

**Clarion County Career Center
Joint Operating Committee
Minutes
January 27, 2020**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on January 27, 2020 at 7:00 p.m. by Braxton White, Chairperson. Members present were: Jim Beary, Jill Foys, Donald Nair, Corey Sherman, Jameen Stump, Tressa Smith, Dwayne VanTassel and Braxton White.

Members: Shelly Atzeni, Joseph Billotte, Corry Bish, Linda Ferringer, Todd MacBeth and James Shaftic were absent.

Administration present were: Doug Mays, Interim Director, David McDeavitt, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

On a motion by Dwayne VanTassel, seconded by Jill Foys with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the January 27, 2020 meeting, after striking item D. under the XII. Considerations section.

Public Comment Period:

No members of the public were present.

Minutes Approved:

On a motion by Jim Beary, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the December 17, 2019 meeting, with corrections.

Financial Reports Approved:

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for January, 2020, the Activity report for December, 2019 and the Treasurer's report for December, 2019.

Executive Session:

An executive session was held.

Personnel:

On a motion by Jill Foys, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to item A. Provide permission to re-advertise for the Director position and request the candidate's salary requirements instead of posting a salary amount.

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to item B. Approve hiring Cynthia Lehnortt for the part-time Custodial position at a rate of \$10.50 per hour with a \$.25 increase after a 90 day probationary period, pending receipt of all required clearances. This is a part-time position with no benefits.

On a motion by Jim Beary, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED** to item C. Approve hiring Logan Wadding as a custodial substitute at a rate of \$10.50 per hour, pending receipt of all required clearances.

Travel:

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED** to item A. Approve Traci Wildeson to accompany 5-6 students to HOSA State Leadership Conference on March 31-April 3, 2020 in King of Prussia, PA at an approximate cost of \$4,123. This will be paid through the general fund.

On a motion by Jill Foys, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to item B. Approve Randy Shook, Culinary Arts Instructor and Tonya Horne, Instructional Aide and a nurse if necessary, to accompany approximately 24 students to Pittsburgh Bits & Bites-Strip District Food Tour and Tasting on March 24, 2020. The cost of a bus is approximately \$400. The Career Center will pay half of the bus transportation and the balance (which includes admission and any other costs) will be paid through Student Congress funds.

Policy

No policy items were presented.

Considerations:

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED** to A. Approve (retroactively) Adult Education, in collaboration with Guardian Eldercare, to facilitate a CNA (Certified Nursing Assistant) class to begin the week of January 13, 2020 for 4 weeks, from 7:30 a.m. to 4:00 p.m., Monday-Friday.

On a motion by Jim Beary, seconded by Corey Sherman, with all members voting in the affirmative, **IT WAS RESOLVED** to item B. Approve the Fall, 2019 Occupational Advisory Committee (OAC) meeting minutes.

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item C. Approve Personal Protection Consultants, Inc. (PPCI) to use school facilities for training on June 8-12, 2020.

Item D. was struck prior to approval of the meeting agenda.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to item E. Approve the revised Teacher Induction Plan.

Old Business:

No old business was discussed.

Director of Technical Education Report – Doug Mays, Interim Director

Doug Mays provided the following report to the group:

December 18 – Paula and I watched a webinar to gather information for the Perkins Grant. Due to the grant process changing this year with Perkins V, there are webinars available to help with the preparation of the grant being written.

December 18 – A meeting was held at Structural Modular to discuss an opportunity for them to establish an Apprenticeship sponsor opportunity for the Career Center to utilize.

December 20 – A meeting was held with Traci Wildeson, Bridget O'Brien, Paula Davis, and myself to complete a revised Teacher Induction Plan. The current plan is not very effective in getting new teachers prepared. This committee has been working to update and revise a plan to better help new instructors. The plan is patterned from one currently used at AC Valley with modifications to the Career Center. If we can get this completed by the JOC meeting, we would like to have it approved as the new plan.

January 3 – The Career Center was open for a make-up day.

January 10 – Paula and I participated in a zoom meeting to provide us information on how to complete entering out meeting notes and data from the Comprehensive Needs Assessment meeting held at the Career Center with stakeholders in November. This must be completed and approved prior to being able to proceed with the grant application for Perkins.

January 13-17 – The Safety Committee conducted safety inspections of all classrooms. These are completed every year. The committee looks for any safety items not working, potential worker's comp issues, and items in need of repair for maintenance to put on their list for work.

January 14, 15 – Cynthia Gross from PDE was on-site to conduct our Perkins Audit. The two days went well. There were a couple minor findings that will be need to be corrected. I will discuss the findings at our JOC meeting.

January 14 – The welding OAC met from 5:30-7:40. I attended the meeting to meet those in attendance. There were fifteen members at the meeting.

January 17 – Tina, Tammy, and I had a phone conversation with our independent auditors regarding the audit on the PN program. There were three findings in the audit that a corrective action had to be written and sent to the US Department of Education regarding three findings. The auditors were able to help put our answers together. The audit was due by January. This

process was required as part of the closure of the program. I plan to cover the findings with the JOC at our meeting.

January 20 – Act 80 Day. The staff worked on ALICE training for safety planning in the morning with drills. The afternoon was for curriculum work.

January 23 – David, Braxton, Tina, Linda, and I met to cover the JOC agenda.

January 23 – David, Tina, and I met with the JOC Negotiating Team to discuss the upcoming negotiations.

January 24 – PAC meeting with Superintendents.

Teacher evaluations are on-going

I have been attending winter sports programs for students at their home schools.

CSIU training for Tina and Tammy has been on-going in January at the IU.

- Mr. Mays reviewed the results of the Perkins Audit, there were a few minor findings.
- Mr. Mays reviewed the results of the Brooks & Rhoads financial audit of both the school (no findings) and the Practical Nursing program (3 findings).
- Mr. Mays attended the Welding OAC meeting held two weeks ago. The OAC members requested he speak to the board about equipment they are taking out of circulation in their businesses which they would like to donate to the Career Center. However, the equipment requires a more improved Phase 3 electrical service. Penelec was contacted and provided 3 options of how to proceed with upgrading to this service. The size of the program area may need to be changed which could be addressed with future strategic planning.

Superintendent of Record – David McDeavitt

- Mr. McDeavitt reported he and Mr. Mays met with the Reschini group in preparation for the Negotiation meetings on upcoming contracts.
- Mr. McDeavitt and Mr. Mays held their second negotiation meeting with the professional and support staff union representatives this evening. He indicated that Corey Sherman is not able to serve on the Negotiation committee due to him being a teacher at the Mercer County Career Center. Mr. McDeavitt asked for a replacement on the committee for Corey. Jameen Stump volunteered to assume the role on the Negotiation committee.
- Still waiting to hear back from Dr. Diana Rupert about initiating a satellite location of Indiana's practical nursing program in the PN building.
- Mr. McDeavitt shared with the group of his Father's passing over the weekend and expressed his thanks for the support of the group.

Adjournment

On a motion by Donald Nair, seconded by Dwayne VanTassel, 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