

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

**Combined Board Meeting – June 20, 2024**

**6:00 p.m. – Executive Session – Personnel and Legal  
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/94727359530?pwd=RVhTMTB2aFNlQlNyQ3YxV3lwTmVBdz09>

- ❖ 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 23, 2024***
- 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 2024 – 2025 Student Handbook. (Mailed to JOC)
2. To approve the 2024 – 2025 Staff Handbook. (Mailed to JOC)
3. To approve the continuation of the Career Center’s Microsoft 365 EES User agreement through Lancaster Lebanon IU13 for the 2024 – 2025 school year at an estimated cost of \$15,451.50.
4. To approve the following purchases utilizing the Beattie Memorial Fund to support student learning in the Networking/Cyber Security Lab.
  - A. 8 Electric Static Top workbenches with attachments for student project development and testing at an estimated cost of \$8,368.00 through Uline of Pleasant Prairie, WI.
  - B. 4 VR/AR Headset units for virtual spatial design/build computing at an estimated cost of \$2,449.00 through Apple.

**The Organization & Curriculum Committee recommends items 1 through 4 be approved.**

**Information Item:**

1. The A.W. Beattie Education Association elected Executive Committee officers for 2024 – 2025 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)
2. The Automotive Technology program received \$8,000.00 in tools and a tool chest from a private donor.

**XI. Committee Report**

**Personnel Committee (Ron Frank – Chairperson)**

**Action Items:**

1. To approve Mrs. Maureen Golden as Business Manager effective July 1, 2024 at the salary of \$81,000 with benefits as outlined under the terms and conditions of the employment agreement drafted by the solicitor. Attachment #1
2. To approve the employment of Denise Dubee as an Assistant Group Supervisor on the Kiddie Tech Day Care Center effective June 7, 2024 at the hourly rate of \$16.50, no healthcare benefits.
3. To approve Mrs. Sue Bauer as an emergency substitute secretary for the 2024 – 2025 school year at the daily rate of \$135.00, no benefits.
4. To approve the Executive Director’s 2024 – 2025 salary increase of 3.15% in accordance with his performance evaluation and Executive Director Agreement.

**The Personnel Committee recommends that items 1 through 4 be approved.**

**XII. Committee Report**

**Finance Committee (Beau Blaser – Chairperson)**

**Action Items:**

- |                     |                                             |           |                 |
|---------------------|---------------------------------------------|-----------|-----------------|
| 1. ACCOUNTS PAYABLE | AWBCC Operating Fund                        | 5/31/2024 | \$ 735,504.84   |
|                     | AWBCC Capital Reserve Fund                  | 5/31/2024 | \$              |
|                     | Alfred W. Beattie Memorial Fund             | 5/31/2024 | \$              |
|                     | Conroy D. Guyer Fox Chapel Charitable Trust | 5/31/2024 | \$ 421.50       |
| 2. BUDGET REPORT    | AWBCC Operating Budget                      | 5/31/2024 | \$              |
| 3. CASH REPORTS     | AWBCC Operating Fund                        | 5/31/2024 | \$ 754,904.90   |
|                     | PLGIT & PSDLAF                              | 5/31/2024 | \$ 2,506,080.50 |
|                     | AWBCC Certificate of Deposit                | 5/31/2024 | \$ 517,771.73   |
|                     | AWBCC Money Market Fund                     | 5/31/2024 | \$ 961,516.01   |
|                     | AWBCC Capital Reserve Fund                  | 5/31/2024 | \$ 217,826.80   |
|                     | Alfred W. Beattie Memorial Fund             | 5/31/2024 | \$ 216,014.95   |
|                     | Conroy D. Guyer Fox Chapel Charitable Trust | 5/31/2024 | \$ 6,739.80     |
|                     | AWBCC Student Activity Accounts             | 5/31/2024 | \$ 45,177.56    |
4. To authorize the Business Office to issue payments in July & August 2024 for payroll, benefits, utilities and petty cash subject to ratification by the Joint Operating Committee at the August 15, 2024 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 2024 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 2024 – 2025 school year.
  7. To ratify the sale of a CBC Backyard Shed project in the amount of \$2,000.00 to Hope Haven Farm Sanctuary.
  8. To ratify the sale of a CBC Chicken Coop Project in the amount of \$500.00 to Raymond and Brenda Taylor.
  9. To approve the listed 2023 – 2024 Operating Fund Budget transfers.

Account	Account Description	To:	From:
10-2220-750-000	IT - Equipment Purchases		\$ 3,079
10-2220-650-000	IT - Admin Software Licensing Fees	\$ 1,866	
10-2220-610-000	IT - General Supplies	\$ 520	
10-2220-490-000	IT -Contracted Services	\$ 532	
10-2220-810-000	IT - Dues & Fees	\$ 161	

**Adjust budgeted amounts within the IT department to account for varying required purchases to support additional online resources and school-wide supply purchases, as needed.**

Account	Account Description	To:	From:
10-2600-621-000	FACILITIES - Natural Gas		\$ 1,500
10-2600-650-000	Facilities - Admin Software Licensing Fees	\$ 1,500	

**Move projected balance in utility category to cover cost of Facilities online program.**

Account	Account Description	To:	From:
10-1330-610-009	DENTAL/PHARM - General Supplies	\$ 1,497	
10-1330-430-009	DENTAL/PHARM - Repairs & Maintenance		\$ 1,497

**Account for additional purchase of Dental models and tools for program.**

Account	Account Description	To:	From:
10-1380-430-003	CBC - Repairs And Maintenance Svcs		\$ 2,200
10-1380-211-013	HVAC - Medical Insurance		\$ 4,000
10-1380-430-005	Ad Design- Repairs And Maintenance Servi		\$ 1,500
10-1380-430-013	HVAC - Repairs & Maint		\$ 1,500
10-1380-430-018	Robotics - Repairs And Maintenance Servi		\$ 2,500
10-1380-610-002	AT - General Supplies		\$ 3,000
10-1380-623-000	Trade & Industrial Ed - Bottled Gas		\$ 1,500
10-1380-810-003	CBC - Dues And Fees		\$ 1,500
10-1380-610-003	CBC - General Supplies	\$ 8,500	
10-1380-610-013	HVAC - General Supplies	\$ 4,400	
10-1380-610-007	Cosmo - General Supplies	\$ 4,800	

**Repurpose projected balances in various program account lines to support additional resources**

Account	Account Description	To:	From:
10-1300-810-000	VOC ED - Dues And Fees	\$ 3,000	
10-1300-890-000	VOC ED - Miscellaneous		\$ 800
10-1300-438-000	VOC ED - Maintenance, Repair & Upgrade Info Sys		\$ 500
10-1300-510-000	VOC ED - Student Transportation		\$ 1,000
10-1300-450-000	VOC ED - Construction Services		\$ 700

**To account for costs of various student certifications and dual enrollment costs throughout the school year.**

The Finance Committee recommends items 1 through 9 be approved.

**Information Items:**

1. Kiddie Tech Childcare and Early Learning Center
  - A. May 2024 – 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 the following flooring replacements through P & P Flooring LLC of Mars, PA. Cost is funded through the Assigned Fund Balance – Physical Plant/Infrastructure.
  - A. Sport Med Classroom #2 – Estimated cost: \$6,083.00
  - B. Surgical Science Lecture Room – Estimated cost: \$4,547.00

Total Estimated Cost: \$10,630.00

The Building and Grounds Committee recommends item 1 be approved.

**XIV. Committee Report**  
**Policy Report (Elizabeth Warner – Chairperson)**

**Action Items:**

1. To approve the following revised policies:
  - #801 Public Records – Right to Know (RTKL) Attachment #2
  - #815.2 Employee Use of Electronic Devices Attachment #3
  - #818 Contracted Services/Background Checks Attachment #4

**The Policy Committee recommends items 1 be approved.**

**Information Items:**

1. Proposed Policy for Discussion:
  - #815.3 Artificial Intelligence (AI) Attachment #5

**XV. Committee Report**  
**Legislative Report (Libby Blackburn – Chairperson)**

**No Action Items**

**XVI. Committee Report**  
**Public Relations Report (Rachael Rennebeck – Chairperson)**

**No Action Items**

**XVII. Old Business**

**XVIII. New Business**

**XIX. Next Meeting**

**August 15, 2024** – A.W. Beattie Career Center – Arlene J. Bender Student Conference Center

5:15 p.m.	Dinner
5:45 p.m.	Staff Recognitions
6:15 p.m.	Joint Operating Committee Meeting