

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

Combined Board Meeting – June 15, 2023

5:30 p.m. – Dinner

6:15 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://zoom.us/j/99783953450?pwd=bkVtSFBEL0JaMGthU0hpbmlaek0rUT09>

- ❖ 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 6:00 PM ET. 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 May 25, 2023***
- VI. President’s Report***
- VII. Superintendent of Record’s Report***
- VIII. Solicitor’s Report***
- IX. Executive Director’s Report***

X. Committee Report

Organization & Curriculum (Libby Blackburn – Chairperson)

Action Items:

1. To approve the 2023 – 2024 Student Handbook. (Mailed to JOC)
2. To approve the 2023 – 2024 Health and Nursing Sciences PCT Handbook. (Mailed to JOC)
3. To approve the 2023 – 2024 Staff Handbook. (Mailed to JOC)
4. To approve the PA Department of Education required American Rescue Plan (ARP) ESSERS Health and Safety Plan for the 2023 – 2024 school year as posted to the Career Center website.
5. To approve the following supplemental textbook purchase for the Cosmetology program to enhance professional skill development.
 - Summit Salon Business Center – Over the Top Best Guest Practices of TOP 20 Stylists
ISBN #978-0-9963432-6-8 Fourth Edition – 2021 \$54.99/each
Summit Salon Business Center, LLC Plymouth, MN
6. To approve Heather Brown, Ad Design instructor presenting at the 2023 PACTA Summer Leadership Conference July 25 – 27, 2023 for Best Practices in the Ad Design program as recognized by PDE. The estimated cost is \$850.00, Operating Budget.

The Organization & Curriculum Committee recommends items 1 thru 6 be approved.

Information Item:

1. The A.W. Beattie Education Association elected Executive Committee officers for 2023 – 2024 are:
 - President – John Brown (Carpentry/Building Construction)
 - Vice President – Cari Ludwig (Early Childhood Education)
 - Secretary – Megan Chuckery (Vet Sciences)
 - Treasurer – Paula Gibson (Dental/Intro to Pharmacy)
 - Building Rep – Nate Monroe (Automotive Technology)

XI. Committee Report

Personnel Committee (Ron Frank – Chairperson)

Action Items:

1. To approve the continued part-time employment for the 2023 – 2024 school term of:
 - Eric Szelc – Instructional Assistant Auto Tech (Approximately 35/hrs. per week, no healthcare benefits)
 - Cheryl Rogowski – Instructional Assistant Surgical Sciences (Approximately 35/hrs. per week, no healthcare benefits)
 - Samantha Singer – Pastry Arts Baker (Approximately 35/hrs. per week, no healthcare benefits)
 - Diane Murray – Instructional Assistant ECE (Approximately 35/hrs. per week, no healthcare benefits)
 - Heather Zottoli – Instructional Support (Approximately 35/hrs. per week, no healthcare benefits)
 - Danielle DeMasi – Instructional Assistant Cosmetology (Approximately 35/hrs. per week, no healthcare benefits)
 - Hilary Falo – Instructional Assistant Medical Programs (Approximately 35/hrs. per week, no healthcare benefits – ESSR’s funding)
 - Casey Santonastaso – Instructional Assistant Veterinary Sciences (Approximately 35/hrs. per week, no healthcare benefits)

2. To approve the 2023 – 2024 salary rate increases, as recommended by the Executive Director, for the following personnel effective July 1, 2023. Attachment #1
Attachment #2
- Instructional Assistants
 - Instructional Support
 - Custodial/Maintenance
 - Administrative/IT Support
 - Administrators
 - Kiddie Tech Day Care
 - Director
 - Assistant Director
3. To approve Bella Ellis as a Special Education Learning Facilitator effective August 9, 2023 at the salary of \$55,750.00, with benefits, Perkins and Operating Budget.
4. To approve Rick Bennett as an Automotive Technology curriculum consultant between July 1 and August 2, 2023 at the hourly rate of \$30.00, no benefits. (Maximum of 15 hours)
5. To approve Rick Bennett as an Automotive Technology Instructor effective August 9, 2023 at the salary of \$65,000.00, with benefits.
6. To approve Cam Galloway as a Building Construction curriculum consultant between July 1 and August 2, 2023 at the hourly rate of \$30.00, no benefits. (Maximum of 15 hours)
7. To approve Cam Galloway as a Building Construction instructor effective August 9, 2023 at the salary of \$49,750.00.00, with benefits.
8. To approve the assignment of Dale Dankmyer as an HVAC instructor effective the 2023 – 2024 school year, with salary and benefits as outlined with the A.W. Beattie Education Association Collective Bargaining Agreement.
9. To approve Ashton Monroe as a Culinary Arts Instructional Assistant effective August 9, 2023, at the hourly rate of \$19.25, no healthcare benefits, Perkins and Operating Budget.
10. To approve Bridgette Long as a Support Secretary in the school office effective August 1, 2023 at the hourly rate of \$21.85. This position will have seven (7) PTO days, along with disability and life insurance, no healthcare benefits.
11. To approve Mrs. Sue Bauer as an emergency substitute secretary for the 2023 – 2024 school year at the daily rate of \$135.00, no benefits.
12. To approve the continued employment of Holly Dillon, RN as an Emergency Nurse for the 2023 – 2024 school year, at the daily rate of \$200.00, no healthcare benefits. Position will have five (5) PTO days and funded by ESSR's and Operating Budget.
13. To accept the resignation of Keifer Carroll part-time custodial assistant effective June 23, 2023.
14. To approve Joseph Franczyk as a part-time summer custodial assistant, approximately 35 hours per week, at the hourly rate of \$15.00, no benefits. Effective June 12 – August 11, 2023.

15. To approve the Executive Director’s 2023 – 2024 salary increase of 3.15% in accordance with his performance evaluation and Executive Director Agreement.

The Personnel Committee recommends that items 1 thru 15 be approved.

XII. Committee Report

Finance Committee (Jim Fisher – Chairperson)

Action Items:

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|---------------------|---|-----------|-----------------|
| 1. ACCOUNTS PAYABLE | AWBCC Operating Fund | 5/31/2023 | \$ 657,938.79 |
| | AWBCC Capital Reserve Fund | 5/31/2023 | \$ 36,100.00 |
| | Alfred W. Beattie Memorial Fund | 5/31/2023 | \$ |
| | Conroy D. Guyer Fox Chapel Charitable Trust | 5/31/2023 | \$ |
| 2. BUDGET REPORT | AWBCC Operating Budget | 5/31/2023 | \$ |
| 3. CASH REPORTS | AWBCC Operating Fund | 5/31/2023 | \$ 967,403.43 |
| | PLGIT & PSDLAF | 5/31/2023 | \$ 2,591,730.09 |
| | AWBCC Money Market Fund | 5/31/2023 | \$ 1,180,804.51 |
| | AWBCC Capital Reserve Fund | 5/31/2023 | \$ 210,272.40 |
| | Alfred W. Beattie Memorial Fund | 5/31/2023 | \$ 221,214.20 |
| | Conroy D. Guyer Fox Chapel Charitable Trust | 5/31/2023 | \$ 3,729.03 |
| | AWBCC Student Activity Accounts | 5/31/2023 | \$ 54,150.90 |
4. To authorize the Business Office to issue payments in July & August 2023 for payroll, benefits, utilities and petty cash subject to ratification by the Joint Operating Committee at the August 17, 2023 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 2023 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 2023 – 2024 school year.
 7. 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. All insurance is contracted through Kelly Insurance Group, Inc. Pittsburgh, PA at the 2023 – 2024 annual premium of \$84,259.00.
 8. To authorize the purchase of Cyber Insurance from Westchester, a Chubb company. All insurance is contracted through Kelly Insurance Group, Inc. Pittsburgh, PA at the 2023 – 2024 annual premium of \$7,874.00.

9. To authorize the purchase of Life, AD&D, Short Term Disability and Long Term Disability insurance coverage via the Hartford Financial Services Group replacing One America with an estimated monthly premium of \$2,800.00 based upon employees enrolled in for the policy period beginning July 1, 2023 through June 30, 2025. (This represents an approximate savings of \$755.00/per month.) All insurance is contracted through Kelly Insurance Group.
10. To authorize the Business Manager to invest available funds from the Operating Fund into Certificates of Deposit, when the interest rates are favorable with discretion. The Certificates of Deposit will be listed as part of the monthly financial statements.
11. To accept a donation of \$1,275.00 from Harbor Freight Tools for student activities at SkillsUSA Nationals in Atlanta.

The Finance Committee recommends items 1 thru 11 be approved.

Information Items:

1. Kiddie Tech Childcare and Early Learning Center
 - A. May 2023 – Report of Enrollment, Revenue and Expenditures
 - B. Report on Enrollment, Revenue and Expenditures YTD

XIII. Committee Report

Building & Grounds Committee (Dee Spade – Chairperson)

1. To approve Step ONE of the proposal to perform architectural/engineering services as presented by HHSDR Architects/Engineers of Pittsburgh, PA dated May 31, 2023. At the cost of \$7,000.00 plus reimbursable costs for printing and copying.
2. To approve replacement of flooring in the Networking/Cyber Security classroom at the estimated cost of \$\$6,909.00 through Continental Office Floors of Pittsburgh, PA 15225.

The Building and Grounds Committee recommends items 1 & 2 be approved.

XIV. Committee Report

Policy Report (Elizabeth Warner – Chairperson)

Action Items:

1. To approve the following revised policies:

•	#210 Medication	Attachment #3
•	#210.1 Possession/Use of Life Saving Medication	Attachment #4
•	#210.2 Possession/Administering of Naloxone	Attachment #5

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

XIX. Next Meeting

August 17, 2023 – A.W. Beattie Career Center – Arlene J. Bender Student Conference Center

5:30 p.m.

Dinner

5:45 p.m.

Committee Meeting

6:15 p.m.

Joint Operating Committee Meeting