

ADMIRAL PEARY AREA VOCATIONAL-TECHNICAL SCHOOL

948 BEN FRANKLIN HIGHWAY  
EBENSBURG, PENNSYLVANIA 15931-7628

OPERATING COMMITTEE

Regular Meeting

June 15, 2017

MEMBERS: Mr. Don Cessna, Chairperson; Mr. Arthur Wurm, 1st Vice-Chairperson; Mr. Henry Nileski, 2nd Vice-Chairperson; Mrs. Rosemarie Sadosky, Treasurer; Mrs. Donell Jacoby, Secretary; Mr. Erik Thrower, Mr. Justin Roberts, Dr. Susan Sibert, Mr. Delvin Lockard and Mr. Thomas Malloy.

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A Regular Meeting of the Admiral Peary Area Vocational-Technical School Operating was called to order by Mr. Arthur Wurm, 1<sup>st</sup> Vice-Chairperson at 6:40 P.M., Thursday June 15, 2017 in the Conference Room of the Admiral Peary A.V.T.S., 948 Ben Franklin Highway, Ebensburg, Pennsylvania.

ROLL CALL WAS TAKEN:

MEMBERS PRESENT FOR VOTING:

Mr. Arthur Wurm  
Dr. Susan Sibert  
Mrs. Donell Jacoby  
Mr. Henry Nileski  
Mr. Justin Roberts

TOTAL..... 05

MEMBERS ABSENT:

Mr. Thomas Malloy  
Mr. Don Cessna  
Ms. Rosemarie Sadosky  
Mr. Delvin Lockard  
Mr. Erik Thrower

TOTAL..... 05

ALTERNATES PRESENT:

Ms. Patty Allbaugh

TOTAL..... 01

Quorum Present.

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*AMONG OTHERS PRESENT:*

*Mr. Kenneth Jubas, Executive Director  
Mr. Brendan Moran, Solicitor, Andrews and Beard Law Offices  
Mr. George Varre, President Admiral Peary Education Association*

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

*MINUTES OF THE REGULAR MEETING:*

*A motion was made by Ms. Allbaugh, seconded by Mr. Roberts, to approve the minutes of the May 18, 2017 Regular meeting, as presented.*

*Motion carried unanimously by common consent.*

*TREASURER'S REPORTS*

*A motion was made by Mrs. Jacoby, seconded by Mr. Nileski, to approve the treasurer's report for May 2017, as presented:*

*GENERAL FUND ACCOUNT*

*This checkbook balance on May 1st was \$239,254.55. Deposits for May totaled \$28,734.23 and disbursements totaled \$198,628.98 leaving a May 31st checkbook balance of \$69,359.80 and a fund balance of \$518,427.21.*

*ADULT / PROJECTS FUND*

*This checkbook balance on May 1st was \$116,961.27. Deposits for May totaled \$1,074.79 and disbursements totaled \$141.77 leaving a May 31st checkbook balance of \$117,894.29 and a fund balance of \$420,536.16.*

*DISCRETIONARY FUND*

*This checkbook balance on May 1st was \$42,711.91. Deposits for May totaled \$25.70 and disbursements totaled \$25.31 leaving a May 31st checkbook balance of \$42,712.30 and a fund balance of \$97,162.18.*

*CAPITAL IMPROVEMENT RESERVE FUND*

*This fund balance on May 1st was \$245,923.86. Interest earnings for May totaled \$123.43 and disbursements totaled \$0.00, leaving a May 31st fund balance of \$246,047.29.*

*Motion carried unanimously by common consent.*

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APPROVAL of BILLS:

*A motion was made by Mrs. Jacoby, seconded by Mr. Roberts, to approve payment of the bills as presented:*

<i>General Fund</i>	<i>\$257,779.62</i>
<i>Adult/Projects Fund</i>	<i>\$830.84</i>
<i>Discretionary Fund</i>	<i>\$1,690.50</i>
<b><i>Combined Total</i></b>	<b><i>\$260,300.96</i></b>

*Motion carried unanimously by common consent.*

PUBLIC COMMENT

*Mr. Wurm opened the meeting for public comment at this time. Public comment was closed after none offered.*

EXECUTIVE SESSION

*A motion was made by Mr. Roberts, seconded by Mr. Nileski, to enter into Executive Session to discuss personnel matters. Motion carried unanimously by common consent. Time 6:44 pm.*

*A motion was made by Mr. Roberts, seconded by Mrs. Jacoby, to exit Executive Session. Motion carried unanimously by common consent. Time 7:12 pm.*

*The Regular Meeting then continued as follows:*

PERSONNEL

SALARY INCREASES FOR ADMINISTRATION

*A motion was made by Mr. Roberts, seconded by Mr. Nileski, to approve a 4% salary increase for the Executive Director and Business Manager for the 2017-2018 Fiscal Year.*

*Motion carried unanimously by common consent.*

SALARY INCREASE FOR 12 MONTH NON-CONTRACT EMPLOYEES

*A motion was made by Mr. Nileski, seconded by Mrs. Jacoby, to approve a 4% salary increase for all 12 month non-contract employees for the 2017-2018 Fiscal Year.*

*Motion carried unanimously by common consent.*

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WELDING INSTRUCTOR

*A motion was made by Mr. Roberts, seconded by Ms. Allbaugh, to approve the hiring of Mr. Mark Harasty to the Welding Instructor position at Admiral Peary AVTS with an annual salary of \$36,000 and benefits.*

*Motion carried unanimously by common consent.*

SUMMER WORKER – MAINTANENCE/GROUNDS

*A motion was made by Mr. Roberts, seconded by Ms. Allbaugh to approve the hiring of Joshua Burkhardt as a summertime worker for Maintenance and Grounds. He would be paid \$7.25 per hour and limited to no more than 29 hours per week.*

*Motion carried unanimously by common consent.*

CULINARY PARAPROFESSIONAL

*A motion was made by Ms. Allbagueh, seconded by Mr. Roberts, to accept the resignation of Ms. Lauren Topor, Culinary Paraprofessional effective June 6, 2017.*

*Motion carried unanimously by common consent.*

PAES PARAPROFESSIONAL

*A motion was made by Ms. Allbaugh, seconded by Mrs. Jacoby, to approve an unpaid leave of absence for Ms. Robin Sodmont, PAES Paraprofessional effective for the first half of the 2017-2018 School Year.*

*Motion carried unanimously by common consent.*

PARAPROFESSIONAL POSITIONS

*A motion was made by Mrs. Jacoby, seconded by Ms. Allbaugh, to authorize Administration to advertise for multiple Paraprofessional positions. Based on enrollment and applications received the number of positions needed will be discussed at the August meeting.*

*Motion carried unanimously by common consent.*

SCHOOL NURSE/HEALTH ASSISTING PARAPROFESSIONAL POSITION

*A motion was made by Mrs. Jacoby, seconded by Mr. Roberts, to authorize Administration to re-advertise for the School Nurse/Health Assisting Paraprofessional position and to increase the salary offering up to \$17.00 per hour if needed.*

*Motion carried unanimously by common consent.*

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BUSINESS

POLICY READINGS

A motion was made by Mrs. Jacoby, seconded by Mr. Roberts, to approve the second reading of and to adopt Policy Series 600 and 700; to approve the first reading of Policy Series 800 and 900; and to approve and adopt the Bullying/Cyberbullying implementation plan with the Principal duties reassigned to Administration as presented.

Motion carried unanimously by common consent.

2017-2018 GENERAL SUPPLY BIDS

A motion was made by Ms. Allbaugh, seconded by Mr. Nileski, to Award the 2017-2018 General Supply Bids as presented. [Attachment "A"]

Motion carried unanimously by common consent.

DIRECTOR'S REPORT

Mr. Jubas gave his report prior to the Regular Meeting. A copy of that report follows these minutes. [Attachment "B"].

NEXT REGULAR MEETING

The next Committee of the Whole/Regular Meeting will be held **THURSDAY, AUGUST 17, 2017 at 6:30 P.M.**

ADJOURNMENT

A motion was made by Mr. Roberts, seconded by Mr. Nileski, to adjourn the regular meeting. Time: 7:21 PM.

Motion carried unanimously by common consent.

Submitted by,

Stacey Thomas  
Recording Secretary

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Official Minutes Attested by