

**Clarion County Career Center
Joint Operating Committee
February 28, 2022 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on February 28, 2022 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Mitchell Blose, Chris Boozer, Heidi Byers, John Creese, Jill Foys, Todd MacBeth, Lisa Norbert, Gary Sproul, Jameen Stump, Dwayne VanTassel, and Braxton White.

NOTE: Union's representative changed from Ken Walter to Lisa Norbert.

Members absent: James Shaftic and Corey Sherman.

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

Public Comment Period:

Police Science Instructor, Mr. Chris Richardson provided a presentation for the JOC members on one of the simulation programs the students use during their time in the program. At the end of the presentation, it was noted the Police Science curriculum provides the students with plenty of opportunities for hands-on training, as well as a physical training (PT) component.

Carl Beard from Beard Legal Group and Leon Aristeguieta from exploreClarion.com attended the meeting.

Committee Reports:

Traci Wildeson presented an update on the Facilities/Buildings & Grounds committee meeting, which was held prior to the regular meeting.

Agenda:

On a motion by Braxton White, seconded by Gary Sproul with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the February 28, 2022 meeting.

Minutes Approved:

On a motion by Jim Beary, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the January 24, 2022 regular meeting and February 16, 2022 special meeting.

Financial Reports Approved:

On a motion by Jim Beary, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for February, 2022, the Activity report for February, 2022 and the Treasurer's report for January, 2022.

Executive Session:

Personnel and Legal items were discussed during Executive Session.

Other Business:

No other business was presented.

Personnel:

On a motion by Braxton White, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve hiring Helen Murray as a 12 months/year part time Custodian at a rate of \$11.25/hr. with .20/hr. shift differential after 1:00pm, with an increase of \$.25/hr. after 90 days probation, effective upon receipt of all required clearances. (There are no benefits with this position.)

On a motion by Gary Sproul, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Employee #4758 for a medical leave beginning approximately April 19, 2022 through the end of the 2021-22 school year.

On a motion by Todd MacBeth, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the termination of all medical benefits (health, vision, dental and life insurance) for Employee #0002, effective March 1, 2022.

On a motion by Todd MacBeth, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the resignation, for the purpose of retirement, by Georgie Skinner, Instructional Aide, effective June 3, 2022. *Multiple JOC members added the approval is with regret and the board's thanks and appreciation for her many years of service to the Career Center.*

Travel:

On a motion by Jim Beary, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve HOSA trip on March 29-April 1, 2022 to Valley Forge Event Center, accompanied by Kelly Flick, Allied Health Instructor and four (4) students with a cost of less than \$3,000. *Gary Sproul recommended that an additional chaperone be added to the request to avoid any potential issues with only one adult staff member accompanying the students. This will increase the cost of the request. (Sunshine Laws prevent changing the amount listed on the approved (and publicly posted) agenda. The approval for an additional adult chaperone will be included in next month's JOC agenda.*

On a motion by Jim Beary, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Bridget O'Brien, Cosmetology Instructor, to attend the AVTEC conference on April 8, 2022 at Greater Altoona Technology Center, as a cost of less than \$70.00.

Policy

On a motion by Braxton White, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Second reading of Policy 610-Purchases Subject to Bid/Quotation, and **B.** Approve First reading of Policy 611-Purchases Budgeted.

Considerations:

On a motion by Braxton White, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve amending the 2021-2022 school calendar to be in session on 3/14 & 3/15/22, using these as snow make-up days for weather cancellations on 2/3 & 2/4/22.

On a motion by Braxton White, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve Beard Legal Group to draft a modular sales agreement with a down payment of 20% down, due at signing of the agreement, and the balance paid within 10 days of the completion of the home.

On a motion by Jim Beary, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Purchase a color printer for the business office from McCleary's Business Machines, at a cost of \$1,199.00; **D.** Approve purchase of a poster printer from AGC Education at a cost of \$1,899.00; **E.** Approve purchase of forty-five (45) chairs from Amazon at an approximate cost of \$2,094.00, plus shipping.

No action was taken and item was tabled, **F.** Approve the 2022-2023 Budget, as presented. *Traci Wildeson indicated the budget was prepared with the expectation of receiving approval on the updated Articles of Agreement (six of the seven schools had voted to approve at the time the budget was prepared). The budget figures could change based on a non-approval vote outcome of the final school.*

On a motion by Jim Beary, seconded by Braxton White, with all members voting in the affirmative, **IT WAS RESOLVED to G.** Approve Epic Heating to replace various actuators and valves per quote, at a cost of \$10,995.00.

On a motion by Braxton White, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Approve the purchase of two (2) wall HVAC units from Amazon, at an approximate cost of \$1980.00, plus shipping.

On a motion by Braxton White, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to I.** Approve the Construction Technology OAC (Occupational Advisory Committee) member list.

On a motion by Todd MacBeth, seconded by John Creese, with all members voting in the affirmative, **IT WAS RESOLVED to J.** Approve adding Chris Boozer to the Facilities/Buildings & Grounds committee; **K.** Approve adding ___ to the Finance committee, no members were added; **L.** Approve adding ___ to the Strategic Planning committee, no members were added; **M.** Approve adding Gary Sproul to the Personnel committee. *Mitchell Blose, Lisa Norbert and Heidi Byers asked to have more time to decide on a committee assignment.*

Old Business:

The Articles of Agreement change was discussed.

Traci Wildeson stated that six of the seven sending schools have approved and passed the Articles of Agreement. Without passing, the Career Center budget and the sending schools' budgets are held up at this point in time. Traci reviewed why there is a new agreement being presented. Our articles of agreement since 1991, had the change which removed the information of the vocational reimbursement subsidy monies going back to the sending schools. We are not following the legal document and we need to follow it, by amending or following it as written. Many other CTCs keep a portion of the vocational subsidy to help with buildings & grounds, repairs, maintenance, upgrades and have been able to successfully build up a fund balance (not a general fund balance but a buildings & grounds fund balance) in order to do that so we don't come back to the sending schools for things that occur. As it is now, how we operate is by the tuition per student, any grants that are procured, and a small amount of FICA and PSERS subsidy money. These are the only monies we receive to operate the school. We do not have a fund balance or capital reserve, as all the sending school do. So, the idea on this is to build a fund so if something catastrophic happens, we would have some money so we don't have to go back to the sending schools and we can begin to repair the school and do the things we haven't been able to do in many years.

Detailed discussion between the JOC members and Traci Wildeson occurred.

- *The plan for the use of this money is building and grounds repairs with the potential for programs updates by being placed in a building and ground fund.*
- *Vocational Reimbursement money is provided by the state to career & technical schools with the intention of being used within the school for expenditures i.e.: building repairs, program improvements.*
- *The general fund balance at the end of each year is returned to the sending schools based upon ADM.*
- *40% of the \$429,000 in vocational reimbursement is \$181,000, which would be retained by the Career Center next year if the articles are amended as presented.*
- *The proposed retainment of the vocational reimbursement money (40% for 3 years and 30% subsequent years) may not be enough to cover all of the repairs that are needed for the school, but it will help minimize the need for the Career Center to need to ask the sending schools for additional money; the sending schools are financially responsible for the Career Center.*
- *The Articles of Agreement can be reviewed at any time if there is a need for an amendment.*
- *The Career Center is an "annex" to all seven Clarion County schools.*

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.
- The board packet contained an updated JOC member contact list with the change in Union's representatives from Ken Walter to Lisa Norbert.
- School newsletter – please pay attention to this in your packets. Linda does an amazing job on this, it is a wonderful newsletter that she does.
- School van – which was approved to be purchased back in the summer will be coming within the next month.
- Active shooter drill – was held on the Monday In Service in February.

Superintendent of Record – Joseph Carrico

- We just had the superintendent meeting last week and Traci is a wonderful communicator. He stated he feels the school is running well under Traci Wildeson's leadership and she does a good job in keeping the JOC members up-to-date.

Announcements

- Committee: Finance, Monday, 3/28/22, 6:00pm.
- Regular JOC meeting for March, 2022: 3/28/22, 7:00pm

Adjournment

On a motion by Todd MacBeth seconded by Dwayne VanTassel, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 9:11 p.m.

Respectfully submitted,

Linda Skelley
J.O.C. Secretary