

**BEAVER COUNTY
CAREER & TECHNOLOGY CENTER
145 POPLAR AVENUE
MONACA, PA 15061**

AGENDA

MEETING No. 583

November 19, 2024

PLACE OF MEETING AND MEETING TIME

Beaver County Career & Technology Center via in-person, zoom/teleconference.

**Dinner 5:15 p.m.
Meeting 6:30 p.m.**

PRESIDING OFFICER

Mrs. Mary Jo Kehoe

<u>Roll Call</u>	<u>District</u>	<u>BCCTC</u>
Ms. Catherine Colalella	Aliquippa _____	Dr. Donna Nugent _____
Mrs. Mary Jo Kehoe	Ambridge _____	Ms. Laura DeVecchio _____
Mr. Luke Berardelli	Beaver _____	Mr. Barry King _____
Mr. Ronald Miller	Big Beaver Falls _____	Mr. Paul Sroka _____
Mr. Andrew Huzyak	Blackhawk _____	Mr. Joseph Askar _____
Mr. Dennis Bloom	Central Valley _____	Mrs. Lee Ann Prodonovich _____
Mr. Gerald Inman	Freedom _____	
Ms. Carla Buxton	Hopewell _____	
Mr. Chris Becker	Midland _____	
Ms. Bernadette Mattica	New Brighton _____	
Mrs. Christy Hughes	Riverside _____	
Mrs. Jocelyn Haskins	Rochester _____	
Mr. Michael Rounds	South Side _____	
Mr. John Metzler	Western Beaver _____	

PLEDGE OF ALLEGIANCE TO THE FLAG

AT THIS TIME, THE BOARD WILL ENTERTAIN PUBLIC COMMENTS ON AGENDA ITEMS ONLY

1. EXECUTIVE SESSION

Background Information: Executive Session is requested for consideration of personnel matters, sensitive public safety issues, and matters subject to attorney-client privilege and other confidentiality laws.

Board Action Required: Motion to move into Executive Session.

Motion By _____ , Seconded By _____ ,

TIME: _____

2. REGULAR SESSION

Background Information: Regular Session for action of the agenda as presented.

Board Action Required: Motion to return to Regular Session.

Motion By _____ , Seconded By _____ ,

TIME: _____

APPROVAL/RATIFY THE FOLLOWING AGENDA ITEMS AS LISTED:

APPROVAL OF A CONSENT AGENDA FOR ITEMS 3-17 EXCLUDING ITEM 9

Background Information: A motion to approve Items 3-17 of the original agenda as a consent agenda with the exclusion of Item 9.

Board Action Required: Approve the motion for a consent agenda as presented.

Motion By _____ , Seconded By _____ ,

3. APPROVAL OF THE MINUTES

Background Information: The minutes of the October 24, 2024, minutes as presented. (pages 10-14)

Board Action Required: Approve the minutes of October 24, 2024, as presented.

Motion By _____ , Seconded By _____ ,

4. APPROVAL OF THE TREASURER’S REPORT

Background Information: The Treasurer’s Report for the various accounts for October 2024 and the listing of bills for November 2024 are presented for approval. (pages 15-74)

Board Action Required: Approve/ratify Treasurer’s Report as listed.

Motion By _____ , Seconded By _____ ,

5. AUTHORIZATION TO PAY BILLS

Background Information: Since there is no regular Joint Operating Committee (JOC) Meeting scheduled in December and a reorganization meeting only, authorization is requested for the December 2024 bills to be paid and ratified in January 2025.

Board Action Required: Approve authorization to pay bills in December 2024 and subsequently ratify in January 2025.

Motion By _____ , Seconded By _____ ,

6. **APPROVAL OF THE BEAVER COUNTY CAREER & TECHNOLOGY CENTER SOLICITOR**

Background Information: Approve the law firm of Dillon, McCandless, King, Coulter and Graham, LLP for a term of one (1) year effective Thursday, December 12, 2024, as the Beaver County Career & Technology Solicitor at a rate of \$18,000.00 per year and billed as a monthly rate of \$1,500.00 with limited exceptions and extraordinary services as requested. (page 75)

Board Action Required: Approve Dillon, McCandless, King, Coulter, and Graham, LLP as the Beaver County Career & Technology Center Solicitor with an annual fee of \$18,000 per school year (July 1-June 30) and to be billed at a monthly rate of \$1,500.00 with limited exceptions for bond/borrowing work and extraordinary services requested. Effective date is Thursday, December 12, 2024.

Motion By _____ , Seconded By _____ ,

7. **RATIFICATION OF AN UNPAID LEAVE OF ABSENCE FOR EMPLOYEE #241**

Background Information: Ratification is requested for Employee # 241 for an unpaid leave of absence effective Friday, November 15, 2024, through and including Friday, January 3, 2025. Employee return to work date would be Monday, January 6, 2025. (page 76)

Board Action Required: Ratify an extended unpaid leave of absence for Employee #241 Friday, November 15, 2024, through and including January 3, 2025. Return to work date would be Monday, January 6, 2025.

Motion By _____ , Seconded By _____

8. **RATIFICATION TO ACCEPT A LETTER OF RESIGNATION**

Background Information: Ratification is requested to accept a letter of resignation from Ms. Nina Brown, part-time accounts payable administrative assistant, effective Monday, November 18, 2024. (page 77)

Board Action Required: Ratify acceptance of the letter of resignation of Ms. Nina Brown, part-time accounts payable administrative assistant as submitted.

Motion By _____ , Seconded By _____ ,

9. **APPROVAL TO HIRE A PART-TIME BEAVER COUNTY CTC ACCOUNT PAYABLE/ACCOUNTS RECEIVABLE ASSISTANT**

Background Information: Approval is requested to employ a Beaver County CTC part-time account payable/accounts receivables administrative assistant, effective Wednesday, January 1, 2025, and pending completion of all pre-employment requirements.

Board Action Required: Approve to employ a Beaver County CTC part-time Account payable/accounts receivable administrative assistant, effective Wednesday, January 1, 2025, and pending completion of all pre-employment requirements.

Motion By _____ , Seconded By _____ ,

10. **APPROVAL OF A BEAVER COUNTY CTC SUBSTITUTE TEACHER**

Background Information: Approval is requested to approve Mr. Gary Swift as a Beaver County CTC substitute teacher, effective Wednesday, November 20, 2024 and pending completion of all pre-employment requirements.

Board Action Required: Approve Mr. Gary Swift as a Beaver County CTC substitute teacher as presented.

Motion By _____ , Seconded By _____ ,

11. **APPROVAL TO ADVERTISE OF BEAVER COUNTY CTC BUSINESS OFFICE SERVICES POSITIONS FOR 2025-2026 SCHOOL YEAR**

Background Information: Approval of the advertisement of the Business office services of the Business Manager and Payroll for the 2025-2026 School year in the local newspaper and social media sites of the Beaver County CTC (page)

Board Action Required: Approve the request to advertise the Business office service positions of Business manager and Payroll positions in the local newspaper and social media sites of the Beaver County CTC for the 2025-2026 School Year.

Motion By _____ , Seconded By _____ ,

12. APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE BEAVER COUNTY CAREER AND TECHNOLOGY CENTER AND THE BEAVER COUNTY AREA VOCATIONAL-TECHNICAL EDUCATION ASSOCIATION, PSEA-NEA (THE "ASSOCIATION")

Background Information: Approval is requested between the Beaver County Career and Technology Center and the Beaver County Area Vocational-Technical Educational Association, PSEA-NEA outlining the status and employment of the positions (1) Perkins Student and Placement Certification Coordinator (James Knapp); and (2) Special Populations Perkins Coordinator (Bobby Wilson) as it relates to the current Collective Bargaining Agreement. (pages 78-80)

Board Action Required: Approve the Memorandum of Understanding between the Beaver County Career and Technology Center and the Beaver County Area Vocational-Technical Education Association, PSEA-NEA ("The Association") as presented.

Motion By _____ , Seconded By _____ ,

13. APPROVAL OF THE FOLLOWING RATES OF PAY, AND IN ACCORDANCE WITH THE RESPECTIVE MEMORANDUM OF UNDERSTANDING

Background Information: Approval is requested for the following rates of pay and in accordance with the respective Memorandum of Understanding, so long as the Beaver County CTC is receiving Perkins Grant Funding to cover such costs, effective August 21, 2024:

- | | |
|--|--|
| 1. Mr. James Knapp,
Perkins Student and Placement Certification Coordinator | \$ 47,000.00 |
| 2. Mr. Bobby Wilson,
Special Populations Perkins Coordinator | \$ 29,608.00
(1/2-time, Step 1,
Master's Degree) |

Board Action Required: Approve the rates of pay for the Perkins Student and Placement Certification Coordinator, Mr. James Knapp and the Special Populations Perkins Coordinator, Mr. Bobby Willson, effective August 21, 2024, as presented and in accordance with the respective Memorandum of Understanding.

Motion By _____ , Seconded By _____ ,

14. LOCAL ADVISORY COMMITTEE LIST 2024-2025

Background Information: Approve the Beaver County CTC 2024-2025 School year Local Advisory Committee (LAC) membership list as included in the agenda backup. (page 81)

Board Action Required: Approve the Beaver County 2024-2025 School year Local Advisory Committee list as presented.

Motion By _____ , Seconded By _____

15. APPROVAL OF ARTICULATION AGREEMENTS

Background Information: Approval is requested for the following articulation agreements between the Beaver County CTC and the Community College of Allegheny County:

- a. Community College of Allegheny County and the Beaver County CTC Health Occupations to receive three (3) credits in Medical Ethics and Law for graduates of 2025, 2026 and 2027 School Years. Agreement may be terminated if either party makes any changes in curriculum, standards, or CIP Codes in writing within thirty (30) days of the change. Student must meet the criteria for qualification under the terms and conditions of CCAC’s STAR Articulation Agreement.
- b. Community College of Allegheny County and the Beaver County CTC Health Occupations to receive three (3) credits in Medical Terminology for graduates of 2025, 2026 and 2027 School Years. Agreement may be terminated if either party makes any changes in curriculum, standards, or CIP Codes in writing within thirty (30) days of the change. Student must meet the criteria for qualification under the terms and conditions of CCAC’s STAR Articulation Agreement.
- c. Community College of Allegheny County and Beaver County CTC Culinary Arts to receive three (3) credits in Baking and Pastry Food Service & Sanitation 2025, 2026 and 2027 School Years. Agreement may be terminated if either party makes any changes in curriculum, standards, or CIP Codes in writing within thirty (30) days of the change. Student must meet the criteria for qualification under the terms and conditions of CCAC’s STAR Articulation Agreement.
- d. Community College of Allegheny County and Beaver County CTC Cosmetology to receive (3) credits Principles of Barbering 4 for 2025, 2026 and 2027 School Years. Agreement may be terminated if either party makes any changes in curriculum, standards, or CIP Codes in

writing within thirty (30) days of the change. Student must meet the criteria for qualification under the terms and conditions of CCAC's STAR Articulation Agreement. (pages 82-89)

Board Action Required: Approve the articulation agreements as presented.

Motion By _____ , Seconded By _____ ,

16. APPROVAL OF THE WORKSHOPS/CONFERENCES/FIELD TRIPS

Background Information: The following workshops/conferences/field trips are submitted for approval and/or ratification: (pages 90-)

- a. Mr. Dan Mengel, Automotive Instructor, Mr. Alan Valasek, Automotive Instructional Assistant and twenty-five (25) students to tour Nord-Lock Manufacturing, Clinton, PA and Boat World, Bridgewater, PA on Wednesday, November 20, 2024, full day. Total cost is \$480.00.
- b. Mr. Albert Kollinger, Collision Repair Instructor, Mr. Nick Tisak, Collision Repair Instructional assistant and forty-seven (47) students to tour Valley Vintage Motor works in Monaca, PA on Wednesday, December 4, 2024, full day. Total cost is \$387.00.
- c. Mrs. Elizabeth Lanshcak, Diversified Occupations Instructor, to attend the Classroom Management Strategies for the Classroom and Lab at Mercer County Career Center, Mercer, PA on Friday, December 6, 2024, full day. Total cost is \$227.20.
- c. Mr. Christopher Graham, DECA Advisor, to attend the DECA District 2 Conference at the North Allegheny Baierl Center on Friday, December 13, 2024, full day. Total cost of the trip is \$280.00.
- d. Ms. Renee DiGiacomo, FBLA Sponsor, Ms. Nicole DeMark, Graphic Arts Instructor, and thirty-three (33) students to attend the FBLA Regional Leadership Conference at Sheffield Lanes, Aliquippa, PA on Friday, December 13, 2024, full day. Total cost is \$1,840.00.
- e. Ms. Renee DiGiacomo, Business Information Systems Instructor, Ms. Nicole DeMark, Graphic Arts Instructor, Mr. Fran Mano, Commercial Arts Instructor Ms. Suzy Mano, Graphic Arts Instructional Assistant, and fifty (50) students to visit the Carnegie Science Center on "Behind the Scenes of Disney Pixar" on Thursday, December 19, 2024, and then Robinson Twp. Mall for lunch, full day. Total cost is \$830.00.
- f. Mrs. Anne Liller, School Counselor, Mr. Dan LaRue, School Counselor and Ms. Toyauna Slappy, Administrative Assistant, and eight (8) students to Attend the Youth Ambassador Program event at CCBC on Wednesday, January 22, 2025, full day. There is no cost.
- g. One (1) BCCTC Education association officer to attend the Pennsylvania State

Education Association Delegate assembly in Philadelphia, PA, December 13-14, 2024, and in accordance with the collective bargaining agreement.

Total cost of the trip is \$260.00.

- h. Mr. Ben Piper, Culinary Instructor, Ms. Sue Chance, Learning Facilitator and twelve (12) students to attend ProStart Competition training on Thursday, January 16, 2025. Total cost is \$910.00.

Board Action Required: Approve/Ratify field trips as listed above.

Motion By _____ , Seconded By _____ ,

17. FINAL PUBLIC READING AND ADOPTION OF BOARD POLICY NO. 626

Federal Fiscal Compliance- Board Policy No. 626 (separate packet)

Board Action Required: Adopt Board Policy No. 626 Federal Fiscal Compliance as presented.

Motion By _____ , Seconded By _____ ,

18. REPORTS

- a) Dr. Donna Nugent, Superintendent of Record
- b) Joe Askar, Interim Solicitor’s Report
- c) Mr. Thomas Palas, Buildings and Grounds Supervisor
- d) Mr. Paul Sroka, Business Manager
- e) Mr. Barry King, Principal
- f) Ms. Laura DelVecchio, Administrative Director

19. INFORMATION (pages)

- a) Reorganization meeting- December 12, 2024, at 6:00 p.m.

COMMENTS FROM THE PUBLIC MAY BE MADE AT THIS TIME

20. ADJOURNMENT

Board Action Required:

Motion By _____ , Seconded By _____ .

TIME: _____