

# BUTLER COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

## JOINT OPERATING COMMITTEE

### REGULAR MEETING AGENDA

August 1, 2024 ▪ 7:00 p.m.  
 Large Conference Room  
 210 Campus Lane ▪ Butler, Pennsylvania 16001-2664

**CALL TO ORDER BY CHAIRPERSON .....** Mr. John Conrad  
**PLEDGE OF ALLEGIANCE.....** Mr. John Conrad  
**MOMENT OF SILENCE .....** Mr. John Conrad  
**ROLL CALL BY RECORDING SECRETARY .....** Mrs. Ashlee Lamenza

√	Members	Officers-Term	School District	3-YR JOC Term Expires
<input type="checkbox"/>	Mr. John Conrad	Chairperson-1 YR	Butler Area	December 2024
<input type="checkbox"/>	Ms. Jennifer Daniels-Wells		Butler Area	December 2026
<input type="checkbox"/>	Mr. Phil Heasley		Butler Area	December 2025
<input type="checkbox"/>	Mr. Tim Hester		Seneca Valley	December 2026
<input type="checkbox"/>	Mr. Dennis Kelly		Karns City Area	December 2024
<input type="checkbox"/>	Mrs. Patricia Larrimer		Knoch	December 2024
<input type="checkbox"/>	Mrs. Kathy McBride		Moniteau	December 2025
<input type="checkbox"/>	Mr. David McRandal		Knoch	December 2026
<input type="checkbox"/>	Mr. Justin Miller		Mars Area	December 2024
<input type="checkbox"/>	Mr. Frederick Peterson, Jr.	Vice-Chairperson-1YR	Seneca Valley	December 2026
<input type="checkbox"/>	Mr. Mark Taylor	Secretary-6/30/2026	Slippery Rock Area	December 2025
<input type="checkbox"/>	Mrs. Nina Teff	Treasurer-1 YR	Butler Area	December 2025

√	Alternates	School District
<input type="checkbox"/>	Mr. Nick Brower	Seneca Valley
<input type="checkbox"/>	Mrs. Jennifer Cummings	Butler Area
<input type="checkbox"/>	Mr. Anthony DePretis	Mars Area
<input type="checkbox"/>	Mr. Eric DiTullio	Seneca Valley
<input type="checkbox"/>	Dr. Brenda Ealey	Karns City Area
<input type="checkbox"/>	Mr. Anthony Infante	Knoch
<input type="checkbox"/>	Mrs. Jill McDonald	Knoch
<input type="checkbox"/>	Mrs. Heather Scott	Slippery Rock Area
<input type="checkbox"/>	Mr. Gary Shingleton	Butler Area
<input type="checkbox"/>	Mr. Christopher Stamm	Moniteau
<input type="checkbox"/>	Mr. Terry Stivason	Butler Area
<input type="checkbox"/>	Mrs. Cecilia Tomko	Butler Area
<input type="checkbox"/>	Mr. Alvin Vavro	Butler Area

√	Others	Officer-Term	Title
<input type="checkbox"/>	Dr. Eric Ritzert		Superintendent of Record
<input type="checkbox"/>	Dr. Regina Hiler		Executive Director
<input type="checkbox"/>	Mrs. Rebekah Davis	Asst. Secretary-6/30/2026	Business Manager
<input type="checkbox"/>	Mrs. Ashlee Lamenza		Recording Secretary
<input type="checkbox"/>	Attorney Thomas Breth		Solicitor

**BUTLER COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL  
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**REPORTS**

- 1. Hearing of Public**
- 2. Director's Report**

**Exhibit 1-4**

**Recommend approval of the Director's Report**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

**MINUTES**

- 1. Regular Meeting Minutes of June 13, 2024**

**Exhibit 5**

**Recommend approval of:**

- 1. Regular Meeting Minutes**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Voice Vote: \_\_\_\_\_

**NEW BUSINESS**

- 1. Field Trip Request(s)**

**Exhibit 6**

- 2. Auction Items**

**Exhibit 7**

Recommend approval of the 2024-2025 obsolete Equipment/Supply Auction Items as listed in exhibit.

- 3. Occupational Advisory Committee Minutes**

**Exhibit 8**

Recommend approval of the 2023-2024 Occupational Advisory Committee Minutes as submitted by teachers.

- 4. Adult Education Program**

Recommend approval to conduct the 2024-2025 Adult Education Program.

- 5. MOU – Technical Assistance Program**

**Exhibit 9**

Recommend approval of the 2024-2025 Memorandum of Understanding between BCAVTS and the Bureau of Career/Technical Education Technical Assistance Program.

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**6. 2024-2025 School Physician**

Recommend approval to appoint Dr. Christopher Gooch as School Physician for the 2024-2025 school year at an Annual Stipend of \$2,000.00.

**7. Educational Memberships**

Recommend approval of the following Educational Memberships for the Administration.

A. PACTA – Assistant Principal/Dean of Student Services

**8. Agreement – PA Cyber Students**

**Exhibit 10**

Recommend approval of an Agreement for the 2024-2025 school year between the Pennsylvania Cyber Charter School (PA Cyber) and Butler County AVTS for the tuition rate of \$7,208.17 per student, with ADM adjustment as necessary.

**9. Health & Safety Plan**

**Exhibit 11**

Recommend approval of the BCAVTS Health & Safety Plan as outlined in exhibit subject to the additional language provided by the Solicitor.

**10. Questeq E-Rate Services Proposal**

**Exhibit 12**

Recommend approval of the Questeq E-Rate Services Proposal for Category 1 and Category 2 as outlined in exhibit upon Solicitor's review.

**11. Agreement – PaperVision**

**Exhibit 13**

Recommend approval of the PaperVision Agreement as outlined in exhibit.

**12. MOU – Sunnyview**

**Exhibit 14**

Recommend approval of the Memorandum of Understanding between BCAVTS Health Program and Sunnyview Nursing & Rehabilitation Center for July 1, 2024, through June 30, 2025.

**13. Tuition Students – PA Leadership Charter School**

**Exhibit 14A**

Recommend approval for PA Leadership Charter School (PALCS) students to attend BCAVTS for the 2024-2025 school year at the tuition rate of \$7,208.17, with ADM adjustment as necessary.

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**Recommend approval of:**

- 1. Field Trip Request(s)**
- 2. Auction Items**
- 3. Occupational Advisory Committee Minutes**
- 4. Adult Education Program**
- 5. MOU – Technical Assistance Program**
- 6. 2024-2025 School Physician**
- 7. Educational Memberships**
- 8. Agreement – PA Cyber Students**
- 9. Health & Safety Plan**
- 10. Questeq E-Rate Services Proposal**
- 11. Agreement – PaperVision**
- 12. MOU – Sunnyview**
- 13. Tuition Students – PA Leadership Charter School**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Voice on Roll Call: \_\_\_\_\_

***EXECUTIVE SESSION, if requested.***

**PERSONNEL**

**1. Substitute Teacher List**

**Exhibit 15**

Recommend approval of the 2024-2025 Substitute Teacher List at \$115/day with no benefits, pending clearances.

**2. Substitute Secretaries**

Recommend approval of the following 2024-2025 Substitute Secretaries at \$115/day with no benefits, pending clearances:

- A. Ms. Malissa Tinch
- B. Mrs. Michelle Zang

**3. Stipend – School Safety and Security Coordinator**

Recommend approval for the School Safety and Security Coordinator Jared Ryan to receive a \$2,000.00 Stipend for administrative duties outside of the regular school day, which is separate from his regular salary, in the 2024-2025 school year.

**4. Resignation – PIMS Coordinator/Guidance Department Assistant**

**Exhibit 16**

Recommend approval of the Resignation of PIMS Coordinator/Guidance Department Assistant Alyssa Walk effective July 18, 2024.

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**5. Resignation – Maintenance Mechanic**

**Exhibit 17**

Recommend approval of the Resignation of the Maintenance Mechanic Lucas Rearick effective August 7, 2024.

**6. Hire – Student Support Coordinator**

**Exhibit 18**

Recommend approval to Hire Stephen Morfenski as a 205-day Student Support Coordinator effective August 2, 2024, pending clearances, at pro-rated benefits and salary of \$63,000.00, as listed in the exhibit.

**7. Clinical Position**

**Exhibit 18A**

Recommend approval to change the Clinical Assistant Position to a 187-day Clinical Supervisor, at an hourly rate of \$34.00, effective August 2, 2024, with updated job description and benefits as outlined in the exhibit.

**8. Hire – Guidance Department Assistant**

**Exhibit 18B**

Recommend approval to Hire Alisha Stephenson as a 260-day Guidance Department Assistant effective August 2, 2024, pending current employment release, pending clearances, at pro-rated benefits and salary of \$35,360.00, as listed in the exhibit.

**Recommend approval of:**

- 1. Substitute Teacher List**
- 2. Substitute Secretaries**
- 3. Stipend – School Safety and Security Coordinator**
- 4. Resignation – PIMS Coordinator/Guidance Department Assistant**
- 5. Resignation – Maintenance Mechanic**
- 6. Hire - Student Support Coordinator**
- 7. Clinical Position**
- 8. Hire – Guidance Department Assistant**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Voice on Roll Call: \_\_\_\_\_

**FINANCE**

**1. Financial Reports**

**Exhibit 19**

**2. Bill List**

**Exhibit 20**

**BUTLER COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL  
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**Recommend approval of:**

- 1. Financial Reports**
- 2. Bill List**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Voice on Roll Call: \_\_\_\_\_

<b>ADJOURNMENT</b>
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Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_