

**Clarion County Career Center  
Joint Operating Committee  
Minutes  
November 21, 2017**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on November 21, 2017 at 7:01 p.m. by Hugh Henry, Chairperson. Members present were: Todd Bauer, Jim Beary, Melissa Ford, Jill Foys, Hugh Henry, Bob McGinnis, Donald Nair, Terry Rush, James Shaftic, Lee Stewart, Jameen Stump and Dwayne VanTassel. Members Brian Hartle and William Reddinger were absent.

Administration present were: Kirk Atwood, Director of Career and Technical Education, Steve Young, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary.

On a motion by Donald Nair, seconded by Terry Rush with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the November 21, 2017 meeting.

***Public Comment Period:***

No members of the public were present.

***Minutes Approved:***

On a motion by Lee Stewart, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the October 23, 2017 meeting.

***Financial Reports Approved:***

On a motion by Jim Beary, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for November, 2017, the Activity report for October, 2017 and the Treasurer's report for October, 2017.

***Executive Session:***

An executive session was held to discuss personnel issues.

***Personnel:***

On a motion by Jim Beary, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve agenda items A. through D. which included hiring Bridget O'Brien, Cosmetology Instructor as Mentor for the newly hired Allied Health Science Instructor at a rate of \$400/year; accept the resignation of Lisa Sayers, Cosmetology Instructional Aide, effective November 13, 2017; approve advertising for a full-time Cosmetology Instructional Aide; accept the retirement of LuNeda Troutman, Instructional Aide, effective November 3, 2017.

- E. On a motion by Dwayne VanTassel, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Troy Geer, Automotive Technology Instructor long term substitute, a yearly salary of \$35,000, prorated, effective November 7, 2017. Mr. Geer will also receive full benefits, effective December 1, 2017.
- F. On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve to a motion to authorize the issuance of a Statement of Charges against a professional employee (Employee No. 0002) extending an opportunity for hearing under section 1127 of the Public School Code of 1949, as amended, and further authorize the Board President and Board Secretary to sign same and serve notice upon the Employee of such an entitlement to a hearing. In doing so, the Board believes there is sufficient evidence to support its belief a Statement of Charges should be issued to afford notice to the employee and an opportunity for a hearing.

***Travel:***

On a motion by Jim Beary, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Barb Bartley, Allied Health Instructor to attend the Certified Nurse Aide (CNA) Train-the-Educator Workshop in Harrisburg on January 24-25, 2018 at an approximate cost of \$701.37.

***Policy***

No policies were discussed at the meeting.

***Considerations:***

On a motion by Bob McGinnis, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the 16-17 Budget Transfers; approve the Memorandum of Understanding (MOU) between the Clarion County Career Center and the Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program (TAP); approve entering into agreements with the following Practical Nursing

facilities: Clarion Hospital, Clarview Nursing & Rehabilitation, Jefferson Manor Health Center, Arthur Clifton McKinley Health Center at Laurelbrooke Landing, Shippenville Healthcare and Rehabilitation Center (Guardian ElderCare); approve Product Supply Agreement between the Clarion County Career Center and Praxair Distribution, Inc; approve Agreement to Offer Online Courses between Education To Go and the Clarion County Career Center.

***Old Business:***

No old business was discussed.

***Director of Technical Education Report – Kirk Atwood***

Mr. Atwood reviewed the contents of his Director's Report activities.

- Completed walkthrough observations of Police Science
- Completed a formal observation on Construction Instructor
- 9<sup>th</sup> Grade Tour Day took place that day, 11/21/17
- Community Contacts: State Rep. Donna Oberlander; Bob Cardamone-Community Action
- Trainings/Meetings: NOCTI training for new website; mandatory Perkins meeting for best practices for increasing non-traditional enrollment; PACTA Budget PIL; PACTA New Director Academy Small Group meeting
- SkillsUSA local competitions were held and registration has begun for District competitions on January 12, 2018
- PA Builders Association site inspection – CCCC being recommended for re-endorsement
- NACTEP Review – non-compliant issues will be corrected with course of action
- Met with Rob Hooker – Affinity VoIP proposal
- Phone discussion with Kelly Barnhardt – Ed2Go
- Open House was held on 11/10/17
- LPN part-time student graduation held on 10/27/17
- Applied for Supplemental equipment grant

***Superintendent of Record – Steve Young***

- New grant for DCEB equipment grant available – December 15<sup>th</sup> deadline
  - Could possibly add a new program – has to be on high priority occupations list
- Update on the school electronic sign – Northwest Savings donated \$2,000

*Linda Skelley pointed out two handouts that were included in the board packets:*

- *a copy of a hand-written thank you note from a substitute teacher to Instructional Aide, Amy Zacherl*
- *Commended CCCC students and staff for the "Coins for a Cure" results of \$5,085.40. Encouraged the board members to congratulate their students for such an outstanding achievement.*

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*Adjournment*

On a motion by Todd Bauer, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:07 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary