

PLACE OF JUNE 22, 2022 MEETING – Western Area Career & Technology Center Multipurpose Room
PRESIDING OFFICER – Melissa P. Secco – JOC President – Call to Order at 6:30 PM

- ___ 1. PLEDGE OF ALLEGIANCE
- ___ 2. ROLL CALL

| Board Delegate | Alternate | Also In Attendance |
|-------------------------|---------------------|--------------------------|
| Leslie J. Cunningham | Melissa A. Dryer | Cyril Walther |
| Melissa P. Secco | Timothy K. Burgoyne | Dr. Dennis J. McCarthy |
| Mark E. Dopudja | Bernard Price | Mary DeProspero-Adams |
| Robert J. Mele | Laurie Popeck | Kimberly A. Siegman |
| Louis R. Ursitz | Beverly Schwab | Steffie Smith |
| David D. Haines | Aaron Vanatta | Matthew M. Hoffman, Esq. |
| Rebecca A. Bowman, Esq. | Ronald A. Dunleavy | |
| TBD | Penny S. Caleffe | |
| John Campbell Sr. | Jenna Ward | |

- ___ 3. PUBLIC PARTICIPATION

- ___ 4 EXECUTIVE SESSION
 Motion_____ Second_____

- ___ 5. APPROVAL OF MINUTES
 ___ Authorization to approve the minutes of the May 25, 2022 meeting.
 Motion_____ Second_____

- ___ 6. COMMITTEE MEETING DATES
 ___ Authorization to approve the following 2022-2023 JOC meeting dates and to convene the meetings at 6:30 PM:
 July - No Meeting; August 17, 2022; September 28, 2022; October 26, 2022; November 16, 2022; December 21,
 2022; January 25, 2023; February 22, 2023; March 22, 2023; April 26, 2023; May 24, 2023; June 21, 2023.
 Motion_____ Second_____

- ___ 7. FINANCIAL

A. Treasurer’s Report / Ratification and Payment of Bills

___ Authorization to accept the May Treasurer’s report with ratification and payment of bills as presented.
 Motion_____ Second_____

B. Budgetary Transfers

___ Authorization to make budgetary transfers to ensure no budget category is running in deficit as of June 30, 2022, to pay the July bills with ratification at the August meeting, and to transfer funds into the Capital Reserve account consistent with established Joint Operating Committee policy.

Motion_____ Second_____

___ Authorization to make the following transfers from the General Fund to the Capital Fund:

- ___ \$127,939.73 for the payment on the roofing project to the PA State Public School Building Authority; and
- ___ a budgeted line item in the amount of \$25,000 which is incorporated every year to build up the Capital Fund.

Motion_____ Second_____

C. Commercial Package, Workers’ Comp, Commercial Umbrella, School Leader’s Liability Coverage

___ Authorization to approve Commercial Package, Workers’ Compensation, Commercial Umbrella and School Leader’s Legal Liability Insurance coverages as per the proposed rates provided by Huntington Insurance, as broker, effective July 1, 2022, at a cost of \$_____.

Motion_____ Second_____

D. Authorization to Apply for Funding

___ Authorization to apply for any local, state, federal, foundation, and/or private sector funding that applies to Western Area CTC programs during the 2022-2023 school year.

Motion_____ Second_____

___ 8. COLLISION REPAIR SPRAY BOOTH

___ Authorization to approve the Redevelopment Authority of Washington County payment of \$5,166.70 to Painters Supply & Equipment for the Collision Repair program spray guns.

Motion _____ Second _____

___ 9. TITLE IX, TITLE VI, SECTION 504, ADA, SAFETY & SECURITY COORDINATOR

___ Authorization to name the Western Area CTC Executive Director as Title IX, Title VI, Section 504, ADA, and Safety & Security Coordinator for the 2022-2023 school year.

Motion _____ Second _____

___ 10. SELECTION OF TREASURER FOR THE 2022-2023 SCHOOL YEAR

___ Authorization to open nominations and elect a Treasurer to serve one year beginning July 1, 2022, pursuant to the Public School Code.

Motion _____ Second _____

___ 11. STUDENT SERVICES

___ Authorization to employ Cooperative Education students during the 2022-2023 school year on an as-needed basis to be paid minimum wage.

Motion _____ Second _____

___ 12. PERSONNEL

A. Practical Nursing

___ Authorization to rescind the May 25th action to employ Melissa Patterson as a part-time Practical Nursing program clinical instructor due to health issues.

Motion _____ Second _____

___ Authorization to hire Matuh Awunti as a part-time Practical Nursing program clinical instructor to be paid \$30.50 per hour effective July 1, 2022.

Motion _____ Second _____

___ Authorization to hire Faith M. Morelli as the Practical Nursing Program Administrator, a full-time, 204-day position which includes 10 clinical days, at a prorated salary of \$54,923, with no benefits, to be effective August 1, 2022.

Motion _____ Second _____

B. Employee Resignations

___ Authorization to accept the resignation of HVAC instructor Charles E. Wike V effective June 10, 2022.

Motion _____ Second _____

___ Authorization to accept the resignation of Auto Mechanics instructor Scott J. Miller, effective June 15, 2022.

Motion _____ Second _____

___ Authorization to accept the resignation of Adult Ed Coordinator Joshua Layton effective June 17, 2022.

Motion _____ Second _____

C. Custodial/Maintenance

___ Authorization to hire Robert W. Phillips as a full-time custodial/maintenance worker at \$16.50 per hour with benefits, effective July 11, 2022, contingent upon satisfactory fulfillment of employment requirements.

Motion _____ Second _____

D. HVAC Instructor

___ Authorization to hire Robert T. Rossell as a full-time HVAC instructor at Step 16, Class II, effective August 12, 2022, at a base salary of \$62,384 with benefits, contingent upon fulfillment of employment requirements.

Motion _____ Second _____

E. Secondary Welding Program

___ Authorization to pay Victor Cleveland \$30 per hour to instruct the 40-hour welding program for Western Area secondary students from June 13 – July 13, 2022. (No classes the week of July 4th.)

Motion _____ Second _____

F. CDL Instructor

___ Authorization to hire Andrew Popich as a CDL instructor to be paid \$30 per hour with single benefits, effective July 1, 2022, contingent upon fulfillment of employment requirements.

Motion _____ Second _____

___ 13. JOB DESCRIPTION

___ Authorization to approve the updated Perkins Coordinator/Career Counselor job description as presented.

Motion _____ Second _____

___ 14. TEMPORARY PROVISION OF INSTRUCTION RESOLUTION

___ Authorization to approve the Temporary Provision of Instruction Resolution as presented.

Motion _____ Second _____

___ 15. EMERGENCY INSTRUCTIONAL TIME TEMPLATE

___ Authorization to approve the attached PDE 2022-2023 Emergency Instructional Time Template.

Motion _____ Second _____

___ 16. SAFETY AND SECURITY PRACTICES REPORT

___ Authorization to approve the Safety and Security Practices Report as presented.

Motion _____ Second _____

___ 17. ARTICULATION AGREEMENT

___ Authorization to approve the attached articulation agreement with Laurel Business Institute to benefit the Emergency Medical Services (EMT/Paramedic) program, CIP Code 51.0904.

Motion _____ Second _____

___ 18. CONFERENCE REQUEST

___ Authorization to approve the following request.

| Requested Activity | Approximate Cost | |
|---|------------------------------|----------------------------|
| July 26-28 – Dr. Dennis J. McCarthy, James Purtell, and Randy Reed to PACTA Summer Leadership Conference at State College | Transportation: \$204/Person | Registration: \$225/Person |
| | Lodging: \$357.54/Per Person | Meals: \$50/Day |

Motion _____ Second _____

___ 19. PROGRAM CURTAILMENT

___ A. Authorization to rescind the May 25, 2022, motion approving the resolution for the curtailment and elimination of the Emergency & Protective Services program and program instructor position due to a decline in enrollment.

Motion _____ Second _____

___ B. Authorization to adopt the following resolution for the curtailment of the Protective Services program and program instructor position effective upon the conclusion of the 2023-2024 school year:

“The Joint Operating Committee concurs with the recommendation of the Superintendent of Record for the curtailment and elimination of the Emergency & Protective Services program and the elimination of the program instructor position effective upon the conclusion of the 2023-2024 school year to conform to standards of organization required by law or recommended by the Pennsylvania Department of Education. The Joint Operating Committee hereby directs the Superintendent of Record to notify the Pennsylvania Department of Education in accordance with Section 1124(a)(2) of the Public School Code of the curtailment of the Emergency & Protective Services program. The Joint Operating Committee further approves the furlough or non-renewal of the affected employee on the basis of the curtailment of the Emergency & Protective Services program effective upon the conclusion of the 2023-2024 school year.”

Motion _____ Second _____

___ 20. TECHNICAL ASSISTANCE PROGRAM

___ Authorization to enter into a Memorandum of Understanding with the Bureau of Career & Technical Education for participation in the BCTE Technical Assistance Program for the 2022-2023 school year.

Motion _____ Second _____

___21. 2022-2023 PRACTICAL NURSING AND FINANCIAL AID HANDBOOKS

___ Authorization to approve the 2022-2023 Practical Nursing Program and Financial Aid handbooks.

Motion _____ Second _____

___22. ADMISSION OF STUDENTS POLICY: PROCEDURES FOR PROGRAM ENROLLMENT

___ Authorization to approve the attached Procedure for Program Enrollment for the 2022-2023 school year.

Motion _____ Second _____

___23. STUDENT ORGANIZATIONS

___ Authorization to approve the following student organizations, activities and sponsors for the 2022-2023 school year pursuant to the Collective Bargaining Agreement:

- SkillsUSA | Allison A. Scaife
- American Welding Society | Jesse Brosk
- National Technical Honor Society | Tonya Decker
- BattleBots | Craig J. Lindley

Motion _____ Second _____

___24. SALARY ADJUSTMENTS

___ Authorization to approve the salary and wage increases for the non-unionized personnel for the 2022-2023 school year.

Motion _____ Second _____

___25. APPOINTMENT OF SOLICITOR

___ Request is made to approve the solicitor reappointment request as presented by Tucker Arensberg for the 2022-2023 school year commencing on July 1, 2022. (Hourly rate, \$130; Monthly meeting, \$400)

Motion _____ Second _____

___26. REPORTS

___ Superintendent of Record

___ Solicitor

___ Executive Director

___ Sports Medicine Update

___ 50th Anniversary Update

___ Positions Still Open

- Auto Mechanics Instructor
- Adult Education Coordinator

___ Principal

___ Business Manager

___ Attachments

___ PAC Minutes – June Meeting

___ Tentative Enrollment – 2022-2023

___ Monthly Financial Report

___27. BOARD COMMENTS

___28. ADJOURNMENT (Time _____)

Motion _____ Second _____