

**Clarion County Career Center  
Joint Operating Committee  
April 26, 2021 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on April 26, 2021 at 7:02 p.m. by Joseph Billotte, Chairperson. Members present and in-person were: Joseph Billotte, Jill Foys, Todd MacBeth, Donald Nair, James Shaftic, Dwayne VanTassel and Braxton White.

Members present and attending virtually via Zoom were: Linda Ferringer, Corey Sherman and Jameen Stump.

Members absent: Jim Beary, Corry Bish, John Creese and Tressa Smith.

Administration present and in-person were: Traci Wildeson, Director, Joseph Carrico, Superintendent of Record and Linda Skelley, Board Secretary/Confidential Secretary. (Tina Bauer, Business Manager attended a portion of the meeting to discuss the 2021-22 Operating Budget.)

***Public Comment Period:***

Ryan Pugh/Clarion News attended the meeting virtually via Zoom.

***Committee Reports:***

The Strategic Planning committee did not meet this evening. Traci Wildeson provided Finance and Building & Grounds meeting minutes in the board members' packet.

***Agenda:***

On a motion by Donald Nair, seconded by Braxton White with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the April 26, 2021 meeting, with an amendment to item D. under Considerations. The item was changed to read May 25, 2021 (was originally listed as May 27, 2021.)

***Minutes Approved:***

On a motion by Todd MacBeth, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the March 22, 2021 regular meeting.

***Financial Reports Approved:***

On a motion by Donald Nair, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for April, 2021, the Activity report for April, 2021 and the Treasurer's report for March, 2021.

***Other Business:***

No Other Business was discussed.

***Executive Session:***

Personnel items were discussed during Executive Session.

***Personnel:***

On a motion by Donald Nair, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the 2021-24 contract agreement between the Clarion County Career Center JOC and the Clarion County Career Center Educational Association, PSEA-NEA.

On a motion by Jill Foys, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Memorandum of Agreement between the Clarion County Career Center Education Association and Clarion County Career Center Joint Operating Committee.

On a motion by Donald Nair, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the 2021-25 contract agreement between the Clarion County Career Center JOC and the Clarion County Career Center Educational Support Personnel Association, PSEA-NEA.

On a motion by Donald Nair, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Accept the intent to retire notice from Essie Tonya Horne, Instructional Aide, effective June 1, 2021. Todd MacBeth, and the remaining members agreed, to acknowledge and thank Tonya for her years of dedication and service to the Career Center.

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Permission to advertise for a part-time Instructional Assistant at a rate of \$12/hr., effective August 25, 2021.

***Travel:***

No travel items were presented.

***Policy***

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to** approve First reading of Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students; First reading of Policy 111 – Lesson Plans; First reading of Policy 113.3 – Confidentiality of Special Education Student Information; First reading of Policy 218.3 – Discipline of Student Convicted/Adjudicated of Sexual Assault; First reading of Policy 252 – Dating Violence; First reading of Policy 907 – Center (School) Visitors.

**Considerations:**

On a motion by Todd MacBeth, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the 2021-22 Career Center Operating Budget, as presented. *Tina Bauer, Business Manager attended this portion of the meeting to review the content of the proposed budget and to answer any questions from the board members. Tina stated the budget is down 2.768% from last year's budget. It was noted during the budget discussion that Traci Wildeson's contract states there would be a \$3,000 incentive upon completion of the Director's program coursework. Her coursework will be completed in December, 2021. This figure was included in the budget. Dwayne VanTassel recommended the language in Traci's contract be formally amended from reading 'incentive' to 'salary increase' to indicate that this increase will remain on her salary and would not be a one-time incentive.*

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve PSBA Policy Maintenance Program Renewal agreement.

On a motion by Donald Nair, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve Cosmetology to conduct two weeks of summer school from June 7-18, 2021. The Cosmetology Instructor will be paid at her per diem and the Cosmetology Instructional Aide will be paid at her current hourly rate.

On a motion by Donald Nair, seconded by Jill Foys, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the New Student Orientation/Parent Night on May 25, 2021 at 5:30pm.

On a motion by James Shaftic, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Review of IT RFP (Information Technology Request for Proposal) submissions. Approve RFP from CS Technologies at a cost of \$44,925.

On a motion by Jill Foys, seconded by James Shaftic, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve supplemental equipment grant allocations.

On a motion by Todd MacBeth, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve \$14,795.00 to be moved from the Equipment Fund for additional funding of the purchase of CNC plasma cutter. *(This piece of equipment was recommended by the Welding OAC group.)*

**Old Business:**

No old business was discussed.

**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 to keep the group informed of the school activities.
- Provided an update of the COVID status for Clarion County and neighboring counties.

Clarion County is in Substantial for the current week. Another week of the substantial level in Clarion County would reenact the Attestation form with PDE that was signed in January 2021, which lists all the mitigation that must be followed. Traci recommended the Career Center stay in a full in-person instruction, even if Clarion remains in a substantial level of transmission. The students experience difficulty in a remote environment. We would not need another Attestation form signed because we are not changing anything.

- Update on the boiler issue (which was in the Director's Report): one of the boilers has cracks/fractures in 3 of the 17 coils. It was turned into the insurance company and we are waiting for them to come in and assess the issue. Combustion Services has the required parts and is ready to proceed with the repair after receiving the response from the insurance company.

*Superintendent of Record – Joseph Carrico*

- Dr. Carrico stated his appreciation for all the work on the budget by Tina and Traci.
- National Technical Honor Society Induction Ceremony is to take place this Thursday, 4/29/21 at Clarion Area's high school auditorium at 6:00pm.

*Announcements*

- Committee: Personnel, Monday, 5/24/21, 6pm
- Regular JOC meeting for May, 2021: 5/24/21, 7pm

*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 8:24 p.m.

Respectfully submitted,

Linda Skelley  
J.O.C. Secretary