C Valley 6th grade student tour, other five schools sending their 6th graders for tours in May
- Currently have 334 students registered for next year with 118 new applications
- 40 ninth graders came to November Open House (35 submitted applications)
- Police Science switched their Emergency Medical Responder certification to the American Red Cross (available to Level 3 students)
- Diesel concluded having outside technicians demonstrating skills with Level 2 students
- Construction has the walls up on modular home
- Holiday fun: Gingerbread House by Culinary & Construction students and tree decorated by students in all of the programs displayed in lobby
- Community contacts: Susan Fusco from Community Action. Applying for a grant that partner CCCC and Jeff Tech for early outreach to students to make them aware of CTCs
- Attended PACTA Western Region meeting
- Met with David Dunn-Clarion Count OES, set up access to Knowledge Center
- Buildings and Grounds: Maintenance staff to strip/wax floors in PN building; heating & a/c unit is deteriorating- replacement parts becoming difficult to locate
- Phone meeting with Affinity to discuss upgrading the school phone system, Brent Schlosser was included in the meeting
- Student Success: Auto students took first place in part one of CCAC competition
- Supplemental equipment grant – working with Instructors to locate needs
- Perkins Grant – funds are becoming available
- 18-19 budget nearing completion

Jill Foy asked Mr. Atwood to convey the board's congratulations to Mr. Geer and the two Automotive students for their achievement at the CCAC competition.

Superintendent of Record – Steve Young

- Applied for Safe Schools grant but did not receive; this is first year that crime data was needed in grant
- Continuing to move forward with plans to conduct an auction of surplus equipment this summer
- Still planning on replacing school sign with an electronic sign; currently have received one donation; will pursue further donations

Adjournment

On a motion by Dwayne VanTassel, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary