

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

Combined Board Meeting – March 23, 2023

5:30 PM – Dinner

**5:45 PM – Committee of the Whole – Curriculum in Automotive Collision Technology
Program**

**6:15 PM – Joint Operating Committee Meeting
in Automotive Collision Technology**

ZOOM (video & audio conference): Using a PC, tablet or smart phone,

click on this link or cut & paste into your browser

<https://zoom.us/j/99559150516?pwd=NG1seWJuWEJKcktVRzNMUUI1cG1Jdz09>

- ❖ 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 6:05 PM ET, however, the JOC Meeting will not start until 6:15 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 January 26, 2023***

- VI. *President’s Report***

- VII. *Superintendent of Record’s Report***

- VIII. *Solicitor’s Report***

- IX. *Executive Director’s Report***
 - *Presentation by Early Childhood Education*
 - *Update on Robotics Engineering Technology*

X. Committee Report

Organization & Curriculum (Libby Blackburn – Chairperson)

Action Items:

1. To approve the continuation of the Behavioral Health Professional Service Agreement between Allegheny Clinic (AHN) and A.W. Beattie Career Center for the 2023 – 2024 school year, as previously reviewed by the solicitor.
2. To approve the Career Center’s – Career & Technical Pathways to Graduation rubric as required under Act 158. Attachment #1
3. To approve 27 students and 4 advisors participating in the 2023 PA SkillsUSA Leadership Conference and Skill contest in Hershey, PA from April 12 - 14, 2023.
Total cost: \$18,504.58 Operating Budget \$8,890.58 Student Activity \$9,614.00
Mrs. Brown will be attending April 11 - 14.
4. To approve Sarah Dietz to serve as the Basic Healthcare Chair at the State SkillsUSA contest in Hershey, PA from April 12 - 14, 2023. There is no cost to the Career Center.
5. To approve Darren Vtipil, Sports Medicine, participating in the 2023 AHN Orthopedic Update at Nemacolin Woodlands from April 28 – April 30, 2023 at an estimated cost of \$1,170.00 (Operating Budget).
6. To approve Tuesday, May 30, 2023 for Senior Recognition at LaRoche University.
7. To approve the continued participation in the PA Department of Education TAP Professional Development Program for the 2023 – 2024 school term.
8. To approve Allegheny Health Network’s request to conduct a voluntary student/staff survey related to the efficiency of “The Chill Project” as it relates to its function at the Career Center. Attachment #2
(This request has been reviewed by the Solicitor as acceptable.)
9. To approve Mrs. Olszewski and 3 Surgical Science students participating in the Technical School Education Day April 24 – 25, 2023 at the State Capital . Operating Budget estimated cost of \$1,375.00.

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

Information Items:

1. The medical programs received a locking pharmacy medication distribution cart from KB Port of Shaler, valued at \$9,000.00.

XI. Committee Report

Personnel Committee (Ron Frank – Chairperson)

Action Items:

1. To approve an unpaid leave on December 1, 2023 for employee #214.
2. To approve an unpaid leave on December 1, 2023 for employee #334.

3. To approve the Administrative Guideline Addendum for: Attachment #3
- Custodial/Maintenance
 - Secretarial/Support Staff (Office)
 - Director and Assistant Director of the Kiddie Tech Day Care
 - Technology Assistant
 - Public Relations/Outreach Coordinator
- For a ten and twenty year non-PSERS longevity bonus. Bonus subject to all applicable payroll taxes.
4. To approve Administrative Guidelines for: Attachment #4
- Instructional Program Support Areas
- Instructional Assistant/Instructional Support
 - Emergency Nurse
- Guidelines Include:
- PTO/Sick Days
 - Longevity Bonus
 - Life and Disability Coverage
 - Health Care Coverage offer
5. To approve Administrative Guideline Addendum for Terms of Employment – School Police Officer Attachment #5
- Longevity Bonus
6. To approve revised Job Description #3110 Career and Technical Education School Counselor. Attachment #6
7. To approve revised Job Description #3110-CRC (P/L) Career and Technical School Career and Resource Counselor. Attachment #7
8. To ratify the internship of Riley Isaac (Slippery Rock University) for an internship held March 13 – 17, 2023. All required clearances on file.

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

XII. Committee Report

Finance Committee (Jim Fisher – Chairperson)

Action Items:

1. ACCOUNTS PAYABLE	AWBCC Operating Fund	1/31/2023	\$ 659,964.14
		2/28/2023	\$ 695,609.23
	AWBCC Capital Reserve Fund	1/31/2023	\$ 3,125.00
		2/28/2023	\$
	Student Activity Fund	1/31/2023	\$
		2/28/2023	\$ 500.00
	Alfred W. Beattie Memorial Fund	1/31/2023	\$
		2/28/2023	\$
	Conroy D. Guyer Fox Chapel Charitable Trust	1/31/2023	\$ 475.00
		2/28/2023	\$
2. BUDGET REPORT	AWBCC Operating Fund	1/31/2023	\$
		2/28/2023	\$
3. CASH REPORTS	AWBCC Operating Fund	1/31/2023	\$ 1,253,590.91
		2/28/2023	\$ 1,884,251.72
	PLGIT & PSDLAF	1/31/2023	\$ 1,701,843.06
		2/28/2023	\$ 2,027,412.39
	AWBCC Money Market Fund	1/31/2023	\$ 1,742,938.46
		2/28/2023	\$ 1,320,682.17
	AWBCC Capital Reserve Fund	1/31/2023	\$ 217,519.45
		2/28/2023	\$ 217,920.13
	Alfred W. Beattie Memorial Fund	1/31/2023	\$ 217,683.02
		2/28/2023	\$ 218,473.94
	Conroy D. Guyer Fox Chapel Charitable Trust	1/31/2023	\$ 3,720.60
		2/28/2023	\$ 3,722.71
	AWBCC Student Activity Accounts	1/31/2023	\$ 75,913.19
		2/28/2023	\$ 63,432.31

4. To authorize the administration to transfer the 2021 - 2022 Adult Education/Cyber-Charter tuition income from Fund Balance in the amount of \$87,449.00 to the 2022 Capital Reserve Account.

5. To approve the administrations recommended assigned fund balance allocation of \$91,800.00 for anticipated health care costs.

6. To approve the administrations recommended transfer of \$125,000.00 from unassigned fund balance to the physical plant/Infrastructure assigned fund balance. (For repairs outlined with the JOC in January 2023.)
7. To accept the Kiddie Tech Day Care Center Workforce Support Grant 2.0 in the amount of \$19,377.00. This amount includes the employershare of payroll taxes.
8. To ratify the payment of the Workforce Support Grant 2.0 in the amount of \$2,000.00 to each of the following Kiddie Tech Day Care Center staff. This amount of non-PSERS eligible.
 - Krista Charlton
 - Annabelle Dischner
 - Abigail Armstrong
 - Sarah Gluvna
 - Lauryn Jones
 - Emily Morrison
 - Barbara Waldron
 - Karen Wieczorek
 - Sara Zaki
9. To approve the 2021 – 2022 Kiddie Tech surplus of \$6,113.00 being transferred to the Kiddie Tech fund balance as established by JOC action in 2017.
10. To approve the purchase and installation of the LG Create instructional system at the total cost of \$37,403.00 with shipping and set-up through Allegheny Educational Systems, Inc of Tarentum, PA through the 2022 Capital Reserve Account.
 - First Year Site License \$ 5,500.00
 - 2 Industrial Control Teaching sets \$ 7,543.00 each
 - 2 Pneumatics Trainers \$ 7, 257.00 each
 - 3 Fluid Power Resource Packs \$ 54.00 each

Attachment #8

The Finance Committee recommends items 1 through 10 be approved.

Information Items:

1. Remaining 2032 – 2024 Budget Schedule

April, 2023 Joint Operating Committee Members recommendation to present budget to the Full Board (81 members) for approval.

May, 2023 Full Board approval – As per the Articles of Agreement: “The budget shall be adopted, by joint meeting or mail ballot by two-thirds of the Member School Districts and by the affirmative vote of a majority of all the members of the full Board during the month of May. Said budget shall be subject to final approval by the Pennsylvania Department of Education.”

2. Kiddie Tech Early Learning Center

- A. Report on 2023 Revenue, Expenditures and Enrollment.
- B. Report on Revenue and Expenditures, year-to-date.

3. JOC members please submit your Statement of Financial Interests for 2022 to Mrs. Wasielewski.

4. As it relates to the 20201 – 2022 financial audit, an exit conference was held on February 23, 2023 with the local auditor Mark Turnley and associates of New Brighton, PA, JOC Officers/Members, and Administration. The auditor reported there were no findings. An electronic copy of the audited financial statements, year ending June 30, 2022, was electronically distributed to the full JOC on February 17, 2023. JOC Officers/Members: Greg Stein, Ron Frank, Larry Vasko (virtually) and Elizabeth Warner (In-person) participated in the exit conference.

XIII. Committee Report

Building & Grounds Committee (Dee Spade - Chairperson)

Action Items:

1. To approve the purchase of 10 double sided student Cosmetology training stations at the cost of \$27,516.00 w/shipping through POCR Furnishings, LLC DBA Kae mark of Giddings, TX on Buy Board national purchase program, contract #653-21. Operating Fund Balance.
2. To approve the resurfacing bid of TABS Asphalt of Pittsburgh, PA for the Career Center entrance drive from Babcock Blvd to the front loop break at an estimated cost of \$27,218.00, Operating Fund Balance. Attachment #9
3. To approve the purchase and installation of a 12' X 12' shade canopy as part of the Kiddie Tech/ECE Risk instructional area at an estimated cost of \$12,368.00 on COSTARS #14-027-18411 through Jeffrey Associates of Indianola, PA, KTELC – Covid Funding.

The Building & Grounds Committee recommends items 1 through 3 be approved.

Information Item:

1. On March 8, 2023 AWBCC conducted our required, annual Integrated Pest Management (IPM) review meeting.

XIV. Committee Report

Policy Report (Elizabeth Warner – Chairperson)

No Action Items.

Information Item:

1. First Reading of Revised Policy #620 – Fund Balance. Attachment #10
2. First Reading of New Policy # 802.2 – Electronic Data Storage. Attachment #11

XV. Committee Report

Legislative Report (Libby Blackburn – Chairperson)

No Action Items

XVI. Committee Report
Public Relations Report (Ron Frank – Chairperson)
No Action Items

XVII. Old Business

XVIII. New Business

Executive Session

XX. Next Meeting
April 20, 2023 – A.W. Beattie Career Center – Arlene J. Bender Student Conference Center

5:30 p.m.	Dinner
5:45 p.m.	Committee Meetings
6:15 p.m.	Joint Operating Committee Meeting