

Clarion County Career Center
Joint Operating Committee
Minutes
October 23, 2017

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on October 23, 2017 at 7:06 p.m. by Jim Beary, Vice-Chairperson. Members present were: Todd Bauer, Jim Beary, Melissa Ford, Hugh Henry (arrived later in the meeting), Bob McGinnis, Donald Nair, William Reddinger, Terry Rush, Lee Stewart, Jameen Stump and Dwayne VanTassel. Members Jill Foys, Brian Hartle and James Shaftic 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 Terry Rush, seconded by Dwayne VanTassel with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the October 23, 2017 meeting.

Public Comment Period:

Robert Schick (Automotive Technology student) and Gary Schick (parent) were present at the meeting.

Robert Schick addressed the board and talked about the last eleven days of not having an Auto Instructor and spending the time in the classroom. He stated he came here to do hands-on work not to be sitting at a desk in a classroom. Mr. Young stated that a long-term substitute with an Automotive background was being approved at the meeting and would be starting within the next two days. Mr. Atwood added that he and Robert have had discussion during school hours and that the online curriculum is being "front-loaded" with the curriculum being done now and the students will not lose shop time because it will be done once the substitute experienced in Automotive comes into the class in the next two days.

Gary Schick addressed the board and indicated his displeasure at the time it has been taking to get an Automotive-experienced substitute in the program. He suggested possibly using the Diesel Instructor be used to continue the hands-on portion of the training. He feels there needs to be a contingency plan when an Instructor is going to be unavailable for an extended period of time.

Mr. Young stated that there is a shortage of substitute teachers across the state at this time. Mr. Young and Mr. Atwood expressed their appreciation for these comments and for Robert and Gary Schick taking the time to attend the meeting.

Minutes Approved:

On a motion by William Reddinger, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the September 25, 2017 meeting.

Financial Reports Approved:

On a motion by Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the general fund bills for October, 2017, the Activity report for September, 2017 and the Treasurer's report for September, 2017.

Executive Session:

An executive session was held to discuss personnel issues.

Personnel:

- A. On a motion by Lee Stewart, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the resignation, with regret, for Traci Wildeson, Allied Health Instructor.
- B. On a motion by Dwayne VanTassel, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED** to approve to advertise for the position of Allied Health Science Instructor.
- C. On a motion by Hugh Henry, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve hiring Barbara Bartley as the Allied Health Science Instructor. Starting salary will be Step 8 (\$50,990/year), pending receipt of all clearances.
- D. On a motion by William Reddinger, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Troy Geer as long term substitute for Automotive Technology, pending receipt of all clearances.
- E. On a motion by Donald Nair, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the substitute Nurse wage be increased to \$100/day.
- F. On a motion by Lee Stewart, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Tiffanie Shirey, Carrie O'Brien, Christine Baumcratz and Diana Mills as Nurse substitutes.
- G. On a motion by Lee Stewart, seconded by Terry Rush, with all members voting in

the affirmative, **IT WAS RESOLVED** to approve Amy Zacherl (effective 8/28/17) and Mary Jude Trice (effective 10/12/17) to the 2017-18 substitute list.

- H. On a motion by William Reddinger, seconded by Melissa Ford, with all members voting in the affirmative except Terry Rush who opposed, **IT WAS RESOLVED** to approve the following Guest Teachers as classroom substitutes:
- a. Monika Bizousky
 - b. Kenneth Brannon
 - c. Katelyn Burkhart (effective 9/15/17)
 - d. Michelle Coxson
 - e. David Drayer (effective 9/1/17)
 - f. Michelle Fetzer
 - g. Jean Mitrosky
 - h. Carrie O'Brien
 - i. Jessica Painter
 - j. Betty Smith
 - k. Kristin Wardlaw
 - l. Andy Whitcomb (effective 9/5/17)
 - m. Aubrey Monte
 - n. David Evans
- I. On a motion by Lee Stewart, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve rescinding the employment offer to Lara Wagner as the Health, Safety & Attendance Officer, which was approved at the September 25, 2017 meeting.
- J. On a motion by Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Erin Wadding for the position of Health, Safety and Attendance Officer at a rate of \$15.50/hour with a \$.25 increase after a 90 day probationary period, pending receipt of all clearances.

Travel:

On a motion by William Reddinger, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Amy Zacherl and Kelly Schrecengost, Instructional Aides, to attend the Literacy Strategies to Achieve Student Success Workshop on November 17, 2017 in Monroeville, PA at a cost of \$50 for registration.

On a motion by Donald Nair, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Bridget O'Brien, Cosmetology Instructor, to attend the Fashion Focus for those Licensed to Create Conference on November 5-6, 2017 in Cleveland, OH at an approximate cost of \$278.00.

On a motion by Dwayne VanTassel, seconded by Terry Rush, with all members voting in the affirmative, **IT WAS RESOLVED** to approve Construction Technology and Automotive Technology students to attend a field trip to Clarion Ford in Clarion.

Policy

No policies were discussed at the meeting.

Considerations:

On a motion by William Reddinger, seconded by Lee Stewart, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the Carpenters Union to conduct classes on two Saturdays in January, 2018 with all costs being reimbursed by the Carpenters Union.

On a motion by Lee Stewart, seconded by William Reddinger, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the Highmark Loyalty Discount agreement.

Old Business:

Lee Stewart asked if the school credit cards are still being carried by individual employees. Kirk Atwood stated that he has had a conversation with the Business Manager and she felt that each Instructor having possession of their card is the best way to handle doing business at the school due to the nature of the needs of the technical classes. After some group discussion, Donald Nair recommended letting this matter be handled by Kirk Atwood who is the Administration of the school. Jim Beary stated his agreement with Mr. Nair to allow the school administration to determine how the cards are handled.

Director of Technical Education Report – Kirk Atwood

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

- Completed walkthrough observations of Construction and Cosmetology.
- Construction was working on laying block in review for an exam on this skill the following day.
- Cosmetology had numerous tasks going on. Some students were working on mannequins and were completing cuts, curlers and colors. Mrs. O'Brien circulated and demonstrated techniques.
- Diesel – Mr. Clark has set up three local mechanics to come in and work on electrical with level 2 students.
- Automotive – Dave Eggelton of Clarion Ford spoke to students regarding careers in Automotive. UNOH was in on October 20, and OTC was in October 23rd.
- Computer Networking - Level 2 students began working on the network wiring simulation distribution frame and wall. This gives them a real world simulation on how to properly run and implement a network infrastructure.

- Co-op – Construction, Welding and Diesel seniors are working on OSHA Construction Career Safe Certification. Allied Health are working on OSHA Health Career Safe Certification. All senior resumes are complete.
- Community Contacts: Adam Henessey – Perndot Agreement; PA State Police Trooper Wilson – Completed MOU; David Dunn – Emergency Management
- Director Training/Meetings: New Director Academy – 2 Days completed. 10/3 – 10/4, 2017. First onsite visit will be 11/2/17.
- Attended Northwest Consortium Healthcare meeting 9/26/17
- Attended Career and College Readiness Workshop at IUP 10/20/17
- Attended Skills USA District 10 Planning Meeting on 10/6/17 – Local Competitions are scheduled for Oct. 27th. District Competitions will take place on Friday, January 12, 2018 at the NCST
- Building and Grounds: Gate/Lock for file storage
- Student Success: Culinary – 3 Finalists for Derrick Cookbook Assignment Lauryn Mullaney – C.L. *Honorable Mention, Kora Schmoll – A.C.V. *Honorable Mention, McKenzie Bowser – Union. The three recipes were prepared by the students and available for the board members to try during the meeting.
- Additional Happenings: Completed an analysis of Pre – NOCTI Scores and uploaded information for instructors. Scores are consistent with previous years of data.
- Pennsylvania Builder’s Association site inspection will be on Nov. 6th.
- Coins for a Cure received a donation from someone who saw our sign. Shirts are still available.

Superintendent of Record – Steve Young

- No updates on the school electronic sign – will focus on that this month
- Lockdown drills with morning and afternoon session are being planned
- Looking into applying for e-rate grant
- Have not heard any response about Safe School grant which was applied for

Linda Skelley let the board members know that Culinary students are selling pumpkin rolls and had an order form available. Pumpkin roll slices were available for the members to sample at the meeting.

Adjournment

On a motion by Lee Stewart, seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary