

ADMIRAL PEARY AREA VOCATIONAL-TECHNICAL SCHOOL

948 BEN FRANKLIN HIGHWAY
EBENSBURG, PENNSYLVANIA 15931-7628

OPERATING COMMITTEE

Regular Meeting

August 18, 2022

MEMBERS: Ms. Nancy Oaks Chairperson, Mr. Craig Gibson 1st Vice-Chairperson, Mr. Shawn McMullen 2nd Vice-Chairperson, Mrs. Gayle Devlin Treasurer, Mrs. Donell Jacoby, Secretary, Mr. Ken Vescovi, Mr. Michael Sheehan, Mr. Justin Roberts, Mr. Jason Corte, Ms. Jennifer Zeanchock, Mr. Thomas Malloy,

A Regular Meeting of the Admiral Peary Area Vocational-Technical School Operating Committee was called to order by Ms. Nancy Oaks, Chairperson at 6:31 P.M., Thursday, August 18, 2022.

ROLL CALL WAS TAKEN:

MEMBERS PRESENT FOR VOTING:

- Ms. Gayle Devlin
- Mr. Craig Gibson
- Mrs. Donell Jacoby
- Mr. Thomas Malloy
- Ms. Nancy Oaks
- Mr. Justin Roberts
- Mr. Michael Sheehan
- Mr. Ken Vescovi
- Ms. Jennifer Zeanchock

TOTAL 9

MEMBERS ABSENT:

- Mr. Jason Corte
- Mr. Shawn McMullen

TOTAL 2

ALTERNATES PRESENT:

TOTAL.....0

Quorum Present.

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AMONG OTHERS PRESENT:

Mr. Andrew Paronish, Executive Director
Mr. Joseph Luther, Asst. Director
Mr. Michael Revesz, Business Manager
Ms. Krystal Edwards, Solicitor, Beard Legal Group
Mr. Dave Commons, Facilities Director
Mr. Mark Turnley, Accountant
Mr. Matt Kearney
Mr. Brandon Leydig
Ms. Lauren Hagens
Ms. Angela Hudak
Ms. Jessica Baker

Following the Pledge of Allegiance, the following were the items of business and discussion.

MINUTES OF THE REGULAR MEETING:

A motion was made by Mr. Vescovi, seconded by Mr. Roberts, to approve the minutes of the July 21, 2022 Regular meeting

Motion carried unanimously by common consent.

TREASURER'S REPORTS

A motion was made by Mr. Roberts, seconded by Mr. Sheehan, to approve the treasurer's report for July 2022, as presented:

GENERAL FUND ACCOUNT

This checkbook balance on July 1st was \$608,734.14. Deposits for July totaled \$188,422.32 and disbursements totaled \$586,538.92 leaving a July 31st checkbook balance of \$210,617.54

ADULT / PROJECTS FUND

This checkbook balance on July 1st was \$32,777.26. Deposits for July totaled \$75.00 and disbursements totaled \$216.88 leaving a July 31st checkbook balance of \$32,635.38

DISCRETIONARY FUND

This checkbook balance on July 1st was \$27,547.68. Deposits for July totaled \$.44 and disbursements totaled \$.00 leaving a July 31st checkbook balance of \$27,548.12

CAPITAL IMPROVEMENT RESERVE FUND

This checkbook balance on July 1st was \$133,980.94. Deposits for July totaled \$128.89 and disbursements totaled \$.00 leaving a July 31st checkbook balance of \$134,109.83

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Motion carried unanimously by common consent.

APPROVAL of BILLS:

A motion was made by Ms. Zeanchock, seconded by Mr. Vescovi, to approve payment of the bills as presented:

BREAKDOWN:

General Fund	\$	328,094.99
Adult/Projects Fund	\$	0.00
Capital Improvement Fund	\$	0.00
Discretionary Fund	\$	0.00
		<u>328,094.99</u>

Motion carried unanimously by common consent.

ADMISTRATIVE REPORTS:

- Chief School Administrator – J. Moore
- Executive Director – A. Paronish
- Business Manager – M. Revesz
 - Mark Turnley, CPA to Present the 20-21 Final Audit Report

EXECUTIVE SESSION

A motion was made by Mr. Sheehan, seconded by Mr. Roberts to enter into Executive Session for personnel and legal matters.

Motion carried unanimously by common consent. Time: 6:58 pm.

A motion was made by Mr. Roberts, seconded by Mr. Vescovi to exit Executive Session.

Motion carried unanimously by common consent. Time: 7:07 pm.

BUSINESS & FINANCE

The Chair opened the floor for nominations for the Election of the JOC Board Secretary. A motion was made by Mr. Malloy, seconded by Mr. Gibson, to close nominations for Secretary.

A motion was made by Mr. Roberts, seconded by Mr. Sheehan to approve the nomination of Mrs. Jacoby for the JOC Board Secretary for a four year term, beginning July 1, 2022, as presented (or amended) received and filed

Motion carried unanimously by common consent.

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PERSONNEL

A motion was made by Mr. Vescovi, seconded by Mr. Gibson, to approve the hiring of **Brandon Leydig** to the Auto Technology Instructor Aide Position at Admiral Peary AVTS for the 2022-2023 School year with an annual salary of \$ 28,000.00, (pro-rated to his/her start date), pending receipt of clearances and execution of Employment Agreement with mutually acceptable terms and grant JOC Chairperson the authority to execute all related documentation.

Motion carried unanimously by common consent.

A motion was made by Ms. Zeanchock, seconded by Mr. Vescovi, to approve the hiring of **David Boring** to the Custodian Position at Admiral Peary AVTS for the 2022-2023 School year with an annual salary of \$ 26,000.00, (pro-rated to his/her start date), pending receipt of clearances and execution of Employment Agreement with mutually acceptable terms and grant JOC Chairperson the authority to execute all related documentation.

Motion carried unanimously by common consent.

A motion was made by Ms. Devlin, seconded by Mr. Gibson, to accept the internal staff transfer of **Lisa Khun** from Learning Support Instructor to the Special Education/Cooperative Education Coordinator for the 2022-2023 School year.

Motion carried unanimously by common consent.

A motion was made by Mr. Sheehan, seconded by Mr. Roberts, to approve the 2022-2023 staff Mentor Program for **David Claycomb, Shane Rudnick, Joe Driskel, Tori Brodish and Angela Hudak**. and the Substitute SRO **Karissa Grossman** and grant JOC Chairperson the authority to execute all related documentation.

Motion carried unanimously by common consent.

A motion was made by Mr. Vescovi, seconded by Mr. Gibson, to approve the authorization of spending of up to \$ 5,000.00 for Special Education Coordinator services to insure PDE State Compliance for the 2022-2023 School year and grant JOC Chairperson the authority to execute all related documentation

Motion carried unanimously by common consent.

A motion was made by Mr. Roberts, seconded by Ms. Zeanchock, to approve the purchase of a cell phone and monthly plan for the Assistant Director at Admiral Peary AVTS for school use for the 2022-2023 School year and grant JOC Chairperson the authority to execute all related documentation

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Motion carried unanimously by common consent.

A motion was made by Mr. Vescovi, seconded by Ms. Zeanchock, to approve the 2022-2023 Student Handbook, Employee Handbook, and the Instructional Aide Handbook for Admiral Peary AVTS for the 2022-2023 School year as presented (or amended) and grant JOC Chairperson the authority to execute all related documentation.

Motion carried unanimously by common consent.

A motion was made by Mr. Roberts, seconded by Ms. Devlin, to approve the 2022-2023 School year Diesel Program Instructional Guide – PDE Program of Study CIP Code 470613, Construction Trades Program Instructional Guide – PDE Program of Study CIP Code 46999 and the 2nd Cosmetology Program Instructional Guide – PDE Program of Study CIP Code 010601 for the Admiral Peary AVTS as presented (or amended) and grant JOC Chairperson the authority to execute all related documentation.

Motion carried unanimously by common consent.

A motion was made by Mr. Vescovi, seconded by Mr. Malloy, to approve the review of the Health and Safety Plan which was approved by the JOC December 16, 2021. Satisfying the requirement of ARP ESSER funding.

Motion carried unanimously by common consent.

ADJOURNMENT

A motion was made by Mr. Roberts, seconded by Mr. Malloy, to adjourn the regular meeting. Time: 7:19 PM.

Motion carried unanimously by common consent.

Submitted by,

*Michael Revesz
Recording Secretary*

Official Minutes Attested by