

**Clarion County Career Center
Joint Operating Committee
August 28, 2023 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on August 28, 2023 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Rick Best, Heidi Byers, Chris Boozer, Jill Foys, Todd MacBeth, Donald Nair, Lisa Norbert, Gary Sproul, Jameen Stump, and Dwayne VanTassel.

Members absent: Jim Beary, Dave Estadt, Brady Feicht, and Jeff Shirey.

Administration present in-person were: Traci Wildeson, Director, Dr. David McDeavitt, Superintendent of Record, and Linda Maze, Board Secretary/ Confidential Secretary.

Public Comment Period:

No public in attendance.

Committee Reports:

Traci reviewed items from the discussion held by the members of the Strategic Planning committee.

Agenda:

On a motion by Donald Nair seconded by Gary Sproul with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the August 28, 2023 meeting.

Minutes Approved:

On a motion by Donald Nair seconded by Heidi Byers, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the June 26, 2023 regular meeting and July 12, 2023 special meeting.

Financial Reports Approved:

On a motion by Rick Best, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for July & August, 2023, the Activity report for July & August, 2023 and the Treasurer's report for June & July, 2023.

Executive Session:

An Executive Session was held to discuss Personnel and School Safety.

Personnel:

On a motion by Donald Nair, seconded by Heidi Byers, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve hiring Gavin Maxwell as the part-time evening custodian, at a rate of \$13.50/hour, with a \$.20/hour shift differential after 1pm and a \$.25/hour increase after successful completion of a 90-day probation period, pending receipt of all required clearances. This position does not include benefits.

On a motion by Donald Nair, seconded by Heidi Byers, with all members voting in the affirmative, **IT WAS RESOLVED to B. and C.** Approve Bridget O'Brien as the mentor for Heather Leadbetter, Allied Health Instructor long-term substitute, at a rate of \$400/yr. and **C.** Approve Bridget O'Brien as the mentor for Ashlee Black, Allied Health Instructor long-term substitute, at a rate of \$400/yr. *Traci noted*

that this amount would be pro-rated, due to the substitute positions not being anticipated for the entire school year.

Other/New Business:

Traci discussed with the group the difficulty in securing a substitute for the Nurse office. She suggested they consider increasing the daily rate. Traci stated she will bring more detail of the rates for the home schools and local facilities to the next meeting.

Travel:

No travel items were presented.

Policy

On a motion by Dwayne VanTassel, seconded by Rick Best, and all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the first reading of Policy 216.1-Supplemental Discipline Records.

On a motion by Donald Nair, seconded by Dwayne VanTassel, and all members voting in the affirmative, **IT WAS RESOLVED to B. through D.** Approve the second reading of Policy 800-Records Management, Policy 830-Security of Computerized Personal Information/Breach Notification; and second reading of Policy 830.1-Data Governance.

Considerations:

On a motion by Jameen Stump, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the Student handbook and Staff Operational Guide for 23/24 school year.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve to pay for the locker room construction permit in the amount of \$934.50.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the revised Teacher Induction Plan.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve Renick Bros. to provide annual preventative maintenance in the amount of \$7,460 for 2023 and \$7,690.00 for 2024, per the proposal submitted.

On a motion by Donald Nair, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve retroactively, the purchase of a 2016 Ford F-250 Super Duty XL truck from Union School District in the amount of \$25,200 plus \$2,268 buyers bid fee to Municibid.

On a motion by Jameen Stump, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve the updated/revised Emergency Operations manual.

On a motion by Donald Nair, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve Cyber Security Insurance with Beazley Insurance Company in the amount of \$2,421.80.

On a motion by Rick Best, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve payment to Monitronics for the replacement of the fire panel at the Practical Nursing building, in the amount of \$2,635.98.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Approve the IU6 Guest Teacher list for 23/24 school year.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to J.** Approve substitute list for 23/24 school year.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to K.** Approve 22/23 school year budget transfers.

On a motion by Rick Best, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to L.** Approve disposal of eighteen (18) Computerized Medical Office Procedures workbooks (2nd Edition). ISBN is 978-1-4160-4834-3.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to M.** Approve the payment of \$812.50 to King Communications, for service repair to the telephone system.

On a motion by Donald Nair, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to N.** Approve depositing \$1,000 from the sale of a vehicle lift from the Auto Technology program, \$55.02 from equipment restitution case, and \$50 from the sale of a manicure table into the Equipment Fund Balance.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to O.** Approve depositing \$154.11 from an IRS refund and \$1,276.71 from recycling into the Building & Grounds Fund Balance.

On a motion by Donald Nair, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to P.** Approve the payment of \$605.35 and \$544.10 to Stallion Mechanical, for service repairs to the walk-in freezer.

Old Business:

No Old Business was discussed.

Director's Report – Traci Wildeson:

- Director's Report
 - Emailed to the JOC members during the afternoon and paper copies were provided at the meeting.
- Submitting a project modification request for the Mental Health grant
- Reapplying for the TC Energy grant
- Applying for the Kronospan grant
 - grant was received last year for about \$3,800

- Enrollment for 23/24 is currently at 352
- New Locker Room
 - Traci, along with Jill Foys, encouraged members to take a look at the new female locker room and Resource room areas.
 - The door is on order and not expected until October, but the locker room is usable.
- HVAC projects
 - Panels will be replaced on one unit that was sent in the wrong color.
 - A few scratches on unit panels need to be repaired
 - Everything else is complete, and it is working well
- Paging system – overhead paging is not working right now
 - A circuit board needed to be repaired/replaced.
 - An alternate plan is in place for any emergencies.
- Adult Education
 - New EMT class starting with 9-10 students which will help increase the workforce for medical emergency services.
- Co-op
 - Three Welding students started today at their employers (on the 4th day of school).
 - One Culinary student will be going out once employer clearances are done.
 - Three additional students will be going out soon.
- Inclusion and Anti-Bullying curriculum
 - Traci to provide information at next month's meeting.
 - This is being paid for through the Mental Health grant procured last year.
- PDE 339 Review
 - Scheduled for December
- Swartfager Welding Site Visit
 - Great visit with Ken Swartfager; Bridget O'Brien also attended the site visit.
 - Saw all different facets of the business and how many of our other programs we can do Co-op with
- Tenure
 - Kelly Flick, Allied Health Science Instructor, has earned tenure
- 2016 Ford F-250 Super Duty XL truck - Undercoating
 - Chris Boozer offered to undercoat truck and/or recommended another person who could provide this service.
 - He felt strongly that the truck needs to be undercoated, due to it being exposed to salt frequently.
 - Chris stated he is an amateur not a professional
 - If a business is used, holes will be probably be drilled in the rocker panels
 - Traci stated she appreciated his offer and recommendation
 - Gary Sproul suggested Scott Yockey who has an undercoating business in Shippenville (J & S Undercoating)
 - Rick Best stated that Mr. Bradley (Auto Instructor) has experience with undercoating, and it could be something he can do to teach the students.
 - Possibly J & S Undercoating could come to the school to demonstrate the process for the students to learn.

Superintendent of Record – Dr. David McDeavitt

- Dr. McDeavitt introduced himself to the JOC members and provided information on his background and experience.
- Legislative
 - PA Budget not fully passed
 - Provided information on education monies in the budget.
 - Fair funding commission
 - Meetings are not being held in northwestern PA.
 - A few superintendents will be attending meetings in Pittsburgh.
 - Will continue to work with the commission for properly funded schools.
- Plan Con updates
 - Available funding for career centers
 - Recommended group to reach out to local legislators to get the budget passed and work on the fair funding formula. which would benefit our students in Clarion County

Announcements

- Committee: Personnel, (if necessary), 9/25/23, 6pm
- Regular JOC meeting for September, 2023 (if needed): 9/25/23, 7pm

Adjournment

On a motion by Dwayne VanTassel seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:53 p.m.

Respectfully submitted,

Linda Maze
J.O.C. Secretary