

**Clarion County Career Center  
Joint Operating Committee  
September 25, 2023 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on September 25, 2023 at 7:00 p.m. by Jill Foys, Chairperson. Members present were: Jim Beary, Rick Best, Heidi Byers, Chris Boozer, Jill Foys, Todd MacBeth, Donald Nair, Lisa Norbert, Gary Sproul, Jameen Stump, and Dwayne VanTassel.

Members absent: Dave Estadt, Brady Feicht, and Jeff Shirey.

Administration present in-person were: Traci Wildeson, Director, Dr. David McDeavitt, Superintendent of Record, and Linda Maze, Board Secretary/ Confidential Secretary.

***Public Comment Period:***

No public were in attendance.

***Committee Reports:***

No committee meeting was held prior to the regular meeting.

***Agenda:***

On a motion by Jim Beary seconded by Todd MacBeth with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the September 25, 2023 meeting.

***Minutes Approved:***

On a motion by Rick Best seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the minutes of the August 28, 2023 regular meeting.

***Financial Reports Approved:***

On a motion by Donald Nair, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for September, 2023, the Activity report for September, 2023 and the Treasurer's report for August, 2023.

***Executive Session:***

An Executive Session was held to discuss Personnel.

***Personnel:***

On a motion by Jim Beary, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve advertising for a part-time Instructional Assistant. There are no benefits with this position.

On a motion by Todd MacBeth, seconded by Rick Best, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Accept the retirement notice from Linda Maze, Confidential Administrative Assistant, effective December 1, 2023. *Todd MacBeth made the motion and stated it was in appreciation for the service and a job well done. Traci Wildeson also added she wanted to publicly thank Linda for helping her in the first three years of being Director and noted she will be greatly missed.*

On a motion by Todd MacBeth, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve advertising for the full-time Confidential Administrative Assistant position.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve the revised Confidential Administrative Assistant job description.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve FMLA for Employee #0924 beginning September 11, 2023, for approximately three (3) months.

*Other/New Business:*

Traci had noted at the last meeting she would bring the group what the current rates are for nurse substitutes in the area. Some of the other schools are paying significantly higher than the Career Center. Potentially at the next meeting the current sub rate could be looked at and increased, to improve the ability to get a sub for the Nurse office.

*Travel:*

On a motion by Donald Nair, seconded by Todd MacBeth, and all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve Bridget O'Brien to attend the Cooperative Education Conference on October 19-20, 2023 at the Penn Stater Hotel & Conference Center, at a cost of \$235.00.

On a motion by Donald Nair, seconded by Jameen Stump, and all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve six (6) students to attend the Rotary Luncheon at the Clarion YMCA on October 30, 2023, with Bridget O'Brien. (All students are providing their own transportation.)

*Policy*

On a motion by Rick Best, seconded by Jameen Stump, and all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve the second reading of Policy 216.1-Supplemental Discipline Records.

*Considerations:*

On a motion by Todd MacBeth, seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED to A.** Approve adding Gary Kahle and Sarah Zeigler to the substitute list for 23-24 school year.

On a motion by Jameen Stump, seconded by Gary Sproul, with all members voting in the affirmative, **IT WAS RESOLVED to B.** Approve, retroactively, the donation from Carter Lumber for 70 boxes of deck screws.

On a motion by Jim Beary, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to C.** Approve the OAC members for each program.

On a motion by Donald Nair, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to D.** Approve advertising for an RFP for modular home building materials.

On a motion by Donald Nair, seconded by Todd MacBeth, with all members voting in the affirmative, **IT WAS RESOLVED to E.** Approve starting construction of 23/24, 24/25 modular home with funds from modular home reserve account. *Traci noted that this is a pre-sale and buyers have already met with Mr. Black and Traci regarding the purchase of the home. A contract will be done with the buyers.*

On a motion by Dwayne VanTassel, seconded by Jameen Stump, with all members voting in the affirmative, **IT WAS RESOLVED to F.** Approve, retroactively, the quote from Stallion Mechanical to replace the walk-in cooler refrigeration equipment at a cost of \$9,800.

On a motion by Dwayne VanTassel, seconded by Todd MacBeth, with member J. Stump abstaining, due to relationship to person handling training, members J. Beary, R. Best, H. Byers, J. Foys, T. MacBeth, D. Nair, L. Norbert and D. VanTassel voting in the affirmative, members C. Boozer and G. Sproul voting in the negative, **IT WAS RESOLVED to G.** Approve the following curriculum to be taught to all students:

1. Be Kind Online, A Beyond the Differences Initiative
  - a. Why Did You Do That? Understanding “The Machine Behind Online Platforms and How Your Choices Can Lead to Social Isolation
  - b. Permanent Marker: Exposing Privacy Practices and Long-Term, Real-World Repercussions of Online Posts
2. Know Your Classmates, Beyond Differences
  - a. Recognizing Bias and Embracing Differences
  - b. Human Connection – Empathy and Compassion

On a motion by Jameen Stump, seconded by Jim Beary, with all members voting in the affirmative, **IT WAS RESOLVED to H.** Authorize Linda Maze as JOC Board Secretary, to electronically cast a ballot on behalf of the JOC representing the committee’s choice of candidates for the 2023-2024 PSBA elections as follows:

President elect: Allison Mathis or abstain

Vice President: Sabrina Backer or abstain

Treasurer: Karen Beck Pooley or abstain

At Large Representative (West): Marsha Pleta or abstain

PSBA Insurance Trust Trustees: Seat 1-Marianne Neel or abstain

Seat 2-Mike Faccinetta or abstain

Forum Steering Committee (select up to 3): Jennifer Davidson, Bethanne Zeigler, Betsy Gates, JamieLynn Zimerofsky or abstain

**Old Business:**

No Old Business was discussed.

***Director's Report – Traci Wildeson:***

- ARP/ESSER – some funds remain from this grant, Traci will try to replace another HVAC unit
- Mental Health – Crystal Over/Clarion Psych started on Monday, 9/18/23. She will be providing community resources to any students who are struggling.
- SAP Training – Crystal Over, Traci Wildeson, Brandy Girt and Bridget O'Brien are attending this training to enable a Student Assistance Program (SAP) team to be started at the Career Center
- Co-op
  - Fourteen (14) students out on Co-op, two (2) Culinary students are waiting for paperwork and clearances to be completed
    - 4 Welding, 8 Construction, 1 Culinary, 1 Automotive
    - Actively looking to get four more students out on Co-op
- Adult Education
  - EMT class is running with 10 adult students and 10 high school students who are doing through the training during the school day
  - PA Inspection class is scheduled for November, with 5 students registered currently. Those on our waiting list are being contacted to see if they want to register for the class.
- Daycare in PN Building – Traci is trying to schedule a meeting with the McElhattan Foundation and a daycare provider in October to visit the PN building for discussion of opening a satellite location in the building.
- NOCTI testing – students completed the pre-NOCTI testing last week. Traci will review the results of the testing with Paula Davis.

***Superintendent of Record – Dr. David McDeavitt***

- Legislative
  - PSBA Advocacy Week – Zoom meetings with local legislators
  - Encouraged the group to reach out to local legislators about the fair funding formula. We do not want to follow this fair funding formula, due to Western PA schools not benefitting from that method of funding.

***Announcements***

- Committee: Buildings & Grounds, (if necessary), 10/23/23, 6pm
- Regular JOC meeting for October, 2023 (if needed): 10/23/23, 7pm

***Adjournment***

On a motion by Dwayne VanTassel seconded by Donald Nair, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn the meeting at 7:39 p.m.

Respectfully submitted,

Linda Maze  
J.O.C. Secretary