

**Clarion County Career Center
Joint Operating Committee
June 28, 2021 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on June 28, 2021 at 7:05 p.m. by Joseph Billotte, Chairperson. Members present and in-person were: Jim Beary, Joseph Billotte, John Creese, Jill Foys, Todd MacBeth and Dwayne VanTassel.

Members present and attending virtually via Zoom were: Linda Ferringer, Corey Sherman and Braxton White.

Members absent: Corry Bish, Donald Nair, James Shaftic, Tressa Smith and Jameen Stump.

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

Public Comment Period:

No public was present.

Committee Reports:

The Facilities/Building & Grounds Committee met this evening.

Traci reported that the committee met prior to the JOC meeting and reviewed all building and grounds work that was completed this year and work that is scheduled to be completed this summer. Discussion was held regarding future projects and the current fund balances available. The committee reviewed the future projects and began to create a five-year building and grounds plan. The decision was made by the committee to have Traci create the five-year plan with collaboration of instructors and staff. The plan will be shared with the Building and Grounds Committee and the JOC.

Agenda:

On a motion by Jill Foys, seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the June 28, 2021 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 of the May 24, 2021 regular meeting.

Financial Reports Approved:

On a motion by Jill Foys, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for June, 2021, the Activity report for June, 2021 and the Treasurer's report for May, 2021.

Other Business:

No Other Business was discussed.

Executive Session:

Personnel items were discussed during Executive Session.

Traci also conducted an Act 44-School Safety & Security review/discussion.

Personnel:

On a motion by Dwayne VanTassel, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve hiring Lauren Kline as a part time Summer Custodian, at a rate of \$12.00/hr. effective July 5, 2021, pending receipt of all required clearances. (There are no benefits with this position.)

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve hiring Fran Culbertson as a part time Summer Custodian, at a rate of \$12.00/hr. effective July 5, 2021, pending receipt of all required clearances. (There are no benefits with this position.)

On a motion by John Creese, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve hiring Paula Stetler as a part-time Custodian at a rate of \$11.25/hr. effective June 28, 2021, with an increase of \$.25/hr. after 90 days probation, pending receipt of all required clearances. (There are no benefits with this position.)

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve hiring Rodney Burkhardt as a part-time Instructional Aide at a rate of \$12.00/hr. effective August 23, 2021, with an increase of \$.25/hr. after 90 days probation, pending receipt of all required clearances. (There are no benefits with this position.)

On a motion by John Creese, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve hiring Stephanie Morrow as a part-time Instructional Aide at a rate of \$12.00/hr. effective August 23, 2021, with an increase of \$.25/hr. after 90 days probation, pending receipt of all required clearances. (There are no benefits with this position.)

On a motion by Jim Beary, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve Tina Bauer as the Sub Caller at a rate of \$500/year for the 2021-22 school year.

On a motion by Jill Foys, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve the 2021-2025 Administrator and Management Staff Compensation Plan for the Confidential Administrative Assistant.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve the 2021-2025 Administrator and Management Staff Compensation Plan for the Business Manager.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Approve hiring David Bradley as an Automotive Technology long-term substitute Instructor, at a Step 2 daily rate of \$250.19, effective August 23, 2021.

Travel:

No travel items were presented.

Policy

No policy items were presented.

Considerations:

On a motion by Todd MacBeth, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the Spring OAC meeting minutes.

On a motion by Jim Beary, seconded by Dwayne VanTassel, with members J. Billotte, J. Beary, J. Creese, L. Ferringer, T. MacBeth, C. Sherman, D. VanTassel, and B. White voting in the affirmative, member J. Foys abstained, **IT WAS RESOLVED to B.** Approve Jill Foys as Treasurer for the 2021-22 school year.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Appoint Brooks & Rhoads to audit the 2020-2021 school year in an amount not to exceed \$15,000.

On a motion by Todd MacBeth, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Appoint Dr. Janice Kenneson of Butler Health Primary Care-Marianne Family Medicine as physician of record for the 2021-2022 school year, with a retainer of \$150.

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Appoint the following depositories for 2021-2022 school year: PA School District Liquid Asset Fund and Northwest Savings Bank, Clarion, PA.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve the increase of substitute pay rate and Nurse substitute pay rate to \$120/day.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve the payment of the two (2) heat pump repairs by Epic Heating & Cooling at \$13,995 from the 2020-21 budget or Buildings & Grounds reserve fund, if necessary; **H.** Approve the payment of the butterfly and gate valve repairs by Combustion Services at \$8,950 & \$5,250 respectively, from the 2020-21 budget or Buildings & Grounds reserve fund, if necessary; **I.** Approve the payment of architectural services by Amos Rudolph, Architecture, LLC at \$8,600 from General Fund.

On a motion by Jim Beary, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to J.** Approve the sale of three (3) sheds, constructed by Construction Technology students: 1. 10x10 shed for \$2,825.00 plus tax (delivery not included); 2. 10x10 shed for \$3,584.26 plus tax (delivery not included); 3. 12x20 shed for \$7,089.00 plus tax (delivery not included).

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to K.** Approve the 2021-2022 Perkins Grant expenditure list.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to L.** Consideration of cancelling the regular July, 2021 JOC meeting and authorize the Business Manager to pay the July bills, if the July meeting is cancelled.

Old Business:

No old business was discussed.

Director of Technical Education Report – Traci Wildeson, Director

Mrs. Wildeson provided the following report to the group:

- Director's Reports have been sent to the members to keep the group informed of the school activities.
- Traci had a meeting with Kronospan and Keystone Education Council about the possibility of starting an apprentice program in the evenings. The group would be looking for grant monies that are available for purchasing new equipment.
- Discussion with Clarion County Economic Development about establishing an apprentice program with the new modular business in Knox – Modern Living Solutions.
- The roof inspection was good and in April, 2022 we will be able to extend the warranty for five more years.
- The Fire School dismantling is almost complete, there are just a few items needing removed.
- A meeting will be conducted on 7/1/21 with McClure Company to talk about major building feasibility studies, swapping out for energy savings. There is no cost for them to come up with a plan.
- Practical Nursing program – 2 students are enrolled and Dr. Rupert is working with 6 more students to enroll. She is re-advertising and is projecting to start a class in August.
- Traci will be updating the Safety Plan for the new school year.
- Traci inquired if the group wanted the Director's Reports to continue with weekly updates (they were changed from monthly to weekly due to COVID). The decision was made to change to bi-weekly, with Traci notifying the JOC of any immediate needs/concerns.

Dwayne VanTassel suggested that since the roof is going to be under warranty for five more years, funds should be contributed starting now to build up reserve funds, to be able to replace the roof at the end of the five years. Traci stated there has been discussion with the Superintendents about building some reserve funds and also the Articles of Agreement are being reviewed by Attorney Carl Beard to possibly update them regarding reserve funds.

Superintendent of Record – Joseph Carrico

- Dr. Carrico stated that with all things considered, it was a great school year and we are looking forward to the new school year. Traci and her group will do a great job getting ready for the new year.

Announcements

- Committee: Finance, Monday, 7/26/21, 6pm and Regular JOC meeting for July, 2021: 7/26/21, 7pm are *cancelled*.
- Committee: Strategic Planning, 8/23/21, 6pm
- Regular JOC meeting for August, 2021: 8/23/21, 7pm

Adjournment

On a motion by Dwayne VanTassel seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:15 p.m.

2021-2022 CCCC Budget Voting Results

Sending School	Total Members	YES	NO	ABSENT
A-C Valley	9	9	0	--
Clarion Area	9	9	0	--
Clarion-Limestone	9	8	0	1
Keystone	9	9	0	--
North Clarion	9	7	0	2
Redbank Valley	9	7	0	2
Union	9	9	0	--
TOTALS	63	58	0	5
Minimum votes needed to pass Budget		42		

Respectfully submitted,

Linda Skelley
 J.O.C. Secretary