

**Clarion County Career Center
Joint Operating Committee
Minutes
July 21, 2020**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on July 21, 2020 at 7:04 p.m. by Braxton White, Chairperson. Members present were: Jim Beary, Joseph Billotte, Corry Bish, John Creese, Linda Ferringer, Jill Foys, Donald Nair, James Shaftic, Corey Sherman, Tressa Smith, Jameen Stump, Dwayne VanTassel and Braxton White. Member: Todd MacBeth was absent.

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

Executive Session:

A second interview was conducted for the Allied Health Science Instructor candidate. (A second candidate cancelled their interview.) Personnel items were also discussed.

On a motion by Donald Nair, seconded by Linda Ferringer with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the July 21, 2020 meeting.

Public Comment Period:

No members of the public were present.

Committee Reports:

Jill Foys provided the group with an update on the Strategic Planning committee meeting held prior to the regular JOC meeting.

Minutes Approved:

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the June 22, 2020 meeting.

Financial Reports Approved:

On a motion by Donald Nair, seconded by Corry Bish, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for July, 2020, the Activity report for June, 2020 and the Treasurer's report for June, 2020.

Personnel:

On a motion by Jim Beary, seconded by Corry Bish, with all members voting in the affirmative, **IT WAS RESOLVED** to item A. Approve hiring Kelly Flick as the Allied Health Science Instructor at Step 7, with benefits, pending receipt of all clearances.

On a motion by James Shaftic, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to item B.** Approve hiring Christopher Reichard as a part-time Custodian, pending receipt of all clearances. The position offers no benefits.

On a motion by Jim Beary, seconded by Corey Sherman, with members Jim Beary, Corry Bish, John Creese, Corey Sherman, Jameen Stump, Dwayne VanTassel and Braxton White voting in the affirmative, members Joseph Billotte, Linda Ferringer, Jill Foys, Donald Nair, James Shaftic and Tressa Smith voting in the negative **IT WAS RESOLVED to item C.** Approve Troy Geer as an Automotive Technology long term substitute Instructor, at Step 3 (the same Step as the 2019-20 school year), with benefits.

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to item D.** Appoint Traci Wildeson, Director, as the School Safety and Security Coordinator for the Clarion County Career Center.

On a motion by James Shaftic, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to item E.** Approve the revised Career and Technical Education Instructor job description.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to item F.** Approve the revised Receptionist job description.

On a motion by Donald Nair, seconded by James Shaftic, with all members voting in the affirmative, with **IT WAS RESOLVED to item H.** Approve increase of sub pay to \$90/hr.

Travel:

No travel items were presented.

Policy

No Policy items were presented.

Considerations:

On a motion by Jill Foys, seconded by Corry Bish, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Traci Wildeson to be the authorized electronic signature for the Perkins grant.

On a motion by Jim Beary, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve the revised 2020-2021 CCCC school calendar.

On a motion by James Shaftic, seconded by Corry Bish, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Permission for sale of modular home at a rate of \$60,000, contingent upon contract developed by solicitor indicating the home was not complete but did have inspections. Prior to the vote, the group discussed the percentage down amount and number of days required to move the house from school premises, which were needed to complete the contract. The vote included requiring 10% down (\$6,000) and 45 days to remove the modular home from its current location at the CCCC.

On a motion by Jim Beary, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve PCCD COVID-19 grant expenditure list.

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

On a motion by James Shaftic, seconded by Joseph Billotte, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve articulation agreement between Clarion County Career Center and Clarion University.

On a motion by Linda Ferringer, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve Personal Protection Consultants, Inc. (PPCI) to use school facilities for training on August 3-7, 2020.

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 in the last two weeks and also included with the JOC meeting packet to keep the group informed of the school activities.
- Superintendent of Record guidelines were created, as requested by the group at the last meeting and were available on the back counter.
- Spoke to Dr. Diana Rupert and she is anticipating a January, 2021 start to the ICTC Practical Nursing class. Dr. Rupert is awaiting response from PDE.

Superintendent of Record – Joseph Carrico

- Dr. Carrico stated he looks at the Superintendent of Record position as a support and resource role to the Director.
- Dr. Carrico stated that Traci's first three weeks should make the group feel very comfortable in their choice of Director. She is showing strong leadership. Traci has been scheduling and doing meetings with home school administration, other CTCs and local business leaders to gather important information and establish connections.
- Dr. Carrico's wants to help develop Traci's knowledge in her new position.

- Dr. Carrico stated he is excited to be a part of this process.

Announcements

- Regular JOC meeting for August: 8/24/20, 7pm
- Committee: Facilities, 8/24/20, 5:30pm Building walk-through, 6pm meeting
- Committee: Finance, 9/28/20, 6pm
- Committee: Personnel, 10/26/20, 6pm
 - Note: After the meeting concluded, Donald Nair requested to be added to the Personnel committee.

Adjournment

On a motion by Jill Foys, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary