

**Clarion County Career Center
Joint Operating Committee
Minutes
August 24, 2020**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on August 24, 2020 at 7:00 p.m. by Braxton White, Chairperson. Members present were: Jim Beary, Joseph Billotte, John Creese, Linda Ferringer, Jill Foys, Todd MacBeth, Donald Nair, James Shaftic, Corey Sherman, Jameen Stump, and Braxton White. Members: Corry Bish, Tressa Smith and Dwayne VanTassel were absent.

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

Public Comment Period:

No members of the public were present.

Committee Reports:

Traci Wildeson provided the group with minutes from the 7/21/20 Strategic Planning committee meeting. A Facilities Committee meeting was held prior to the regular JOC meeting.

Agenda:

On a motion by Todd MacBeth, seconded by James Shaftic with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the August 24, 2020 meeting.

Minutes Approved:

On a motion by Linda Ferringer, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the July 21, 2020 meeting and the August 6, 2020 meeting.

Financial Reports Approved:

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for August, 2020, the Activity report for August, 2020 and the Treasurer's report for July, 2020.

Executive Session:

Personnel items were discussed.

Other Business:

Traci Wildeson discussed the following topics, no amendments were made to the agenda:

- Guardian Eldercare is requesting to conduct a Nurse Aide class in the school building while students are here. Traci expressed concern about the NA students being in the nursing home facility and then coming into the school, which could potentially increase the risk of COVID-19 exposure to the students (and staff). The group agreed it is important to limit visitors in the building and any non-essential exposure to the students, staff and building.

- The Facilities committee met prior to the meeting but did not have any items to add to the agenda.
- Traci asked the group to consider other options for the IT position, currently held by the Computer Networking Instructor as a supplemental position. He worked over 180 hours above the allotted hours in the contract since March. If the school has to move to Remote Learning, he would not be able to conduct the remote learning for his class and handle all the other technology needs for the school. In the future, she asked the group to possibly consider putting this out as an RFP for a management contract to handle technology in the building.
- James Shaftic stated that the North Clarion nurse informed their board, if the nurse is not equipped with PPE while taking care of a potential COVID student, the nurse would have to quarantine for 14 days. Traci assured the JOC members that the Career Center is prepared and has the appropriate PPE supplies for the CCCC nurse.

Personnel:

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item A. Approve the revised Part time Adult Education Coordinator job description.

On a motion by Todd MacBeth, seconded by Jim Beary, with members Jim Beary, Joseph Billotte, John Creese, Todd MacBeth, Corey Sherman, Jameen Stump and Braxton White voting in the affirmative, and members Linda Ferringer, Jill Foys, Donald Nair and James Shaftic voting in the negative, **IT WAS RESOLVED** to item B. Approve Frank Magagnotti as the Part-time Adult Education Coordinator. (As per the Educational Association contract, this position will be paid \$5,500 per year for each year of the agreement.)

On a motion by James Shaftic, seconded by Joseph Billotte, with all members voting in the affirmative, **IT WAS RESOLVED** to item C. Approve hiring Chris Richardson, Police Science Instructor as the mentor for the newly hired Automotive Technology long-term substitute Instructor, David Bradley, at a rate of \$400/year.

On a motion by James Shaftic, seconded by Linda Ferringer, with all members voting in the affirmative, **IT WAS RESOLVED** to item D. Approve hiring Randy Shook, Culinary Arts Instructor as the mentor for the Welding & Fabrication Instructor, Jeffrey Courson, (hired on 11/14/19) at a pro-rated amount for the remainder of 2020.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item E. Approve hiring Bridget O'Brien, Cosmetology Instructor as the mentor for the newly hired Allied Health Science Instructor, Kelly Flick, at a rate of \$400/year.

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to item F. Approve substitute list and IU6 Guest Teacher list for the 2020-2021 school year.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, with **IT WAS RESOLVED** to item G. Approve the resignation of Erin Wadding – Health, Safety & Attendance Officer, effective August 23, 2020.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, with **IT WAS RESOLVED** to item H. Approve (retroactively) to advertise for a Health, Safety & Attendance Officer.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, with **IT WAS RESOLVED** to item I. Approve revised Health, Safety & Attendance job description.

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, with **IT WAS RESOLVED** to item J. Approve Brandy Girt for the position of Health, Safety & Attendance Officer at a rate of \$16.25/hour with a \$.25 increase after a 90 day probationary period, pending receipt of all clearances. This is a 190 day contract/full time position with benefits.

On a motion by James Shaftic, seconded by John Creese, with all members voting in the affirmative, with **IT WAS RESOLVED** to item K. Approve MOU between the Clarion County Career Center and CCCC Educational Support Personnel Association PSEA/NEA.

On a motion by James Shaftic, seconded by Todd MacBeth, with all members voting in the affirmative, with **IT WAS RESOLVED** to item L. Approve Doug Mays and Ted Pappas as administrative substitutes at \$150/day.

Travel:

No travel items were presented.

Policy

First reading of Policy 707 – Use of Facilities.

Considerations:

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to A. Approve agreement between Clarion County Career Center and Unifirst for program uniforms.

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to B. Approve 2019-20 Budget Transfers.

On a motion by Jill Foys, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to C. Approve COVID-19 Pandemic Emergency Resolution.

On a motion by James Shaftic, seconded by Joe Billotte, with all members voting in the affirmative, **IT WAS RESOLVED** to D. Approve Emergency Instructional Time template.

On a motion by James Shaftic, seconded by John Cresse, with all members voting in the affirmative, **IT WAS RESOLVED** to E. Approve revised Health & Safety Plan.

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to F. Appoint Traci Wildeson as the Career Center "Right-to-Know" Officer.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to G. Approve the 2020-21 Student Handbook and Staff Operational guide.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to H. Approve MOU between Clarion County Career Center and the Technical Assistance Program (TAP).

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to I. Approve revised articulation agreement between the Clarion County Career Center and Clarion University of PA.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to J. Approve the following Title IX roles:

1. Coordinator – Paula Davis
2. Investigator – Paula Davis
3. Facilitator – Tina Bauer
4. 1st Level Decision Maker – Traci Wildeson
5. 2nd Level Decision Maker – Superintendent of Record

Old Business:

No Old Business was presented.

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.
- Modular update: still getting permits required to take their required information to the bank.
- Cosmetology: all seniors who needed to finish hours have completed them online, with the exception of three students. Two will be completing the hours online and one student moved out of state.
- Student driving: Due to home schools scheduling differences and parents wanting to limit their child's exposure on a bus, there have been questions regarding students driving to the Career Center. To limit any liability, driving permits will be issued on a

case-by-case basis. Students will have to follow the normal paperwork process requiring home school administration, parent and Career Center Director sign-offs to be allowed to drive. Students will not be permitted to have additional riders.

- Traci let the group know there is a fund balance left over from the Bond – which is tagged for 'Building'. Traci made the suggestion that at the next meeting the JOC could change the name of the account to 'Facilities', which would allow the funds to be used to needed repairs to other needs, such as the driveway repair.
- James Shaftic asked about why these funds were not used to reduce the cost to the sending schools 'per student' tuition. Traci state that the General Fund cannot be used for salaries, it can only be used for the building itself.

Superintendent of Record – Joseph Carrico

- Dr. Carrico stated he has met with Traci, Tina and Linda this month.
- He wanted to give Traci and her staff a pat on the back for all the work they have been doing to prepare for reopening.
- Dr. Carrico stated Traci has really stepped into her new role as Director and hit the ground running.
- Dr. Carrico stated that all the sending schools will police the student driving situation.

Announcements

- Regular JOC meeting for September: 9/28/20, 7pm
- Committee: Finance, 9/28/20, 6pm
- Committee: Personnel, 10/26/20, 6pm
- Committee: Strategic Planning, 11/23/20, 6pm
- Committee: Facilities, 12/22/20, 6pm

Adjournment

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:57 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary