

**Clarion County Career Center  
Joint Operating Committee  
Minutes  
March 25, 2019**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on March 25, 2019 at 7:00 p.m. by Terry Rush, Chairperson. Members present were: Jim Beary, Jill Foys, Hugh Henry, Terry Leadbetter, Susan Marron, Bob McGinnis, Donald Nair, Terry Rush and Lee Stewart.

Members: Linda Ferringer, James Shaftic, Dwayne VanTassel, Adam Vogle and Braxton White were absent.

Administration present were: Todd MacBeth, Interim Director, Steve Young, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

The following amendments were made prior to approval of the agenda: *under IX. Personnel, removed C. Approve hiring \_\_\_\_ as the Director of Career and Technical Education at a salary of \$\_\_\_\_/year with an employment contract effective \_\_\_\_ through \_\_\_\_; removed D. Approve \_\_\_\_, \_\_ School District Superintendent, as the Career Center Superintendent of Record beginning July 1, 2019 for a two year term, at a rate of \$3,500 per year; under XII. Considerations, removed A. Approve the 2019-2020 Career Center Operating Budget as presented.*

On a motion by Bob McGinnis, seconded by Jim Beary with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the March 25, 2019 meeting, as amended.

***Public Comment Period:***

No members of the public were present.

*Traci Wildeson, Allied Health Science Instructor presented information to the board regarding the request for a certification change in her program from Nurse Aide to Patient Care Technician.*

***Minutes Approved:***

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the March 25, 2019 meeting.

***Financial Reports Approved:***

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for March, 2019, the Activity report for February, 2019 and the Treasurer's report for February, 2019.

***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 item A. Approve Elaine Matticks to be added to the IU6 Guest Teacher list, to be contacted as a substitute Instructor, effective through the remainder of the 2018-2019 school year.

On a motion by Donald Nair, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED** to item B. Approve hiring Jennifer Delucia for the part-time Custodial position at a rate of \$10 per hour with a \$.25 increase after a 90 day probationary period. This is a part-time position with no benefits.

***Travel:***

No travel items were presented.

***Policy***

No policy items were presented.

***Considerations:***

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to B. Approve Security Benefits as an authorized provider for the 403B plan.

On a motion by Bob McGinnis, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to C. Approve Oppenheimer as an authorized provider for the 403B plan.

On a motion by Terry Leadbetter, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to D. Approve date change for New Student Orientation/Parent Night from March 14, 2019 to May 30, 2019 at 5:30 p.m.

On a motion by Bob McGinnis, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED** to E. Permission for National Technical Honor Society members to conduct a Blood Drive on May 10, 2019.

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to F. Approve MOU (Memorandum of Understanding) between the Clarion County Career Center and Clarion County Sheriff's Department.

On a motion by Jim Beary, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve clinical agreement between the Clarion County Career Center Nurse Aide program and Shippenville Healthcare & Rehabilitation.

On a motion by Jill Foys, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Permission for Computer Networking to conduct a Daffin's candy bar fundraiser.

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Approve articulation agreement between the Clarion County Career Center Cosmetology program and Pennsylvania Highlands Community College.

On a motion by Jim Beary, seconded by Terry Leadbetter, with all members voting in the affirmative, **IT WAS RESOLVED to J.** Approve certification change in Allied Health Science program from Nurse Aide to Patient Care Technician.

On a motion by Donald Nair, seconded by Bob McGinnis, with all members voting in the affirmative, **IT WAS RESOLVED to K.** Accept and approve bid from Sekula Signs for the new electronic school sign at a cost of \$26, 622.00. (This company is a CO-STARS vendor.)

*Old Business:*

No old business was discussed.

*Director of Technical Education Report – Todd MacBeth*

Todd MacBeth provided the following report to the group:

**February 25**

Select Security began the installation of the security system for the main building

**February 27**

The Career Center secured quotes for a possible front entrance security system at the nursing building.

**March 1**

Preliminary inspections of the garage doors and lifts in the Auto and Diesel shops as well as just the door in Welding took place.

**March 5**

The construction of the next house began in Construction/Building Trades. The anticipated completion date will be determined as the next school year begins.

**March 8**

The Career Center was enrolled to take part in this year's county wide severe weather drill which will take place on Tuesday, March 26

**March 13-15**

Seniors eligible to take the NOCTI (National Occupational Competency Testing Institution) were administered the written portion of the assessment. Practical assessments (hands on) will take place in April.

**March 14**

All lifts were inspected and repaired as necessary to ensure their safety. Imperial Hoist inspected and certified the lifts. Creekside Doors will be in shortly to inspect and repair, as necessary, any of the large overhead doors in the heavy shops.

**March 18-22**

Ninth grade students from many of the sending schools visited during the week. Most took advantage of the opportunity to observe 2 shops. Several have just one choice in mind.

**March 20**

CM Regent Insurance Company representative Derek Neubauer inspected the Career Center main building as part of the risk control portion of our policy. There were no significant notations.

*Superintendent of Record – Steve Young*

- Steve Young told the group he continues to research possible changes with Adult Education. He and some other superintendents plan on visiting Venango Technology Center and Jeff-Tech to review their Adult Education programs.

*Mrs. Skelley reminded the members that April's JOC meeting will be held on April 16, 2019 (the third Tuesday due to the Easter holiday). She reviewed with the board the Student News handouts they received: Director's List for the second quarter (students achieved CCCC Honor Roll AND Honor Roll or Principal's List at their home schools); Nursing shortage article in The Derrick which highlighted the Allied Health Science and Practical Nursing programs; Culinary's edible centerpiece display in the front lobby; school Food Drive; encouraged members to attend the National Technical Honor Society Induction ceremony on April 25, 2019 and also asked for recommendations for a speaker.*

***Adjournment***

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:31 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary