

**A. W. Beattie Career Center
Joint Operating Committee**

Combined Board Meeting – June 18, 2020

5:45 p.m. – Building and Grounds – Interior Renovation Walk
*Sports Med. – Health & Nursing Sciences – Veterinary Sciences

6:10 p.m. – Executive Session
*Required Act 44 Safety and Security Report to the Joint Operating Committee
*Personnel and Legal Matters

6:30 p.m. - Joint Operating Committee Meeting

Arlene J. Bender Student Conference Center

AGENDA

- I. *Call to Order*
- II. *Pledge of Allegiance*
- III. *Roll Call*
- IV. *Invitation for the public to address the Joint Operating Committee*
- V. *Approval of Minutes of May 28, 2020*
- VI. *President's Report*
- VII. *Superintendent of Record's Report*
- VIII. *Solicitor's Report*
- IX. *Executive Director's Report*

X. Committee Report

Organization & Curriculum Committee (Jim Tunstall – Chairperson)

Action Item

1. To approve the 2020-2021 Student Handbook. (Emailed to JOC)
2. To approve the 2020-2021 Staff Handbook. (Emailed to JOC)
3. To approve the 2020-2021 Health and Nursing Sciences PCT Handbook. (Emailed to JOC)
4. To approve continued participation in the PA Department of Education TAP Professional Development Program for the 2020-2021 school term.
5. To approve the following textbook and e-book bundle for the Intro to Pharmacy program:
 - The Pharmacy Technicians – A Comprehensive Approach
ISBN's – 9780357561447/0357561419 and 0357371364
\$166.50 Bundle price

The Organization & Curriculum Committee recommends items 1 thru 5 be approved.

XI. Committee Report

Personnel Committee (Greg Stein – Chairperson)

Action Item

1. To approve the continued part-time employment for the 2020-2021 school term of:
 - Eric Szalc - Instructional Assistant (Approximately 35 /hrs. per week, no healthcare benefits)
 - Annette Udanic - Instructional Assistant (Approximately 35 /hrs. per week, no healthcare benefits)
 - Cheryl Rogowski - Instructional Assistant (Approximately 35 /hrs. per week, no healthcare benefits)
 - Samantha Singer - Pastry Arts Lab Assistant (Approximately 35 /hrs. per week, no healthcare benefits)
 - Bernie Bileck - Instructional Support (Approximately 35 /hrs. per week, no healthcare benefits)
 - Tina Swanson - Instructional Support (Approximately 21 /hrs. per week, no healthcare benefits)
 - Diane Murray - Instructional Assistant (Approximately 21 hrs./per week, no healthcare benefits)
 - Cameron Galloway - Instructional Support (Approximately 28 /hrs. per week, no healthcare benefits)
 - Daniel Fried - Instructional Support (Approximately 28 /hrs. per week, no healthcare benefits)
 - Stephany Lang - Instructional Assistant (Approximately 21 /hrs. per week, no healthcare benefits)
2. To approve the 2020-2021 salary rate increases, as recommended by the Executive Director, for the following personnel effective July 1, 2020.
 - Instructional Assistants/Educational Support
 - Maintenance & Custodial Staff
 - Support Staff
 - Assistant Director/Principal
 - Assistant Principal
 - Director of Technology
3. To approve a revised retirement date of July 31, 2020 for Mrs. Sue Bauer with the same terms and conditions in the original agreement. (This extension is related to the ongoing COVID-19 issues.)

4. To approve Mrs. Sue Bauer as an emergency substitute secretary for the 2020 – 2021 school term as needed at the daily rate of \$135.00.
5. To approve rescinding the previously dated retirement agreement of May 23, 2019 with Mrs. Susan Dankmyer because of the ongoing COVID-19 issues. Mrs. Dankmyer will serve as the Administrative Specialist for Accounts Payable and Purchasing.
6. To approve Mrs. Susan Dankmyer retiring under the same previous terms and conditions of the May 23, 2019 agreement following the 2020 – 2021 school year with 120 days advanced notice.
7. To approve the following Kiddie Tech hourly salary adjustments effective July 1, 2020 for changes in duty classifications.
 - Krista Leffakis \$9.00/hr. (.50/hr. increase)
 - Melissa Waldren \$8.50/hr. (\$1.00/hr. increase)
8. To approve Shannon Hohmann as a substitute within the Kiddie Tech Day Care at the hourly rate of \$8.50, no benefits during the timeframe of June 15 – August 17, 2020.

The Personnel Committee recommends items 1 thru 8 be approved.

XII. Committee Report

Finance Committee (Jim Fisher – Chairperson)

Action Items

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|----|------------------|---------------------------------|-----------|---------------|
| 1. | ACCOUNTS PAYABLE | AWBCC Operating Fund | 5/31/2020 | \$ 921,304.16 |
| | | Alfred W. Beattie Memorial Fund | 5/31/2020 | \$.00 |
| 2. | BUDGET REPORTS | AWBCC Operating Budget | 5/31/2020 | |
| 3. | CASH REPORTS | AWBCC Operating Fund | 5/31/2020 | \$ 150,572.38 |
| | | Alfred W. Beattie Memorial Fund | 5/31/2020 | \$ 213,012.06 |
| | | AWBCC Student Activity Accounts | 5/31/2020 | \$ 53,695.15 |
4. To authorize the Business Office to issue payments in July & August 2020 for payroll, benefits, utilities and petty cash subject to ratification by the Joint Operating Committee at the August 20, 2020 JOC meeting.
 5. To authorize the Business Office to implement any budgetary transfer recommendations made by the auditor Mark C. Turnley, CPA. (The auditors' recommendations will be reported to the Joint Operating Committee with the June 2020 Audit Report.)
 6. To authorize the Business Office to transfer funds between the checking accounts for the A. W. Beattie Career Center and the various investment accounts for the 2020-2021 school year.
 7. To authorize the Business Office to transfer (maintain) a \$3,000 balance in the Summer/Camp School account for 2020-2021.
 8. To authorize the purchase of General Liability, Property, Crime, Terrorism, Auto, Boiler, Umbrella, School Leaders Liability, and Accident insurance from CM Regent Insurance. To authorize the purchase of Workers' Compensation insurance from Erie Insurance. All insurance is contracted through Kelly Insurance Group, Inc. Pittsburgh, PA at a 2020-2021 annual premium of \$72,153.00.
 9. To approve the purchase of Cyber Security insurance coverage through Westchester – Chubb Cyber Enterprise Risk Management policy for the period of 6 – 12 – 20 through 6 – 12 – 21 in the amount of \$4,926.00. Kelly Insurance Group Inc. of Pittsburgh, PA is the broker.

10. To approve the 2020-2021 Kiddie Tech Childcare and Early Learning Center Operating Budget in the amount of \$436,000.00. This amount will have to be included with the Career Center's 2020-2021 PDE budget submittal, this is reflective of the prior JOC resolution on the operation of the Kiddie Tech Childcare and Early Learning Center dated February 23, 2017. Attachment 1
11. To approve the purchase of a 70 HP laptop computers through All Lines Technology of Cranberry Twp. at a cost not to exceed \$100,000 on COSTARS contract #003-423.

The Finance Committee recommends items 1 thru 11 be approved.

Information Items

1. Kiddie Tech Childcare and Early Learning Center:
A. May 2020 - Report of Enrollment, Revenue and Expenditures
B. Report on Enrollment, Revenue and Expenditures YTD

XIII. Committee Report

Building and Grounds Committee (Louis Buck – Chairperson)

No action items

XIV. Committee Report

Policy Committee (Christine Misback – Chairperson)

1. To approve the following revised policy.
- Policy #716 Integrated Pest Management

Attachment 2

The Policy Committee recommends item 1 be approved.

XV. Legislative Report (Libby Blackburn – Chairperson)

No action items

XVI. Public Relations Report (Dr. Eric Bieniek – Chairperson)

No action items

XVIII. Old Business

XIX. New Business

XX. Next Meeting:

- August 20, 2020** - A. W. Beattie Career Center
5:30 p.m. Dinner
6:00 p.m. Committee Meeting
6:30 p.m. Joint Operating Committee Meeting (Arlene J. Bender Student Conference Center)