

WESTERN AREA CAREER & TECHNOLOGY CENTER  
 JOINT OPERATING COMMITTEE  
 September 27, 2023

Following an Executive Session held prior to the meeting for discussion of personnel matters, the meeting was called to order by JOC President Melissa P. Secco in the Multipurpose Room at 6:30 PM with the following in attendance:

	Board Delegate		Alternate		Also In Attendance
X	Jeffrey Devenney		Leslie Cunningham	X	Cyril Walther, Superintendent
X	Melissa P. Secco		Amy Lemmon	X	Michael Milanovich
X	Bernard Price		Liz Gump	X	James Purtell
	Robert J. Mele	X	Laurie Popeck	X	Kimberly A. Siegman
X	Louis R. Ursitz		Beverly Schwab	X	Steffie Smith
X	David D. Haines		Aaron Vanatta	X	Matthew M. Hoffman, Esq.
	Rebecca A. Bowman, Esq.	X	Ronald A. Dunleavy		
X	Gregory Z. Rudman		Penny S. Caleffe		
X	Tara Sparks-Gatling		Amy Roberts		

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**STUDENT OF THE MONTH – DARBEE PHILLIPS – WASHINGTON SD**

Darbee devotes time to the classroom Community Service projects and serves as a peer mentor to her Health Occupations classmates. She is a 3-year member of the National Technical Honor Society, president of the PM session, and has participated in the SkillsUSA competition at the District level. Though much of her time is devoted to academics, she enjoys playing saxophone in Wash High’s marching band, and is in the steel, jazz, and symphonic bands.

**APPROVAL OF MINUTES**

Motion by Mr. Haines, second by Mr. Ursitz, to approve the minutes of the August 16, 2023 meeting. On a voice vote, the motion was unanimously passed.

**FINANCIAL REPORT**

- Treasurer’s Report I Ratification and Payment of Bills

Motion by Mr. Ursitz, second by Mr. Haines, to accept the Treasurer’s Report with ratification and payment of bills as presented. On a voice vote, the motion was unanimously passed.

- Transfer of Funds

Motion by Mr. Ursitz, second by Mr. Haines to transfer \$138,951.32 from the General Fund to Capital Fund for payment of the cosmetology remodel. On a voice vote, the motion was unanimously passed.

**LOCAL SHARE ACCOUNT APPLICATION**

Motion by Mr. Dunleavy, second by Mr. Haines, to approve submission of a Local Share Account application to the Redevelopment Authority of the County of Washington for the purchase and installation of a CNC machine for the Machine Shop program. On a voice vote, the motion was unanimously passed.

**POLICY UPDATES**

Motion by Mr. Ursitz, second by Mr. Haines, to approve Policies 830 (Security of Computerized Personal Information / Breach Notification) and 830.1 (Data Governance/Storage/Security) as presented. On a voice vote, the motion was unanimously passed.

**APPROVAL OF ADVISORY COMMITTEES**

Motion by Mr. Rudman, second by Mrs. Sparks-Gatling, to approve the 2023-2024 advisory committees as presented. On a voice vote, the motion was unanimously passed.

**STALEY FAMILY DONATION**

Motion by Mr. Ursitz, second by Mrs. Sparks-Gatling, to accept a memorial donation of \$1,500 from the Andy Staley family to be awarded to deserving masonry students to assist in the purchase of appropriate clothing and/or tools used in the masonry program. On a voice vote, the motion was unanimously passed.

**SUPPLEMENTAL COSMETOLOGY PROGRAM**

Motion by Mr. Haines, second by Mr. Ursitz, to approve a 40-hour supplemental cosmetology program to begin in October and to pay the instructor \$35 per hour to instruct the program, contingent upon sufficient enrollment. Following discussion, a motion was made by Mr. Dunleavy, second by Mr. Price, to omit “contingent upon sufficient enrollment” which was agreed by all JOC members. On motion of Mr. Rudman, second by Mr. Haines, and unanimous voice vote, the JOC approved the 40-hour supplemental cosmetology program to begin in October and to pay the instructor \$35 per hour to instruct the program.

## PERSONNEL

- Substitute Instructor  
Motion by Mr. Rudman, second by Mr. Haines, to approve Ramon J. Cabanas as a substitute welding instructor to be paid \$100 per day retroactive to August 22, 2023. On a voice vote, the motion was unanimously passed.
- Machine Shop Instructor  
Motion by Mr. Haines, second by Mr. Ursitz, to hire Keith D. Myers as a full-time Machine Shop instructor on Step 10, Class 1, retroactive to August 30, 2023, at a salary of \$51,899, with benefits, contingent upon fulfillment of employment requirements. On a voice vote, the motion was unanimously passed.
- Paraprofessional  
Motion by Mr. Haines, second by Mr. Ursitz, to amend the rate of pay of Cindy Kappeler from \$16 per hour to \$17.68 per hour retroactive to August 22, 2023. On a voice vote, the motion was unanimously passed.
- CDL  
Motion by Mr. Haines, second by Mr. Price, to employ Edward Szygenda as a CDL instructor/examiner retroactive to September 25, 2023, to be paid \$30 per hour, with 3 sick days, 2 personal days, and 1 emergency day, contingent upon fulfillment of employment requirements. On a voice vote, the motion was unanimously passed.
- Perkins Coordinator/Career Counselor  
Motion by Mr. Ursitz, second by Mr. Haines, to approve the 2023-2024 compensation and benefits plan for Kimberly Cowden as presented. On a voice vote, the motion was unanimously passed.

## REPORTS

- Matthew Hoffman, Esq., Solicitor - Mr. Hoffman reported on Dale McClendon v. The School District of Philadelphia, 2023 WL 4237080 (E.D. Pa 2023) where Federal court held that a school district was subject to due process and breach of contract claims for the manner in which it completed a former employee's Act 168 form. This decision illustrates the importance to school administrators of carefully considering the questions asked of former school employers by the Act 168 form and that an employee investigated for abuse or sexual misconduct does not warrant an affirmative response where the investigation determined the allegations of abuse or sexual misconduct were unfounded or false.
- James Purtell, Principal – Mr. Purtell reported on The Challenge Program recipients and upcoming events.

## BOARD COMMENTS

Mr. Haines and Mr. Dunleavy informed the JOC that their terms would end in December and expressed their hope that Western Area and the new administration continue the advancements and program improvements.

## ADJOURNMENT

Motion by Mr. Haines, second Mr. Ursitz, to adjourn the meeting at 7:10 PM. On a voice vote, the motion was unanimously passed.

Respectfully submitted,

Steffie Smith, Board Secretary