

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

Combined Board Meeting – June 17, 2021

5:30 p.m. – Dinner

6:15 p.m. – Executive Session

***Required Act 44 Safety and Security Report to the Joint Operating Committee**

Dr. Jason Watkins

***Personnel and Legal Matters**

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

Arlene J. Bender Student Conference Center

ZOOM (video & audio conference): Using a PC, tablet or smart phone,
click on this link or cut & paste into your browser

<https://us04web.zoom.us/j/77453182855?pwd=WVRPbGVyaEhGUUJTL3MxdnE3VWxXUT09>

- ❖ For security purposes, when you click on the above link, you will enter a ZOOM “waiting room”. You may experience a slight delay before you are admitted to the JOC Meeting. The waiting room will be accessible as early as 6:15 PM ET. The JOC Meeting will not start until 6:30 PM ET.

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 20, 2021***
- VI. *President’s Report***
- VII. *Superintendent of Record’s Report***
- VIII. *Solicitor’s Report***
- IX. *Executive Director’s Report***
 - Mr. Matt Franz – HHSDR will be in attendance to answer culvert replacement questions.
 - Mr. Brad Walker will have a Business Office presentation.

X. Committee Report

Organization & Curriculum (James Tunstall – Chairperson)

Action Items:

1. To approve the 2021 – 2022 Student Handbook. (Emailed to JOC)
2. To approve the 2021 – 2022 Health and Nursing Sciences PCT Handbook. (Emailed to JOC)
3. To approve continued participation in the PA Department of Education TAP Professional Development Program for the 2021 – 2022 school term.
4. To approve the revised job description 3110 – CRC (P/L) – Career and Technical Education School Career and Resource Counselor. Attachment #1
5. To approve the revised Instructional Assistant 4055 (P) job description to reflect Perkins requirements. Attachment #2
6. To approve the revised Public Relations/Outreach Coordinator 4062 job description. Attachment #3
7. To approve the Executive Director, Assistant Director, and Assistant Principal attending the PACTA Administrator Leadership Conference July 26 – 29, 2021 at an estimated cost of \$2,375.00, Perkins & Operating Budget.
8. To approve the PA Department of Education required Emergency Instructional Time Template Section 520.1 for the 2021 – 2022 school year. Attachment #4
9. To approve the PA Department of Education required American Rescue Plan (ARP) ESSERS Health and Safety Plan for the 2021 – 2022 school year. Attachment #5

The Organization & Curriculum Committee recommends items 1 thru 9 be approved.

Information Item:

1. The A.W. Beattie Education Association recently elected Executive Committee officers for 2021 – 2023. The elected officers are:
 - President – John Brown (Carpentry/Building Construction)
 - Vice President – Cari Ludwig (Early Childhood Education)
 - Secretary – Andrew Dumbeck (Advertising Design)
 - Treasurer – Paula Gibson (Dental/Intro to Pharmacy)
 - Building Rep – Roy Hughes (HVAC)
 - Building Rep – Nate Monroe (Automotive Technology)

XI. Committee Report

Personnel Committee (Greg Stein – Chairperson)

Action Items:

1. To approve the resignation of Instructional Assistant Dan Fried, Cosmetology effective May 20, 2021.
2. To approve the resignation of Nicole Gruener from Kiddie Tech effective May 27, 2021.
3. To rescind the employment of Madison Gourley, Kiddie Tech Day Care Center from her original date of hire March 22, 2021.

4. To approve the continued part-time employment for the 2021 – 2022 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 35/hrs. per week, no healthcare benefits)
 - Cameron Galloway – Instructional Support (Approximately 35/hrs. per week, no healthcare benefits)
 - Stephany Lang – Instructional Assistant (Approximately 24/hrs. per week, no healthcare benefits)
5. To approve the 2021 – 2022 salary rate increases, as recommended by the Executive Director, for Attachments #6 & 7 the following personnel effective July 1, 2021.
 - Instructional Assistants
 - Instructional Support
 - Custodial/Maintenance
 - Administrative/IT Support
 - Administrators
 - Kiddie Tech Day Care Center Staff
6. To approve the following individuals for part-time, summer custodial/maintenance employment at the following rates, no benefits. Maximum of 35 hrs./per week.
 - Brandon Hilliard (HA) \$12.50/hr., no benefits (June 17 – August 31, 2021)
 - Matt Charlton \$14.75/hr., no benefits (June 7 – August 31, 2021)
 - John Brown \$14.75/hr., no benefits (July 1 – August 15, 2021)
7. To approve the status change for the following Kiddie Tech Day Care staff members effective June 15, 2021.
 - Abigail Armstrong \$9.50/hr., no benefits Part-time Assistant Group Supervisor
 - Hailey Majetic \$9.50/hr., no benefits Part-time Assistant Group Supervisor
(Abigail and Hailey were previously CO-OP students.)
8. To approve the attached Management and Supervision Compensation Plan for the following Attachment #8 positions, effective July 1, 2021:
 - Assistant Director/Principal
 - Assistant Principal
 - Technology Director
 - Building and Grounds Supervisor

The Personnel Committee recommends that items 1 thru 8 be approved.

XII. Committee Report

Finance Committee (Jim Fisher – Chairperson)

Action Items:

1. ACCOUNTS PAYABLE	AWBCC Operating Fund	5/31/2021	\$ 930,929.83
	Alfred W. Beattie Memorial Fund	5/31/2021	\$

- | | | | |
|------------------|---------------------------------|-----------|-----------------|
| 2. BUDGET REPORT | AWBCC Operating Budget | 5/31/2021 | \$ |
| 3. CASH REPORTS | AWBCC Operating Fund | 5/31/2021 | \$ 1,165,384.67 |
| | PLGIT & PSDLAF | 5/31/2021 | \$ 395,123.33 |
| | AWBCC Money Market Fund | 5/31/2021 | \$ 3,002,368.66 |
| | AWBCC Capital Reserve Fund | 5/31/2021 | \$ 279,310.33 |
| | Alfred W. Beattie Memorial Fund | 5/31/2021 | \$ 213,107.69 |
| | AWBCC Student Activity Accounts | 5/31/2021 | \$ 67,799.28 |
4. To authorize the Business Office to issue payments in July & August 2021 for payroll, benefits, utilities and petty cash subject to ratification by the Joint Operating Committee at the August 19, 2021 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 2021 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 2021 – 2022 school year.
 7. To authorize the Business Office to transfer (maintain) a \$3,000 balance in the Summer/Camp School account for 2021 – 2022.
 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 CM Regent. To authorize other insurances from Westchester, as presented. All insurance is contracted through Kelly Insurance Group, Inc. Pittsburgh, PA at a 2021 – 2022 annual premium of \$71,949. (This represents a savings of \$7,759.)
 9. To approve the acceptance of \$7,750.00 from Allegheny Educational Systems for two used Amatrol trainers and authorize the Business Manager to deposit the proceeds into the 2017 Capital Reserve Account.
 10. To approve the acceptance of a \$58,000 grant for the Kiddie Tech Day Care Center through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021.

The Finance Committee recommends items 1 thru 10 be approved.

Information Items:

1. Kiddie Tech Childcare and Early Learning Center
 - A. May 2021 – Report of Enrollment, Revenue and Expenditures
 - B. Report on Enrollment, Revenue and Expenditures YTD
2. The Career Center will receive a refund on our 2019 – 2020 Workers' Compensation Policy in the amount of \$1,328.00 based on the revised, audited payroll.

XIII. Committee Report

Building & Grounds Committee (Dee Spade – Chairperson)

1. To approve the proposal of HHS DR in the amount of \$29,400 plus reimbursable expenses for bid and construction document printing related to the Culvert Pipe Replacement on the CBC Construction side pad area of the Career Center property. Attachment #9

The Building and Grounds Committee recommends item 1 be approved.

XIV. Committee Report

Policy Report (Christine Misback – Chairperson)

No Action Items

Information Item:

1. First Reading of new Policy #218.3 – Discipline of Student Convicted/Adjudicated of Sexual Assault Attachment #10

XV. Committee Report

Legislative Report (Libby Blackburn – Chairperson)

No Action Items

XVI. Committee Report

Public Relations Report (Dr. Eric Bieniek – Chairperson)

No Action Items

XVII. Old Business

XVIII. New Business

XIX. Next Meeting

August 19, 2021 – A.W. Beattie Career Center – Arlene J. Bender Student Conference Center

5:30 p.m.	Dinner
6:00 p.m.	Committee Meeting
6:30 p.m.	Joint Operating Committee Meeting